



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION

Our Vision

“To be the lead service commission in the provision, management and development of competent human resource for the Public Service”.

Our Mission

“To transform the public service to become professional, efficient and effective for the realization of national development goals”.

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 either:

1. **online** through one of the Commission’s websites www.publicservice.go.ke and www.psckjobs.go.ke

OR

2. by completing **ONE** application form PSC 2 (Revised 2007). The form may be downloaded from the Commission’s websites.

Please Note

- Candidates should **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the **form**.
- **Only shortlisted and successful candidates will be contacted.**
- **Canvassing in any form will lead to automatic disqualification.**
- **THE PUBLIC SERVICE COMMISSION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

Shortlisted candidates shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.

Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Completed application forms should be sent or delivered to:

THE SECRETARY
PUBLIC SERVICE COMMISSION
COMMISSION HOUSE
P.O. BOX 30095 – 00100
NAIROBI

so as to reach the Commission **on or before 8th December, 2014.**

VACANCIES IN THE MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

STATE DEPARTMENT OF INTERIOR

SENIOR DEPUTY SECRETARY - SEVENTEEN (17) POSTS - V/No.64/2014

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Deputy County Commissioner I/Deputy Secretary, Job Group 'Q', for at least three (3) years in the Public Service;
- (ii) a Bachelors Degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree or Postgraduate Diploma in any Social Science from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Public Administration function; and
- (vi) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed at the Ministry headquarters. Specific duties and responsibilities include:

- (i) coordinating government business;
- (ii) executing activities touching on State Corporations and Statutory bodies within a Ministry;
- (iii) preparing timely response to parliamentary business and preparation of ministerial statements and state functions, briefs, reports and programmes;
- (iv) ensuring integrity and ethical conduct within the Ministry including mitigation of HIV/AIDS and security of government assets;
- (v) providing leadership in administrative matters in Ministries/Departments; and
- (vi) facilitating mobilization of resources for effective public service delivery.

SENIOR DEPUTY COUNTY COMMISSIONER – TEN (10) POSTS - V/No. 65/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m.

(Job Group ‘R’)

For appointment to this grade, a candidate must have:

- (i) served in the grade of Deputy County Commissioner I/Deputy Secretary, Job Group ‘Q’, for at least three (3) years in the Public Service;
- (ii) a Bachelors Degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree or Postgraduate Diploma in any Social Science from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Public Administration function; and
- (vi) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed to Head a Sub-County with highly complex development activities and diverse social-economic and political background. The officer will be responsible for the efficient management and co-ordination of Government functions in the Sub-County where work will involve general administration and co-ordination of development activities such as:

- (i) leading disaster management and emergency response activities;
- (ii) mobilizing resources for development;
- (iii) promoting peace and security;
- (iv) promoting conflict resolution and peace building;
- (v) interpreting, disseminating and overseeing implementation of Government policies;
- (vi) responding to parliamentary business specific to the Sub-County; and
- (vii) implementing national policies and giving feed-back to the Government on policies for review.

DEPUTY SECRETARY - TWENTY FOUR (24) POSTS - V/No. 66/2014

Basic Salary Scale: Ksh.89, 748 p.m. – Ksh.120, 270 p.m. (Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Deputy County Commissioner II/Under Secretary, Job Group 'P' for at least three (3) years in the Public Service;
- (ii) a Bachelor's Degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree or Postgraduate Diploma in any Social Science from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development goals; Vision 2030, millennium development goals and the ability to relate them to Public Administration function; and
- (vi) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed at the Ministry headquarters where he/she will shoulder higher responsibilities which will entail heading a special unit. Specific duties and responsibilities include:

- (i) overseeing implementation of Government policies;
- (ii) preparing ministerial briefs, speeches, policy, memoranda and concept papers;
- (iii) coordinating administrative matters, training, development, deployment and promotion of administrative staff;
- (iv) coordinating performance appraisal for administrative staff in the Ministry
- (v) coordinating activities to mitigate HIV/AIDS, promotion of integrity and ethical conduct within the Ministry; and
- (vi) overseeing management of security of Government assets and coordination of various meetings.

Basic Salary Scale: Ksh.89, 748 p.m. – Ksh.120, 270 p.m. (Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Deputy County Commissioner II/Under Secretary, Job Group 'P' for at least three (3) years in the Public Service;
- (ii) a Bachelor's Degree in any Social Science or its equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree or Postgraduate Diploma in any Social Science from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Public Administration function; and
- (vi) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be deployed to head a Sub-County with complex development activities and diverse socio-economic and political background. Specific duties and responsibilities include:

- (i) being responsible for the efficient management and coordination of government functions in the Sub-County;
- (ii) general administration and coordination of development activities such as mobilization of resources for development;
- (iii) coordinating disaster management and emergency response activities;
- (iv) promoting conflict resolution and peace building;
- (v) interpreting, disseminating and overseeing implementation of government policies;
- (vi) responding to parliamentary business specific to the Sub-County; and
- (vii) coordinating state functions in the Sub-County.

STATE DEPARTMENT OF COORDINATION OF NATIONAL GOVERNMENT

SENIOR ASSISTANT DIRECTOR, GAMING - TWO (2) POSTS V/No. 68/2014

Basic Salary Scale: Ksh.89, 748 - Ksh.120, 270 p.m. (Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Gaming, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of following fields: Hotel Administration (Gaming), Commerce, Law, Economics, Sociology or any other relevant field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Hotel Administration (Gaming), Commerce, Law, Economics, Sociology or a relevant field from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Gaming function;
- (vi) demonstrated administrative capability and thorough understanding of Betting Control and Licensing functions; and
- (vii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed to head a large region or division in the headquarters. Specific duties and responsibilities include:

- (i) implementing gaming policies;
- (ii) managing betting and lottery activities and programmes;
- (iii) issuing gaming licenses and permits;
- (iv) ensuring gaming activities, devices and premises are in compliance with the laws governing betting; and
- (v) monitoring and evaluating planned gaming activities.

VACANCIES IN THE MINISTRY OF DEVOLUTION AND PLANNING

STATE DEPARTMENT OF PLANNING

**DIRECTOR OF PLANNING (PROJECTS AND PROGRAMMES) - ONE (1) POST
V/No. 69/2014**

Basic Salary Scale: Ksh.120, 270 – Ksh.180, 660 p.m. (Job Group 'S')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Chief Economist/Chief Statistician, Job Group 'R' or in a comparable position in the public service;
- (ii) a Bachelors degree in any of the following: Economics, Economics and Mathematics, Economics and Statistics or Statistics with appropriate Specialization from a university recognized in Kenya;
- (iii) a Masters degree in any of the following: Economics, Philosophy, Statistics, Demography, Computer Science, Mathematics and Statistics or a relevant field from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Planning function;
- (vi) demonstrated outstanding professional competence and wide experience in sectoral policy formulation and implementation matched with clear appreciation of Kenya's economic needs at national, sectoral and sub-national level; and
- (vii) demonstrated a high degree of administrative ability and leadership capability.

Duties and Responsibilities

An officer at this level will be in charge of aligning the Ministerial functions with the Medium Term Expenditure Framework (MTEF) sectors and Vision 2030 delivery secretariat. He/She will enhance the effectiveness in policy formulation, implementation, monitoring and attainment of Kenya Vision 2030 projects and programmes.

Specific duties and responsibilities include:

- (i) ensuring adequacy of counterpart budgetary provisions as well as their coordination, monitoring and Evaluation;
- (ii) coordinating donor funded programmes and projects;
- (iii) coordinating the planning of Millennium Development Goals (MDGs) in the line Ministries; and
- (iv) being the focal point for all bilateral and multilateral agreements signed with various trading blocs;

CHIEF ECONOMIST/CHIEF STATISTICIAN - FOURTEEN (14) POSTS

V/No. 70/2014

Basic Salary Scale: Ksh.109, 089 – Ksh.144, 928 p.m.

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Deputy Chief Economist/Deputy Chief Statistician, Job Group 'Q' or in a comparable and relevant position in economic planning or in the compilation and production of statistical data for national economic planning and development in the public service;
- (ii) a Bachelors degree in any of the following: Economics, Economics and Mathematics, Economics and Statistics or Statistics with appropriate Specialization from a university recognized in Kenya;
- (iii) a Masters degree in any of the following: Economics, Philosophy, Statistics, Demography, Computer Science, Mathematics and Statistics or a relevant field from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development goals and the ability to relate them to Economic Planning function;
- (vi) demonstrated outstanding professional competence matched with proper appreciation of the country's economic development needs at the national, sectoral and regional levels and the strategies necessary to meet them; and

- (vii) demonstrated a high degree of administrative capability coupled with wide experience in economic planning or in the production and interpretation of statistical data.

Duties and Responsibilities

An officer at this level will be in charge of a Planning division in the Ministry responsible for National Economic Planning. He/She may also be deployed to head a Central Planning unit or a Project Monitoring Division in any other Ministry/State Department. In the Ministry responsible for National Planning, the officer will be responsible to the Principal Secretary through the Planning Secretary and the respective Director. In any other Ministry, the officer will be responsible to the Principal Secretary. Specific duties and responsibilities include:

- (i) directing economic planning functions or production of statistical data at the national level
- (ii) formulating national development strategies, policies and programmes within the Ministry;
- (iii) preparing national development plans and co-ordinating preparation of national positions or international economic subjects;
- (iv) implementing, monitoring and evaluation of policies and programmes;
- (v) projection of manpower needs and training to meet national development objectives, population surveys and compilation of data for planning and social services, manpower surveys and undertaking labour force studies and monitoring unemployment in the country;
- (vi) executing the collation, processing and administration of statistical data in accordance with the Statistics Act; and
- (vii) formulating coordinating strategies, policies and programmes for the harmonious development of the economic sectors, carrying out sectoral studies and research, monitoring changes in key indicators of sectoral economic structure, trends and efficiency.

**DEPUTY CHIEF ECONOMIST/DEPUTY CHIEF STATISTICIAN - THIRTY-SIX (36)
POSTS V/No. 71/2014**

Basic Salary Scale: Ksh.89, 748 – Ksh.120, 270 p.m.

(Job Group ‘Q’)

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Principal Economist/Principal Statistician, Job Group ‘P’ or in a comparable and relevant position in the field of economics, policy, research and statistics in the public service;
- (ii) a Bachelors degree in any of the following: Economics, Economics and Mathematics, Economics and Statistics or Statistics with appropriate Specialization from a university recognized in Kenya;
- (iii) a Masters degree in any of the following: Economics, Philosophy, Statistics, Demography, Computer Science, Mathematics and Statistics or a relevant field from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Economic planning function; and
- (vi) demonstrated outstanding professional competence, ability and integrity as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will assist the Chief Economist in the administration of the Planning division or head a Central Planning unit or Project Monitoring division in a Ministry.

Specific duties and responsibilities include:

- (i) being responsible for the general direction of the economic planning function including production of statistical data at national level;
- (ii) preparing National Development Plans, strategies, policies and programmes;
- (iii) monitoring and evaluation of policies and programmes;

- (iv) collating and presenting statistical data in the form of survey reports and bulletins in Ministries; and
- (v) directing, controlling and coordinating planning or statistical activities within the Planning Departments.

VACANCIES IN THE MINISTRY OF HEALTH

GOVERNMENT CHEMIST - ONE (1) POST V/No. 72/2014

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m.

(Job Group 'S')

For appointment this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Deputy Government Chemist, Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor of Science degree in any of the following disciplines: Chemistry, Food Science and Technology, Forensic Science, Biochemistry or Environmental Science from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Chemistry, Water Quality Management, Water and Environmental Resources, Environmental Science, Environmental Management and Planning, Food Science and Technology, Biochemistry or Forensic Science from a university recognized in Kenya;
- (iv) attended a Leadership / Management course in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Government Chemist function;
- (vi) demonstrated managerial and high degree of professional competence in work performance; and
- (vii) exhibited thorough understanding of the national goals, policies, objectives and programmes and ability to relate them to the provision of quantitative analytical laboratory services, water quality and pollution control services.

Duties and Responsibilities

An officer at this level will be the head of the Government Chemist Department. He/She will be responsible to the Principal Secretary for providing leadership, management and administration of all the technical services.

Specific duties and responsibilities include:

- (i) advising the Principal Secretary on the formulation and implementation of departmental policies and programmes, provision of quantitative and qualitative analytical laboratory services and water quality and pollution control services;
- (ii) implementing the Chemical Weapons Convention (CWC);
- (iii) supervising, monitoring and evaluating all the departmental quantitative and qualitative analytical and forensic laboratory services;
- (iv) preparing and implementing the department's strategic plans;
- (v) instituting operational accountability and transparency in finance and management issues;
- (vi) budgeting and implementing the financial plans of the department; and
- (vi) securing and managing financial support for development plans.

SENIOR DEPUTY CHIEF PHARMACIST - ELEVEN (11) POSTS - V/No. 73/2014

Basic Salary Scale: Ksh.109,089 - Ksh.144,928 p.m.

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Deputy Chief Pharmacist, Job Group 'Q' or in a comparable position in the public service;
- (ii) possess a Bachelor of Science degree in Pharmacy from a university recognized in Kenya;
- (iii) attended a Strategic Leadership Development Programme in a recognized institution;
- (iv) been registered as Pharmacist under the Pharmacy and Poisons Board;
- (v) proven ability to understand, interpret and apply the National Pharmaceutical Policy and Drug Laws;

- (vi) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Pharmaceutical function; and
- (vii) shown outstanding administrative capability and professional competence required in managing pharmaceutical services at this level as reflected in work performance and results.

NOTE: Possession of a Masters degree in a relevant field will be an added advantage.

Duties and Responsibilities

An officer at this level will assist the Chief Pharmacist in formulating, developing, implementing, monitoring and reviewing the National Pharmaceutical Policy. He/She may be deployed as head of a division in the Department of Pharmacy at the Ministry Headquarters or to provide specialized pharmaceutical services in a Level 5 hospital.

Specific duties and responsibilities include:

- (i) implementing policies on appropriate use of medicines (conventional, licit psychotropic and narcotic substances, herbal, traditional and other complementary medicines);
- (ii) fostering partnerships with key stakeholders in the Pharmaceutical Sector;
- (iii) developing policies to promote local manufacturing of essential medicines;
- (iv) disseminating Drug Information Services, Poison Centre's and educational campaigns against inappropriate use of medicines;
- (v) carrying out research and development activities and application of the research results;
- (vi) collaborating with Pharmacy and Poisons Board to enforce drug legislation; and
- (vii) utilizing the use of information technology in the development, monitoring and evaluation of Pharmaceutical services in the pharmaceutical sector.

SENIOR DENTAL SPECIALIST - TWENTY EIGHT (28) POSTS - V/No. 74/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m.

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Senior Assistant Dental Specialist/Dental Specialist I, Job Group 'Q' for at least three (3) years in the Public Service;
- (ii) a Bachelors degree in Dental Surgery from a university recognized in Kenya;
- (iii) attended Strategic Leadership Development Programme in a recognized institution;
- (iv) a thorough understanding of global, regional and national health issues;
- (v) been registered with the Medical Practitioners and Dentists Board;
- (vi) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Dentistry function; and
- (vii) demonstrated a high degree of professional competence in planning and management of health care programmes at the County or National level.

NOTE: Possession of a Masters degree in a relevant field will be an added advantage.

Duties and Responsibilities

An officer at this level will provide the necessary guidance, training and development of support professional and technical staff in clinical practices in the department or sections at the national level as well as the county level in the area of specialization in clinical practice. Specific duties and responsibilities include:

- (i) developing and implementing appropriate Dental health policies, national guidelines, protocols and procedures which are in compliance with the most current accepted professional standards ;
- (ii) developing and implementing National / County level health care programmes directed towards improvement of dental services in the country;
- (iii) Providing guidance, training and development of support professional and technical staff in clinical dentistry practices at the National and County Levels;
- (iv) Managing hospitals/dental health services at National or County level;

- (v) coordinating and integrating dental health programs and services with other programs; and
- (vi) Providing general/specialized dental care services.

VACANCIES IN THE MINISTRY OF LABOUR, SOCIAL SECURITY AND SERVICES

DEPUTY COMMISSIONER FOR LABOUR - ONE (1) POST - V/No. 75/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m.

(Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Senior Assistant Commissioner for Labour, Job Group 'Q' for a minimum period of three (3) years in the Public Service,
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management/Development, Law, Business Administration, Economics, Sociology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management/Planning/Development, Law, Business Administration, Economics, Sociology, Psychology, Statistics, Labour and Development Studies and Public Administration or International Relations from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Labour function; and
- (vi) demonstrated professional competence and be conversant with labour administration, labour laws and have a clear understanding of the labour policies programmes, objectives and strategies.

NOTE: Possession of a certificate in Prosecutions Course lasting at least three (3) months in a recognized institution will be an added advantage.

Duties and Responsibilities

An officer at this level will be answerable to the Commissioner for Labour.

Specific duties and responsibilities include:

- (i) preparing papers on government policies and strategies and programs on labour administration;
- (ii) investigating and referring disputes to the Industrial court
- (iii) coordinating Trade Union elections and maintaining records of elections;
- (iv) vetting of Collective Bargaining Agreements to ensure their consistency with the law;
- (v) carrying out surveys and identifying opportunities in the labour market;
- (vi) developing and implementing strategic initiatives and plans for the department;
- (vii) preparing and implementing departmental budgets; and
- (viii) providing training, consultancy and technical guidance and extension services on labour issues.

SENIOR ASSISTANT COMMISSIONER FOR LABOUR - ONE (1) POST - V/No. 76/2014

Basis Salary Scale: Ksh.89,748 - Ksh.120,270 p.m.

(Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Assistant Commissioner for Labour, Job Group 'P' for a minimum period of three (3) years in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Master degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration or International Relations from a university recognized in Kenya;

- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Labour function; and
- (vi) demonstrated leadership and professional competence in the management and administration of labour function.

NOTE: Possession of a certificate in Prosecutions Course lasting at least three (3) months in a recognized institution will be an added advantage.

Duties and Responsibilities

An officer at this level will be answerable to the Deputy Commissioner for Labour.

Specific duties and responsibilities include:

- (i) implementing labour policies and programmes;
- (ii) coordinating and ensuring effective functioning of the National Labour Board and Wages Council;
- (iii) executing the attestation of foreign contracts of employment;
- (iv) participating in the vetting and issuance of work permits; and
- (v) participating in the International Labour Organization (ILO), International Organization of Immigration (IOM), African Union (AU), Labour and Social Affairs Commission and East African Community (EAC) meetings and conferences.

VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY

DEPUTY DIRECTOR OF INFORMATION - TWO (2) POSTS - V/No. 77/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group 'R')

For appointment to this grade, a candidate must:

- (i) have served in the grade of Senior Assistant Director of Information, Job Group 'Q' for a minimum period of three (3) years or in a comparable position in the Public Service;

- (ii) have a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other relevant field from a university recognized in Kenya;
- (iii) have attended a Strategic Leadership Development Programme in a recognized institution;
- (iv) have a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the role of management of Information in the achievement of the same;
- (v) possess excellent oral and written communications skills in both English and Kiswahili; and
- (vi) have demonstrated a high degree of professional competence and leadership capability in information/public communications work as reflected in work performance and results.

NOTE: Possession of a Master's degree in Mass Communication, Communication Studies, Information Science, Media and Technology, Journalism, Public Relations, International Relations, any Social Science or any other relevant field from a university recognized in Kenya will be an added advantage.

Duties and Responsibilities

An officer at this level will be responsible to the Director of Information for professional, administrative and operational matters relating to information and news services.

Specific duties and responsibilities include:

- (i) undertaking policy formulation, review and design of appropriate programmes;
- (ii) coordinating information services, including collection, analysis and dissemination of information to the public and media;
- (iii) carrying out research on various information services issues and developing appropriate interventions;
- (iv) developing and implementing standards and regulations in the management of information; and
- (v) budgeting and implementing departmental programmes.

**SENIOR ASSISTANT DIRECTOR OF INFORMATION - THIRTEEN (13) POSTS-
V/No. 78/2014**

Basic Salary Scale: Ksh.89,748 – Ksh.120,720 p.m.

(Job Group 'Q')

For appointment to this grade, a candidate must:

- (i) have served in the grade of Assistant Director of Information, Job Group 'P' for a minimum period of three (3) years, or in a comparable and relevant position in the Public Service;
- (ii) have a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other relevant field from a university recognized in Kenya;
- (iii) have attended a Strategic Leadership Development Programme in a recognized institution;
- (iv) possess excellent oral and written communications skills in both English and Kiswahili;
- (v) have a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the role of management of Information in the achievement of the same; and
- (vi) have demonstrated leadership and managerial competence in information services work as reflected in work performance and results.

NOTE: Possession of a Master's degree in Mass Communication, Communication Studies, Information Science, Media and Technology, Journalism, Public Relations, International Relations, any Social Science or any other relevant field from a university recognized in Kenya will be an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the Headquarters to head a section such as Kenya News Agency, Media Services, Research, Features and Electronic Media, Rural press, Publications, Mobile Cinema or Information Services/Administration.

Specific duties and responsibilities include:

- (i) developing and implementing communication and media strategy
- (ii) implementing and monitoring Government policies, programmes and directives through collection and dissemination of information;

- (iii) coordinating information services including news;
- (iv) carrying out research on local and international press on public opinion towards the Government;
- (v) identifying events that require packaging and dissemination to the media; and
- (vi) preparing media briefs, supplements, documentaries and features;

SENIOR ASSISTANT DIRECTOR OF PUBLIC COMMUNICATIONS - THREE (3) POSTS - V/No. 79/2014

Basic Salary Scale: Ksh.89,748 - Ksh.120,270 p.m.

(Job Group 'Q')

For appointment to this grade; a candidate must:

- (i) have served in the grade of Assistant Director of Public Communication, Job Group 'P', for a minimum period of three (3) years or in a comparable and relevant position in the public service;
- (ii) have a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other relevant field from a university recognized in Kenya;
- (iii) have attended a Strategic Leadership Development Programme in a recognized institution;
- (iv) possess excellent oral and written communication skills in both English and Kiswahili;
- (v) have a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the role of management of Communication in the achievement of the same; and
- (vi) have demonstrated professional competence in information services work as well as leadership and managerial capability as reflected in work performance and results.

NOTE: Possession of a Master's degree in Mass Communication, Communication Studies, Information Science, Media and Technology, Journalism, Public Relations, International Relations, any Social Science or any other relevant field from a university recognized in Kenya will be an added advantage.

Duties and Responsibilities

An officer at this level will be deployed at the Ministry of Information, Communications and Technology Headquarters or as the head of a Public Communication unit in a large sized/complex Ministry/State Department where he/she will be responsible to the Director of Public Communications/Principal Secretary for providing leadership for all public communication matters in the Ministry.

Specific duties and responsibilities include:

- (i) identifying Government events in a specific sectoral area that require packaging for dissemination to the media and the public;
- (ii) preparing and organizing fora where Government policies, programmes and projects are propagated and promoted;
- (iii) gathering information on policies, programmes, significant events and disseminating the same to the public and media;
- (iv) building the corporate image of the organization;
- (v) carrying out research based on both local and international press on possible causes of negative publicity on Government and developing appropriate interventions; and
- (vi) liaising with the media in undertaking general public relations work, including direct question and answer sessions by Kenyans on various topical issues on behalf of Cabinet Secretaries and Principal Secretaries.

VACANCIES IN THE MINISTRY OF LANDS, HOUSING AND URBAN DEVELOPMENT

CHIEF ARCHITECT - ONE (1) POST V/No. 80/2014

Basic Salary Scale: Ksh.152,060 – Ksh.302,980 p.m. **(Job Group 'T')**

For appointment to this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Senior Principal Superintending Architect, Job Group 'R' and above in the Public Service;
- (ii) a Bachelors degree in Architecture;

- (iii) a Masters degree in Architecture or any other related field in the building industry;
- (iv) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS) as an Architect and be a corporate member of a related professional association;
- (v) attended a Strategic Leadership Development Programme in a recognized institution;
- (vi) attended a Project Development and Management course in a recognized institution;
- (vii) demonstrated a high degree of professional competence and leadership capability required for effective planning, directing, controlling and coordinating building development programmes;
- (viii) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to architectural function; and
- (ix) a thorough understanding of policies and programmes and the ability to successfully play part in their implementation.

Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for the provision of advice on architectural standards and specifications. Specific duties and responsibilities include:

- (i) formulating and implementing Architectural policies and review of legislation related to building and construction;
- (ii) formulating and implementing administrative and operational procedures concerning the implementation of buildings and development projects/works;
- (iii) advising the government on the latest cost effective building technology;
- (iv) advising the government on spatial requirements for government buildings;
- (v) carrying out research on building materials, processes and technologies, dissemination of research findings and promotion of wider application of innovative process and materials technology;
- (vi) coordinating professional, technical and administration activities related to implementation of development and maintenance of building works; and

- (vii) coordinating registration of Consultants in the building sector.

SENIOR DEPUTY DIRECTOR OF PHYSICAL PLANNING - ONE (1) POST
V/No.81/2014

Basic Salary Scale: Ksh.120,270 – 180,660 p.m. (Job Group 'S')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Deputy Director of Physical Planning, Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a university recognized in Kenya;
- (iv) been a corporate member of the Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) been registered by the Physical Planners Registration Board;
- (vi) attended a Strategic Leadership Development Programme in a recognized institution;
- (vii) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Physical Planning function; and
- (viii) demonstrated professional competence and leadership capability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Director of Physical Planning.

Duties and responsibilities include:

- (i) formulating and implementing national, regional and local physical development policies, guidelines and strategies;
- (ii) preparing and implementing the National Spatial Plan;

- (iii) reviewing national, regional, county, metropolitan, urban, rural physical development plans and strategic national projects/programmes;
- (iv) carrying out research on matters relating to physical planning and facilitating the implementation of the findings;
- (v) maintaining physical planning data bank and overseeing the automation of physical planning processes; and
- (vi) undertaking key programmes in collaboration and partnership with public agencies and other stakeholders on physical planning matters.

DEPUTY DIRECTOR OF PHYSICAL PLANNING - TWO (2) POSTS -V/No.82/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Senior Assistant Director of Physical Planning, Job Group ‘Q’ or comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a university recognized Kenya;
- (iii) a Masters degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a university recognized in Kenya;
- (iv) been registered by the Physical Planners Registration Board;
- (v) been a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (vi) attended a Strategic Leadership Development Programme in a recognized institution;
- (vii) proven leadership ability and professional competence necessary for the effective performance of work at this level;
- (ix) a clear understanding of the National Development goals, Vision 2030, Millennium Development Goals and the ability to relate them to Physical Planning function; and

- (ix) demonstrated leadership, and managerial competence in work performance and exhibited a thorough understanding of national policies, goals, objectives and ability to relate them to the Physical Planning function.

Duties and Responsibilities

Duties and responsibilities include:

- (i) coordinating strategic National projects,
- (ii) developing and implementing policies and strategies on county, metropolitan, regional, urban and rural physical development plans;
- (iii) carrying out research on matters relating to strategic national projects and programmes, human settlement patterns, urbanization patterns, urban sprawl and emerging methodologies, issues and trends;
- (iv) formulating and implementing strategies for public education, participation and engagement; and
- (v) monitoring and evaluation of physical planning projects/programmes at the county and national levels.

SENIOR ASSISTANT DIRECTOR OF PHYSICAL PLANNING - FOUR (4) POSTS

V/No. 83/2014

Basic Salary Scale: Ksh.89,748 - Ksh.120,270 p.m. (Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Assistant Director of Physical Planning, Job Group 'P' in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a university recognized in Kenya;
- (iv) been registered by the Physical Planners Registration Board;
- (v) been a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);

- (vi) attended a Strategic Leadership Development Programme in a recognized institution;
- (vii) proven leadership ability and professional competence necessary for the effective performance of work at this level;
- (viii) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Physical Planning function; and
- (x) demonstrated technical and professional capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities include:

- (i) developing and implementing national policies, standards and programmes;
- (ii) implementing strategic National projects;
- (iii) conducting research on matters relating to strategic national projects and programmes;
- (iv) preparing policies and strategies for county, metropolitan, regional, urban and rural spatial plans;
- (v) implementing strategies for public education, participation and engagement; and
- (vi) preparing annual state of physical planning reports on Strategic National projects and programmes.

SENIOR DEPUTY DIRECTOR OF LAND ADJUDICATION AND SETTLEMENT - ONE (1) POST V/No. 84/2014

Basic Salary Scale: Ksh.120,270 - 180,660 p.m. (Job Group 'S')

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of three (3) years at the grade of Deputy Director of Land Adjudication and Settlement, Job Group 'R' or in a comparable and equivalent position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Land Survey, Agriculture, Law, Geography, Agriculture and Human Ecology, Agricultural Extension, Agriculture and Home Economics, Sociology or Community Development from a university recognized in Kenya;

- (iii) a Masters degree in any of the following disciplines: Project Planning and Management, Environmental Planning and Management, Urban and Regional Planning, Gender and Development, Agriculture and Human Ecology, Extension, Agriculture and Home Economics, Business Administration, Sociology or Community Development from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) demonstrated professional competence and leadership capability in work performance and results; and
- (vi) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to Land Adjudication and Settlement function.

Duties and Responsibilities

- (i) preparing and implementing land adjudication and settlement strategic plan;
- (ii) developing and implementing policies on land adjudication and settlement;
- (iii) overseeing research on new and emerging trends in land adjudication and settlement;
- (iv) carrying out feasibility studies and environmental impact assessments on establishment of land adjudication sections and settlement schemes;
- (v) monitoring and evaluation of land adjudication and settlement projects and programmes;
- (vi) appraising and safeguarding land adjudication and settlement records including computerization and management of analogue and digital archives; and
- (vii) managing the Settlement Fund Trustees assets inventory;

PHYSICAL PLANNER - TWENTY (20) POSTS - V/No.85/2014

Basic Salary Scale: Ksh.31,020 - Ksh.41,590 p.m. (Job Group 'K')

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in any of the following disciplines; Urban and Regional Planning, Physical Planning, Urban Planning or Town Planning or in a comparable qualifications from a university recognized in Kenya; and
- (ii) been a graduate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter).

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a more senior officer.

Duties and responsibilities at this level include:

- (i) preparing physical development plans;
- (ii) undertaking feasibility studies on physical, social, economic and environmental characteristics;
- (iii) implementing physical plans for national, regional, urban areas and cities;
- (iv) processing development applications; and
- (v) maintaining physical planning records.

LAND REGISTRATION OFFICER - FORTY (40) POSTS - V/No.86/2014

Basic Salary Scale: Ksh.35,910 - Ksh.45,880 p.m. (Job Group 'L')

For appointment to this grade, a candidates must have:

- (i) a Bachelor of Laws (LLB) degree from a university recognized in Kenya; and
- (ii) a Postgraduate Diploma in Law from the Kenya School of Law.

Duties and Responsibilities

This is the entry and training grade for Land Registrars. An officer at this grade will carry out various Land Registration duties under the supervision of a senior officer.

Specific duties and responsibilities include:

- (i) processing registration of land transactions;
- (ii) issuance of land searches; and
- (iii) preparing land title documents and other routine land registration work in a land registry.

VALUER - TEN (10) POSTS - V/No.87/2014

Basic Salary Scale: Ksh.31,020 - Ksh.42,590 p.m. (Job Group 'K')

For appointment to this grade, a candidate must possess a Bachelor of Arts degree in Land Economics or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

This is the basic entry grade in the Valuers' cadre. An officer at this level will be responsible for performing a variety of valuation work of limited scope and complexity intended to enable the officer to gain experience under appropriate guidance of a senior officer. Specific duties and responsibilities include:

- (i) valuation and assessment of property for stamp duty;
- (ii) apportionment of rents following subdivisions;
- (iii) inspections of land for compensation;
- (iv) assessment and inspection of land for rating purposes; and
- (vi) undertaking other routine valuation duties.

**VACANCIES IN THE MINISTRY OF EAST AFRICAN AFFAIRS,
COMMERCE AND TOURISM**

**SENIOR ASSISTANT DIRECTOR OF WEIGHTS AND MEASURES - FOUR (4)
POSTS - V/No.88/2014**

Basis Salary Scale: Ksh.89,748 - Ksh.120,270 p.m. (Job Group 'Q')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Assistant Director of Weights and Measures, Job Group 'P' for a minimum period of three (3) years or comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Information Communication Technology, Law, Legal Metrology, Instrumentation, Engineering

- (Mechanical/Electrical/Electronics), Micro-processors or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Instrumentation, Computer Science, Physics, Mathematics, Chemistry, Law, Engineering (Mechanical/Electrical/Electronics), Micro-processors, Business Administration or equivalent qualification from a university recognized in Kenya;
 - (iv) advanced certificate of the Institute of Trade Standards Administration (Kenya);
 - (v) attended Strategic Leadership Development Programme from a recognized institution;
 - (vi) certificate of membership of the Institute of Trade Standards Administration (Kenya);
 - (vii) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to weights and measures function; and
 - (viii) demonstrated a high degree of leadership and professional competence required for effective planning, organization and administration of weights and measures activities.

Duties and Responsibilities

An officer at this level will be deployed at the Headquarters in any of the four divisions or to head a County.

At the Headquarters, specific duties and responsibilities include:

- (i) analyzing weights and measures reports and making appropriate recommendations;
- (ii) carrying out bi-annual comparison of working standards with Secondary Reference Standards;
- (iii) undertaking research in specific areas of legal metrology and consumer protection;
- (iv) reviewing relevant Acts and Statutes and their subsidiary legislation;
- (v) developing rules and regulations for use in the field of trade measurement in liaison with State Law Office; and

- (vi) liaising and collaborating with national, regional and international organizations in formulating, harmonizing and customizing legal metrology legislation, recommendations and documents.

At the County; Specific duties and responsibilities include:

- (i) coordinating of the County weights and measures activities including developing and implementation of work programmes;
- (ii) coordinating the enforcement of the Weights and Measures Act, the Trade Descriptions Act, the Road Traffic Act (Cap 403) on axle load, the Anti-Counterfeits Act, 2008 on combating sale of counterfeit goods and the Petroleum Act (Cap 308) on installation of underground storage tanks and fuel dispensers for sale of petroleum products in liaison with relevant institutions;
- (iii) keeping custody and maintenance of Secondary Reference Standards;
- (iv) creating public awareness on provisions of the Weights and Measures Act to improve compliance; and
- (v) collecting licensing and stamping fees.

DEPUTY DIRECTOR, INTERNAL TRADE - ONE (1) POST - V/No.89/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

- (i) served in the grade of Senior Assistant Director, Internal Trade, Job Group ‘Q’ for a minimum period of three (3) years in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or equivalent qualification from a university recognized in Kenya;
- (iii) a Master degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Trade Law, Economics, or International Trade/Business/Relations from a university recognized in Kenya;

- (iv) attended Strategic Leadership Development Programme in a recognized institution;
- (v) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to the Internal Trade function; and
- (vi) demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development programmes/projects.

Duties and Responsibilities

At the headquarters, duties and responsibilities include:

- (i) developing and implementing tourism policies and strategies at national, regional and international level;
- (ii) providing consultancy and technical guidance on trade issues to the business community;
- (iii) developing wholesale hubs/whole sale markets and tier I retail markets in the distribution value chain;
- (iv) maintaining business information data bank; and
- (v) undertaking settlement of trade disputes.

At the County, duties and responsibilities include:

- (i) implementing government policies, strategies and programmes on domestic trade and investment at the County level;
- (ii) providing consultancy and technical guidance on trade issues;
- (iii) maintaining business information in the county;
- (iv) developing wholesale hubs/wholesale markets and tier I retail markets in the distribution value chain; and
- (v) undertaking settlement of trade disputes and addressing public complaints/customer cares issues.

VACANCIES IN THE MINISTRY OF ENVIRONMENT, WATER AND NATURAL RESOURCES - STATE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

DEPUTY DIRECTOR, METEOROLOGICAL SERVICES - TWO (2) POSTS - V/No.90/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Senior Assistant Director of Meteorological Services, Job Group 'Q' in the Public Service;
- (ii) a Bachelor of Science degree in Meteorology from a university recognized in Kenya;
- (iii) a Master of Science degree in Meteorology or related field from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) shown merit and ability as reflected in work performance and results;
- (vi) a clear understanding of the National Development goals; Vision 2030, millennium development goals and the ability to relate them meteorological function; and
- (vii) demonstrated leadership and professional competence in the organization, management and administration of Meteorological Services.

Duties and Responsibilities

An officer at this level will be responsible to and deputize the Director of Meteorological Services. Specific duties and responsibilities include:

- (i) developing, implementing and monitoring national policies on meteorological services;
- (ii) carrying out individual and collaborative research in meteorology;
- (iii) developing, evaluating and improving meteorological and hydro-meteorological, agro-meteorological and bio-meteorological forecasting models and techniques;
- (iv) coordinating, monitoring and issuance of Early Warnings alerts and

- advisories on adverse weather phenomena; and
- (v) adopting use of information technology and software development including computer data processing, archival and retrieval.

**SENIOR ASSISTANT DIRECTOR, METEOROLOGICAL SERVICES - TWO (2)
POSTS - V/No. 91/2014**

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

- (i) served for at least three (3) years in the grade of Assistant Director of Meteorological Services, Job Group ‘P’ in the Public Service;
- (ii) a Bachelor of Science degree in Meteorology from a university recognized in Kenya;
- (iii) a Master of Science degree in Meteorology or related field from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme in a recognized institution;
- (v) shown merit and ability as reflected in work performance and results; and
- (vi) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to meteorological function; and
- (vii) demonstrated leadership and professional competence in the management and administration of Meteorological Services.

Duties and Responsibilities

An officer at this level will be responsible for the administration and coordination of work in a Unit. Specific duties and responsibilities include:

- (i) formulating and implementing national policies, regulations and guidelines as per World Meteorological Organisation (WMO) and International Civil Aviation Organisation (ICAO) related policy guidelines;
- (ii) carrying out independent research and supervising research in meteorology and related sciences; and
- (iii) aligning the activities of the unit with the Vision 2030.

METEOROLOGISTS - TEN (10) POSTS - V/No.92/2014

Basic Salary Scale: Ksh.31,020 – Ksh.41,590 p.m. (Job Group ‘K’)

For appointment to this grade, a candidate must have a Bachelor of Science Degree in Meteorology, or a Bachelor of Science (general) degree with a post graduate Diploma in Meteorology from a university recognized in Kenya.

Duties and Responsibilities

An officer at this level will undergo a six months operational training course (OTC) at the Institute for Meteorological Training and Research and thereafter, work under supervision in various fields of applied and theoretical meteorology. Specific duties will entail:

- (i) application of quality control procedures to various types of meteorological data including surface, marine and upper air observations satellites and radar derived data;
- (ii) collecting collating, analyzing and interpreting data on weather forecasting;
- (iii) disseminating weather and climate information to the users;
- (iv) carrying out research and development in various fields of meteorology; and
- (iv) preparing tailor-made meteorological products for cost recovery.

METEOROLOGICAL ASSISTANTS - SIXTY (60) - V/No.93/2014

Basic Salary Scale: Ksh.19,323 – Ksh.24,662 p.m. (Job Group ‘H’)

For appointment to the grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C (plain) with at least a C in each of the following subjects: Mathematics and Physics or Physical Science and English or Kiswahili; and
- (ii) a Diploma in Meteorology from the Institute of Meteorology Training and Research, the Designated World Meteorological Organisation Regional Training Centre (WMORTC).

Duties and responsibilities

An officer at this level will work under supervision. Specific duties will include:

- (i) coding and decoding of observed meteorological parameters;
- (ii) making meteorological, agro-meteorological, hydro-meteorological, marine, aeronautical meteorological observations;
- (iii) disseminating the meteorological data to the collecting centers;
- (iv) plotting meteorological reports, weather charts for analysis and forecasting; and
- (v) carrying out data entry for the purpose of updating the database and archival.

METEOROLOGICAL TELECOMMUNICATION OFFICERS - TWENTY (20) POSTS

V/No. 94/2014

Basic Salary Scale: Ksh.19,323 - Ksh.24,662 p.m. (Job Group 'H')

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C (Plain) with at least a C in each of the following subjects: Mathematics and Physics or Physical Science and English or Kiswahili; and
- (ii) Ordinary National Diploma in Electrical/Electronics/Telecommunications/Engineering/Mechanical/Industrial Measurement and Control Instrumentation from the Kenya National Examination Council (KNEC).

Duties and Responsibilities

An officer at this level will undergo a specialized training on Basic Meteorology, Meteorological instrumentation and equipment maintenance at the Institute of Meteorological Training and Research (IMTR). Duties and responsibilities will involve operation, repair and maintenance of communication circuit lines, aerials, electrical circuits and fittings, simple equipments, instruments and plants such as water pumps, hot water boiler, radio telephones, personal computers and printers.

VACANCY IN THE MINISTRY OF TRANSPORT AND INFRASTRUCTURE – STATE DEPARTMENT OF TRANSPORT

DEPUTY DIRECTOR OF SHIPPING – ONE (1) POST – V/No.95/2014

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group 'R')

For appointment to this grade, a candidate must have:

- (i) served in the grade of Senior Assistant Director JG 'Q' of Shipping for a minimum period of three (3) years in the Public Service;
- (ii) a Bachelor of Arts in Economics, Geography, Sociology and Political Science, Marine Biology, Environmental Studies or Oceanography from a university recognized in Kenya;

OR

- a Bachelor of Laws degree with a bias in Maritime/Shipping Studies from a university recognized in Kenya;
- (iii) a Masters of Science degree in Maritime Studies, Economics or Maritime/Shipping Law from a university recognized in Kenya;
- (v) attended a Strategic Leadership Development Programme in a recognized institution;
- (vi) high organizational analytical leadership and decision making skills and the ability to articulate and implement Ministerial/Department mandates;
- (vii) demonstrated proven leadership in maritime industry; and
- (viii) a clear understanding of the National Development Goals, Vision 2030, Millennium Development Goals and the ability to relate them to shipping function; and
- (viii) shown merit and ability in all aspects of shipping and maritime and demonstrated outstanding leadership and managerial capability.

Duties and Responsibilities

An officer at this level will be answerable to the Director of Shipping and Maritime.

Specific duties and responsibilities include:

- (i) developing and implementing maritime environment policy matters and oversight over Kenya Maritime Authority (KAM);
- (ii) participating and coordinating Vision 2030 flagship projects;
- (iii) formulating and implementing training policy for seafarers including MOU's;
- (iv) complying with requirements on International Labour Organisation (ILO) maritime and northern corridor related matters;
- (v) executing strategic planning and budget preparation for the shipping and maritime department;
- (vi) finalizing cabinet papers relevant to area of responsibility; and
- (vii) coordinating inter-agency forums to edit and fair draft regulations and bills.

VACANCIES IN THE PUBLIC SERVICE COMMISSION

DIRECTOR, COMPLIANCE AND QUALITY ASSURANCE - ONE (1) POST V/No. 96/2014

**Gross Salary: Ksh.420,865 - Ksh.561,153 p.m. - (PSC 8)
(This salary includes 60% basic pay and 40% allowances)**

Terms of Service: Contract

For appointment to this grade, a candidate must have:

- (i) at least fifteen (15) years experience in Compliance Audit and Quality Assurance, Administration/Management or Audit, three (3) years of which should have been in a leadership/senior management position in the Public Service;
- (ii) a Bachelors degree in any of the following fields: Economics, Public/Business Administration/Management, Commerce, Law, or any of the social sciences from a university recognized in Kenya;
- (iii) a Masters degree any of the following fields: Business Administration, Development Studies, Economics, Public Administration/Management or any other relevant field from a university recognized in Kenya;
- (iv) been in good standing with a relevant professional body;
- (v) attended management/leadership course in a recognized institution;
- (vi) a thorough knowledge of Public Service regulatory and legal framework and corporate governance issues; and
- (vii) demonstrated professional competence, leadership capabilities and initiative in the general organization and management of a public organization.

Key Competencies

- strong leadership and governance skills;

- a strategic thinker and team player;
- good interpersonal relations with proven communication skills, both verbal and written; and
- strong negotiation and organisation skills; and
- impeccable integrity, ethical and professional behaviour.

Duties and Responsibilities

The Director, Compliance and Quality Assurance will be responsible to the Secretary/CEO for the co-ordination of compliance audits, promotion of values and principles of good governance, investigation, monitoring and evaluation of human resource practices for efficient and effective public service. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing of Compliance and Quality Assurance Policies;
- (ii) evaluating and preparing reports to the President and Parliament on Public Service compliance with values and principles;
- (iii) promoting national values and principles of governance under article 10, and values and principles of Public Service under article 232 of the Constitution;
- (iv) monitoring and evaluating the implementation of the Commissions' delegated functions;
- (v) evaluating compliance with Service Regulations, policies and guidelines and preparing management reports regarding their compliance;
- (vi) carrying out investigations, monitoring and evaluation of the organization, administration and personnel practices of the public service;
- (vii) ensuring institutionalization of uniform Standards and Quality Control Procedures in the public service; and
- (ix) ensuring the Code of Conduct in the Public Service is kept under regular review.

DEPUTY DIRECTOR, FINANCE - ONE (1) POST - V/No.97/2014

**Gross Salary: Ksh.341,952 - Ksh.455,937 p.m. - (PSC 7)
(This salary includes 60% basic pay and 40% allowances)**

Terms of Service: Pensionable or Contract

For appointment to this grade, a candidate must:

- (i) have at least ten (10) years experience in Finance or related field, three (3) of which should have been in a leadership/senior management position in the Public Service;
- (ii) have a Bachelors degree in Commerce, Public/Business Administration or any other relevant qualification from a university recognized in Kenya
- (iii) have a Masters degree in Commerce, Accounting, Finance, Public/Business Administration or related field from a university recognized in Kenya;

- (iv) be a holder of CPA(K)/ACCA qualifications;
- (v) be in good standing with a relevant professional body;
- (vi) have attended a management/leadership course in a recognized institution;
- (vii) have demonstrable professional competence, leadership capabilities and initiative in the general organization and financial management of a public organization;
- (viii) be proficient in the application of Information Communication Technology (ICT) in the Finance function;
- (ix) have sound knowledge of financial and accounting systems in the public sector as spelt out in the Public Finance Management Act; and
- (x) have thorough understanding of the Procurement Act and Regulations prevailing in the Public Sector.

Key Competencies

- strong leadership and management skills;
- a strategic thinker;
- excellent interpersonal relations with proven communication skills, both verbal and written;
- excellent negotiation and organization skills;
- result focused; and
- team building and problem solving skills

Duties and Responsibilities

An officer at this level will be responsible to the Director, Finance and Planning in the discharge of his/her duties. Specific duties and responsibilities include:

- (i) developing, implementing and reviewing an appropriate financial policy framework to guide decision-making by the Commission;
- (ii) monitoring effective implementation of financial and accounting strategies;
- (iii) reviewing, evaluating and recommending improvements to the financial administrative and planning systems and procedures;
- (iv) linking the Financial Strategy to the corporate strategy of the Commission;
- (v) managing, directing, and coordinating the activities of the finance department including financial reporting and accounting; and
- (vi) advising on financial matters.

DEPUTY CHIEF COMMISSION COUNSEL - ONE (1) POST - V/No.98/2014

Gross Salary: Ksh. 341,952- 455,937-p.m. - (PSC 7)
(This salary includes 60% basic pay and 40% allowances)

Terms of Service: Pensionable or Contract

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

- (i) at least ten (10) years experience in legal matters, three (3) of which should have been in a leadership/senior management position in the Public Service;
- (ii) a Bachelor of Laws (LLB) degree from a university recognized in Kenya;
- (iii) a Post graduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) a Master of Laws (LLM) degree from a university recognized in Kenya;
- (v) attended a management/leadership course in a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

Key Competencies

- strong leadership and management skills;
- a strategic thinker and team player;
- excellent interpersonal relations with proven communication skills, both verbal and written; and
- excellent negotiation and organisation skills; and
- impeccable integrity, ethical and professional behaviour.

Duties and Responsibilities

An officer at this level will be responsible to the Chief Commission Counsel in the discharge of his/her duties. Specific duties and responsibilities at this level include:

- (i) developing, implementing and reviewing the Commission policies and guidelines;
- (ii) ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;
- (iii) advising the Commission on legal policy issues;
- (iv) undertaking research and analyzing data on assigned legal issues;
- (v) preparing preliminary legal documents/instruments and legal opinions; and
- (vi) undertaking law review.

DEPUTY DIRECTOR OF PUBLIC COMMUNICATIONS, ONE (1) POST - V/No.99/2014

Gross Salary: Kshs.341,952 - 455,937 p.m. - (PSC 7)
(This salary includes: 60% basic pay and 40% allowances).

Terms of Service: Pensionable or Contract

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) at least ten (10) years service in Public Communications or in a comparable and relevant position in the Public Service, three (3) of which should have been in a leadership/senior management position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Communication

- Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other approved equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other relevant field from a university recognized in Kenya;
 - (iv) attended a management/leadership course in a recognized institution
 - (v) excellent oral and written communication skills in both English and Kiswahili; and
 - (vi) demonstrated professional competence and leadership capability in Public Communication work as reflected in work performance and results.

Key Competencies

- awareness of different media agendas;
- excellent interpersonal relations;
- advanced Information Technology skills;
- ability to prioritize and plan effectively;
- creative and innovative;
- self-driven and action oriented;
- excellent presentation skills; and
- originality - ability to think independently and creatively.

Duties and Responsibilities

An Officer at this level will head the Public Communications Unit and will be responsible to the Commission Secretary/CEO. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing Public Communication policies and strategies;
- (ii) gathering information on policies, programmes, significant events and disseminating the same to media and public;
- (iii) carrying out research on possible causes of negative publicity on the Commission on news media and developing appropriate strategies to address the negative publicity;
- (iv) identifying Commission's events that require packaging for dissemination to the media and the public;
- (v) preparing and organizing for a fora where Commission policies, programmes and projects can be propagated and promoted;
- (vi) preparing media supplements, documentaries, press releases/media features, planning publicity strategies and campaigns, writing and producing presentations and press releases; and
- (vii) providing clients and stakeholders with information about the Commission's activities.

**DEPUTY DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY
- ONE (1 POST) - V/No. 100/2014**

Gross Salary: Ksh.341,952 - 455,937 p.m. - (PSC 7)
(This salary includes 60% basic pay and 40% allowances)

Terms of Service: Pensionable or Contract

For appointment to this grade, a candidate must have:

- (i) at least ten (10) years experience in Information Technology, three (3) of which should have been in a leadership/management position in the public service;
- (ii) a Bachelors degree in Computer Science or any other ICT related discipline from a university recognized in Kenya;
- (iii) a Masters degree in Computer Science or any other ICT related discipline from a university recognized in Kenya;
- (iv) attended a management/leadership course in a recognized institution; and
- (v) demonstrated professional ability, initiative and competence in organizing and directing work.

NOTE: possession of relevant professional qualifications in ICT such as Certified Information Security Manager (CISM), Certified Information Systems Analyst (CISA), Microsoft Certified Database Administrator (MCDBA), Microsoft Certified Information Technology Professional MCITP), or Cisco Certified Network Administrator (CCNA) shall be an added advantage;

Key Competencies

- excellent Information Technology skills;
- ability to prioritize and plan effectively;
- creative and innovative;
- Originality - ability to think independently and creatively;
- self-driven and action oriented; and
- excellent presentation and communication skills, both verbal and written.

Duties and Responsibilities

An officer at this level will be responsible to the Secretary/CEO. Specific duties and responsibilities include:

- (i) developing, implementing and reviewing Information Communication Technology policies and programmes;
- (ii) coordinating all Information Technology programmes including managing and supervising the computer systems and electronic databases of the Commission;
- (iii) executing IT programs and networking and programming Web Systems and Technologies;

- (iv) managing and resolving all hardware and software problems;
- (v) performing wireless network simulations to assist with the frequency assignment process;
- (vi) carrying out research on current ICT issues and advising the Commission appropriately; and
- (vii) upgrading the Commission's website to meet business requirements.

**ALICE A. OTWALA (MRS.), CBS
SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION**