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 candidates for the positions shown below.

V/ NO.	POST	MINISTRY	JOB GROUP/ SCALE	VACANCIES
69/2016	Senior Assistant Director, National Registration (Persons)	Interior and Coordination of National Government	Q	7
70/2016	Deputy Commissioner of Prisons	"	PG 11	17
71/2016	Senior Assistant Commissioner of Prisons	"	PG 10	22
72/2016	Assistant Commissioner of Prisons	"	PG 9	65
73/2016	Senior Superintendent of Prisons	"	PG 8	137
74/2016	Superintendent of Prisons	"	PG 7	262
75/2016	Director, Supply Chain Management Services	The National Treasury	T	1
76/2016	Director, Intergovernmental Fiscal Relations	"	T	1
77/2016	Senior Deputy Director, Intergovernmental Fiscal Relations	"	S	2
78/2016	Deputy Director, Intergovernmental Fiscal Relations	"	R	2
79/2016	Senior Assistant Director, Intergovernmental Fiscal	"	Q	2

	Relations			
80/2016	Director, Macro and Fiscal Affairs	"	T	1
81/2016	Senior Deputy Director, Macro and Fiscal Affairs	"	S	1
82/2016	Deputy Director, Macro and Fiscal Affairs	"	R	1
83/2016	Senior Assistant Director, Macro and Fiscal Affairs	"	Q	2
84/2016	Deputy Director, External Resources	"	S	1
85/2016	Senior Deputy Director, Debt Management	"	S	1
86/2016	Deputy Director, Debt Management	"	R	1
87/2016	Senior Assistant Director, Debt Management	"	Q	1
88/2016	Senior Deputy Director, Public Private Partnership	"	S	1
89/2016	Deputy Director, Public Private Partnership (Technical Services)	"	R	1
90/2016	Deputy Director, Public Private Partnership (Financial Services)	"	R	1
91/2016	Deputy Director, Public Private Partnership (Contracts and Risk Management Services)	"	R	1
92/2016	Deputy Director, Public Private Partnership (Economic Services)	"	R	1
93/2016	Senior Deputy Accountant General	"	S	2
94/2016	Deputy Accountant General	"	R	2
95/2016	Senior Assistant Accountant General	"	Q	13
96/2016	Director, Financial and Sectoral Affairs	"	T	1
97/2016	Senior Deputy Director, Financial and Sectoral Affairs	"	S	2
98/2016	Deputy Director, Financial and Sectoral Affairs	"	R	2
99/2016	Senior Assistant Director, Financial and Sectoral	"	Q	4
100/2016	Deputy Director, Kenya Institute of Business Training (KIBT)	Industry, Trade and Cooperatives	R	1

101/2016	Director, Economic Planning	Devolution and Planning	S	1
102/2016	Director, The Arts	Sports, Culture and the Arts	S	1
103/2016	Deputy Director, The Arts	"	R	1
104/2016	Senior Assistant Director, The Arts	"	Q	2
105/2016	Deputy Director, Library Services	"	R	1
106/2016	Senior Assistant Director, Library Services	"	Q	1
107/2016	Deputy Director, Kenya National Archives and Documentation Services	"	R	1
108/2016	Senior Assistant Director, Kenya National Archives and Documentation Services	"	Q	8
109/2016	Deputy Director, Civil Servants Housing Scheme	Transport, Infrastructure, Housing and Urban Development	R	1
110/2016	Deputy Director, Estate Management	"	R	1
111/2016	Deputy Director, Slum Upgrading	"	R	1
112/2016	Chief Engineer/ Director (Irrigation)	Water and Irrigation	S	1
113/2016	Director, Land Administration	Land and Physical Planning	S	1
114/2016	Deputy Director, Land Administration	"	R	4
115/2016	Senior Assistant Director, Land Administration	"	Q	6
116/2016	Director, Land Valuation	"	S	1
117/2016	Deputy Director, Land Valuation	"	R	3
118/2016	Senior Assistant Director, Land Valuation	"	Q	6
119/2016	Fleet Director	Agriculture, Livestock and Fisheries	R	1
120/2016	Marine Technical Services Manager	"	Q	1
121/2016	Director, Youth Development	Public Service, Youth and Gender Affairs	S	1

122/2016	Programme Officer, Customer Service and Delivery Standards	Public Service, Youth and Gender Affairs	HK 3	1

The details of the posts and mode of application can be accessed on the Commission's websites.

Interested and qualified persons are requested to make their applications as follows:

(i) Online through one of the Commission's websites: **www.publicservice.go.ke** or **www.psckjobs.go.ke**

OR

(ii) By completing **ONE** PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission's websites.

Completed applications should be sent to:

THE SECRETARY/CEO
PUBLIC SERVICE COMMISSION
P. O. BOX 30095-00100
NAIROBI

So as to reach the Commission **on or before 1st September, 2016**

SECRETARY/CEO
PUBLIC SERVICE COMMISSION

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OR

2. by completing **ONE** PSC 2 (Revised 2016) application form. 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. It is a criminal offence to present fake certificates.

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

Completed applications should be sent or delivered to:

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

so as to reach the Commission **on or before 1st September, 2016.**

VACANCIES IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT - (STATE DEPARTMENT FOR INTERIOR)

SENIOR ASSISTANT DIRECTOR, NATIONAL REGISTRATION (PERSONS) - SEVEN (7) POSTS V/NO.69/2016

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 cumulative period of fifteen (15) years, three (3) of which must have been at the grade of Principal Registration Officer (Persons) Job Group 'N' and above, or equivalent and comparable position in the Public Service;

(ii) a Bachelors Degree in any of the following Social Science disciplines: Sociology, Economics, Business Administration, Human Resource Management, Education, Population Studies, Anthropology, Communication, Journalism, Public Relations, Public Administration/Government from a university recognized in Kenya;

(iii) a Masters Degree in any of the following disciplines: Sociology, Economics, Business Administration, Human Resource Management, Education, Gender Studies, Statistics, Public Policy, Governance and Ethics, Population Studies, Anthropology, Communication, Journalism, Public Relations, Public Administration/Government from a university recognized Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) demonstrated professional competence and administrative ability in work performance and results.

Duties and Responsibilities

(i) initiating the review of rules, regulations, guidelines and policies on Registration of Persons;

(ii) identifying and registering eligible applicants for National Identity cards;

(iii) mobilizing and sensitizing the public on requirements for registration and issuance of National Identity Cards;

(iv) collaborating with Government Ministries/Departments and other agencies on matters relating to registration of persons;

(v) recommending investigations and prosecution of offences committed under the Registration of Persons Act;

(vi) analyzing and compiling registration of persons reports; and

(vii) ensuring maintenance of application registers for National Identity Cards.

STATE DEPARTMENT FOR CORRECTIONAL AND REHABILITATION SERVICES - KENYA PRISONS SERVICE

DEPUTY COMMISSIONER OF PRISONS – SEVENTEEN (17) POSTS - V/NO. 70/2016

Basic Salary Scale: Kshs.98,040 – 130,590 P.M. (PG 11)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Senior Assistant Commissioner of Prisons, PG 10;
(ii) attended a Strategic Leadership course in a recognized institution;
(iii) demonstrated professional competence and administrative capability in work performance and results; and
(iv) maintained outstanding discipline record.

Duties and Responsibilities

An office at this level will be responsible to the Commissioner of Prisons for overall management of super maximum security institutions and handling staff and inmates matters at Regional Command and Prisons headquarters. Specific duties and responsibilities include:

(i) coordinating training programmes at Prisons Staff Training College and implementation of the training curriculum;
(ii) enforcing Prisons objectives for offenders containment, rehabilitation, social reintegration and administration of justice;
(iii) ensuring equitable distribution of prison stores at the regional level
(iv) conducting administrative inspections within their area of jurisdiction;
(v) confirming prisoners are aware and observe all Prisons rules and regulations;
(vi) coordinating security operations such as classification of prisoners, their movements, riots, disease out breaks and special searches;
(vii) monitoring provision of healthcare services to staff and inmates;
(viii) planning and coordinating Prison farms and industries programmes; and
(ix) causing maintenance of prison books and records.

SENIOR ASSISTANT COMMISSIONER OF PRISONS – TWENTY TWO (22) POSTS- V/NO. 71/2016

Basic Salary Scale: Kshs.68,160 – 94,770 p.m. (PG 10)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Assistant Commissioner of Prisons PG 9;
(ii) certificate in Prisons senior officers' management course lasting not less than six (6) weeks in a recognized institution;

(iii) demonstrated professional competence and administrative capability in work performance and results; and
(iv) maintained outstanding discipline record.

Duties and Responsibilities include;
An officer at this level will be managing maximum security institutions and responsible for enforcing Prison objectives for offender containment, rehabilitation, social-integration and administration of justice. Specific duties and responsibilities will include;

(i) handling staff and inmates matters at regional commands and Prisons headquarters;
(ii) implementing the training curriculum;
(iii) conducting administrative inspections;
(iv) providing linkages between the regions between the regions and the prisons headquarters;
(v) seeking feedback on the provision of healthcare services to staff and inmates;
(vi) carrying out public executions;
(vii) designing, constructing and maintaining buildings; and
(viii) receiving and analyzing reports.

ASSISTANT COMMISSIONER OF PRISONS - SIXTY FIVE (65) POSTS-
V/NO.72 /2016

Basic Salary Scale: Kshs.59,220 – 85,890 P.M. (PG 9)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of three (3) years in the grade of Senior Superintendent of Prisons PG 8;
(ii) a certificate of Initial Training for Prisons Officers from the Prisons Staff Training College lasting not less than nine (9) months;

OR

Certificate of Initial Training for Cadet Officers from the Prisons Staff Training College lasting not less than thirteen (13) months;

OR

Post graduate Diploma in security and correctional science from a recognized institution.

(iii) a certificate in Prisons Senior Officers' Management course lasting not less than six (6) weeks in a recognized institution;
(iv) shown merit and ability in work performance an results; and
(v) maintained outstanding discipline record.

Duties and Responsibilities include;

An officer at this level will be responsible for managing Principal institutions. Specific duties and responsibilities include;

(i) coordinating staffing at regional commands and headquarters;
(ii) conducting training at Prisons Staff Training College;
(iii) handling staff and trainees matters at Prisons Staff Training College;
(iv) directing the Prison Band;
(v) managing Prison enterprises in Maximum prison;
(vi) monitoring and evaluating performance;
(vii) ensuring provision of healthcare services to staff, their families and inmates;
(viii) providing professional services base on their areas of specialization; and
(ix) managing the design, construction and maintenance of buildings.

SENIOR SUPERINTENDENT OF PRISONS – ONE HUNDRED AND THIRTY SEVEN (137) POSTS - V/NO.73 /2016

Basic Salary Scale: Ksh.48,660 – Ksh.73,020 p.m. (PG 8)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Superintendent of Prisons PG 7;
(ii) certificate of Initial Training for Prisons Officers from the Prisons Staff Training College lasting not less than nine (9) months;

OR

Certificate of Initial Training for Cadet Officers from the Prisons Staff Training College lasting not less than thirteen (13) months;

OR

Post graduate Diploma in security and correctional science from a recognized institution.

(iii) certificate in Prisons senior officers' management course lasting not less than six (6) weeks from a recognized institution;
(iv) shown merit and ability in work performance and results; and
(v) maintained outstanding discipline record.

Duties and Responsibilities

An officer at this level will be responsible for managing Medium institutions. Specific duties and responsibilities include:

(i) chairing Reception and Discharge Board in Medium institutions;
(ii) ensuring documentation and safe storage of prisoners cash and valuables and other properties;
(iii) controlling security of prison institution;

(iv) ensuring inmates are produced in courts on time and coordinating rehabilitation programs;
(v) managing prison farms and industries activities;
(vi) conducting class instructions to trainees;
(vii) leading recruitment teams; and
adjudicating disciplinary cases for both staff and inmates..

SUPERINTENDENT OF PRISONS – TWO HUNDRED AND SIXTY TWO (262) POSTS-V/NO. 74/2016

Basic Salary Scale: Ksh.41, 370 –Ksh.63,420 p.m. (PG 7)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of three (3) years in the grade of Chief Inspector of Prisons PG 6;
(ii) certificate of Initial Training for Prisons Officers from the Prisons Staff Training College lasting not less than nine (9) months;

OR

Certificate of Initial Training for Cadet Officers from the Prisons Staff Training College lasting not less than thirteen (13) months;

OR

Post graduate Diploma in security and correctional science from a recognized institution.
(iii) certificate in Development course for Inspectors of Prisons lasting not less than two (2) months from the Prisons Staff Training College;
(iv) a Prisons senior officers' management course lasting not less than six (6) weeks in a recognized institution;
(vi) shown merit and ability in work performance and results; and
(vii) maintained outstanding discipline record.

Duties and Responsibilities

An officer at this level will be responsible for managing an Open prison, Borstal institutions and Youth corrective Training Centre. Specific duties and responsibilities include:
(i) chairing Reception and Discharge Board in Medium institutions;
(ii) controlling prisons security and special category wings in Maximum security institutions;
(iii) ensuring inmates are produced in courts on time and coordinating rehabilitation programs;
(iv) managing prison farms and industries activities;
(v) conducting class instructions to trainees;
(vi) ensuring proper maintenance of hygiene and sanitation; and

(vii) ensuring that inmates access healthcare.

VACANCIES IN THE NATIONAL TREASURY

DIRECTOR, SUPPLY CHAIN MANAGEMENT SERVICES - ONE (1) POST-

V/NO. 75/2016

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

For appointment to this grade, an officer must have:-

(i) served for a minimum period of three (3) years in the grade of Senior Deputy Director, Supply Chain Management Services Job Group 'S' or in a comparable and relevant position in the Public Service;

(ii) a Bachelors Degree in Procurement and Supply Management or any other relevant qualifications from a university recognized in Kenya;

OR

a Bachelors Degree in any of the following fields: Commerce, Business Administration, Economics, Marketing, Law plus Diploma in Purchasing and Supply Chain Management or its equivalent qualification from a recognized institution.

(iii) a Masters Degree in any of the following fields: Purchasing and Supply Chain Management; Business Administration, Logistics and Supply Chain Management or any other relevant qualification from a university recognized in Kenya

(iv) attended a Strategic Leadership course in a recognized institution;

(v) membership to a relevant professional body;

(vi) demonstrated professional competence in managing the supply chain function; and

(vii) demonstrated understanding of national development policies and the ability to translate them into Supply Chain Management function.

Duties and Responsibilities

An officer at this level will be responsible for the overall management of the Supply Chain Management Services Function. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing Supply Chain Management policies, strategies and guidelines;

(ii) providing leadership in research on matters relating to Supply Chain Management Services;

(iii) interpretating international trade agreements and policies related to Procurement and Supply Chain Management function;

(iv) overseeing the implementation of e-procurement strategies;

(v) providing overall guidelines on framework and consortium buying;

(vi) providing guidance on contract design and management, disposal of government inventory and other assets; and

(vii) advising on matters pertaining to Supply Chain Management function, procurement and disposal activities.

DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS, ONE (1) POST – V/NO. 76/2016

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 a minimum period of three (3) years in a position graded at Job Group 'S' in any of the following areas; Planning, Economics, Finance or in a comparable and relevant position in the public service;

(ii) a Bachelors degree in any of the following disciplines:- Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option), or any other equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option), Development Planning, Business Administration/ Management, or any other equivalent qualification from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) experience in any of the following areas: Public Financial Management, Intergovernmental Fiscal Relations, Tax Policy Analysis and Revenue Forecasting, Macroeconomic Modelling, Public Policy Formulation, Expenditure Analysis, Financial Analysis, Political Economy Analysis and Project Administration.

Note: Possession of a certificate in any of the following fields is an added advantage: Public Financial Management, Intergovernmental Fiscal Relations Management, Tax Policy Analysis and Revenue Forecasting, Macro-Economic Modelling, Policy Development Formulation and Expenditure Analysis or Public Expenditure.

Duties and Responsibilities

An officer at this level will be responsible for the overall management of the Intergovernmental Fiscal Relations function. Specific duties and responsibilities include:

(i) reviewing and developing policy, legal and institutional framework governing intergovernmental fiscal relations and county financial management;

(ii) providing leadership in research on matters relating to intergovernmental fiscal relations, county financial management and service delivery;

(iii) overseeing collection, collation and analysis of budget, economic and financial data from counties;
(iv) providing secretariat services to the Intergovernmental Budget and Economic Council (IBEC);
(v) developing and reviewing the framework for intergovernmental transfer(s) in consultation with other stakeholders;
(vi) developing and reviewing the county revenue administration and management framework on proposed county revenue raising measures;
(vii) building capacity of county governments on public finance management; and
(viii) designing and developing a comprehensive, reliable and effective monitoring, evaluation and feedback framework for the department.

SENIOR DEPUTY DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS - TWO (2) POSTS - V/NO. 77/2016

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

For appointment to this grade a candidate must have;

(i) served for a minimum period of three (3) years in the grade of Chief Economist or Chief Finance Officer Job Group 'R' or in a comparable and relevant position in the Public Service.
(ii) a Bachelors Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option), Development Planning, Business Administration/ Management or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters Degree in any of the following disciplines: Economics, or Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option), Development Planning, Business Administration/ Management or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized Institution; and
(v) experience in any of the following areas: Public Financial Management, Intergovernmental Fiscal Relations Matters, Tax Policy Analysis and Revenue Forecasting, Macroeconomic Modelling, Public Policy Formulation, Expenditure Analysis, Financial Analysis, Political Economy Analysis and Project Administration.

Note: Possession of a certificate in any of the following fields is an added advantage: Public Financial Management, Intergovernmental Fiscal Relations Management, Tax Policy Analysis and Revenue Forecasting, Macro-Economic Modelling, Policy Development Formulation and Expenditure Analysis or Public Expenditure analysis.

Duties and Responsibilities

An officer at this level will deputize the Director, Inter-Governmental Fiscal Relations on issues relating to Intergovernmental Policy Coordination and Capacity Building or Research, Policy and County Budget Analysis, and Economic Planning. Specific duties and responsibilities include:

Inter-governmental Policy Coordination and Capacity Building

(i) developing and reviewing the framework for Intergovernmental transfer in consultation with other stakeholders;
(ii) developing and reviewing the County revenue administration and management framework on proposed revenue raising measures for Counties;
(iii) coordinating capacity building of County governments on public finance management;
(iv) designing and developing an effective monitoring and evaluation framework for the department; and
(v) coordinating Programmes and Projects in the division.

Research, Policy and County Budget Analysis, and Economic Planning

(i) reviewing and developing policy, legal and institutional framework governing intergovernmental fiscal relations and county financial management;
(ii) coordinating research on matters relating to Intergovernmental Fiscal Relations, county financial management and service delivery, including that of urban areas and cities;
(iii) collecting, collating and analysing budget, economic and financial data from the Counties; and
(iv) coordinating secretariat services to Intergovernmental Budget and Economic Council (IBEC).

DEPUTY DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS – TWO (2) POSTS – V/NO. 78/2016

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 in the grade of Deputy Chief Economist or Deputy Chief Finance Officer Job group 'Q' or in a comparable and relevant position in the Public Service;
(ii) a Bachelors Degree in any of the following disciplines; Economics, Economics and Statistics, Economics and Mathematics or Commerce (Accounting, Finance or

Insurance option) or any other equivalent qualification from a university recognized in Kenya;

(iii) a Masters Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting , Finance or Insurance option), Development Planning, Business Administration/ Management (Accounting / Finance) or any other equivalent qualification from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) experience in any of the following areas: Public Financial Management, Intergovernmental Fiscal Relations, Tax Policy Analysis and Revenue Forecasting, Macroeconomic Modelling, Public Policy Formulation, Expenditure Analysis, Financial Analysis, Political Economy Analysis and Project Administration.

Note: Possession of a certificate in any of the following fields is an added advantage: Public Financial Management, Intergovernmental Fiscal Relations Management, Tax Policy Analysis and Revenue Forecasting, Macro-Economic Modelling, Policy Development Formulation and Expenditure Analysis or Public Expenditure Analysis.

Duties and Responsibilities

An officer at this level will deputize the Senior Deputy Director, Inter-Governmental Fiscal Relations. Specific duties and responsibilities include:

Inter-governmental Policy Coordination and Capacity Building

(i) formulating, implementing and reviewing legal frameworks governing intergovernmental fiscal relations and county financial management, including preparation of the Division of Revenue Bill and the County Allocation of Revenue Bill;

(ii) reviewing of the framework for intergovernmental transfer in consultation with other stakeholders;

(iii) developing and reviewing the county revenue administration and management framework on proposed county revenue raising measures;

(iv) strengthening County public finance management institutional capacities to implement manage and support governance, development and service delivery;

(v) monitoring county governments' adherence to the public finance management legal framework; and

(vi) supervising the design and development of an effective monitoring and evaluation framework for the Department on Inter-Governmental Policy Coordination matters.

Research, Policy and County Budget Analysis, and Economic Planning:

(i) advising county governments on strengthening financial and fiscal relations between the two levels of government;
(ii) supervising the monitoring, analysis and consolidation of budgets, economic data and financial reports for County governments;
(iii) supervising and implementing county government budget system;
(iv) designing and developing an effective monitoring and evaluation framework for county budget formulation, approval, execution and reporting; and
(v) supervising officers in the County Budget Analysis Section.

SENIOR ASSISTANT DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS – TWO (2) POSTS - V/NO. 79/2016

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

Requirements for Appointment

For appointment to this grade a candidate must have;

(i) served for a minimum period of three (3) years in the grade of Principal Economist or Senior Principal Finance Officer Job Group 'P' or in a comparable and relevant position in the Public Service;
(ii) a Bachelors degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics or Commerce (Accounting, Finance or Insurance option) or any other equivalent qualification from a university recognized in Kenya.
(iii) a Masters degree in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting , Finance or Insurance option), Development Planning, Business Administration/ Management (Accounting / Finance) or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution; and
(v) experience in any of the following areas: public financial management, intergovernmental fiscal relations, tax policy analysis and revenue forecasting, macroeconomic modelling, public policy formulation, expenditure analysis, financial analysis, political economy analysis and project administration.

Note: Possession of a certificate in any of the following fields is an added advantage: Public Financial Management, Intergovernmental Fiscal Relations Management, Tax Policy Analysis and Revenue Forecasting, Macro-Economic Modelling, Policy Development Formulation and Expenditure Analysis or Public Expenditure Analysis.

Duties and Responsibilities

An officer at this level will be responsible to the Deputy Director, Inter-Governmental Fiscal Relations for the following specific duties and responsibilities:

Inter-governmental Policy Coordination

(i) developing and reviewing legal frameworks governing intergovernmental fiscal relations and county financial management;
(ii) preparing legislative proposals on revenue sharing between the two levels of government;
(iii) reviewing the framework for intergovernmental transfer in consultation with other stakeholders;
(iv) developing and reviewing the county revenue administration and management framework on proposed County revenue raising measures; and
(v) developing an effective evaluation framework for the department on Inter-Governmental Policy Coordination matters.

Research, Policy Analysis and Economic Planning

(i) developing and reviewing legal frameworks governing intergovernmental fiscal relations and county financial management ;
(ii) monitoring and evaluating matters relating to intergovernmental fiscal relations, county government finances and service delivery;
(iii) providing secretariat services to Intergovernmental Budget and Economic Council (IBEC);
(iv) conducting background research and analysis to inform decisions of IBEC technical committee; and
(v) advising county governments on strengthening financial and fiscal relations between the two levels of Government.

DIRECTOR, MACRO AND FISCAL AFFAIRS - ONE (1) POST - V/NO. 80/2016

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 at a position graded at Job Group 'S' in any of the following areas: Planning, Economics or in a comparable and relevant position in the Public Service;
(ii) a Bachelors Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences or any other equivalent qualification from a university recognized in Kenya;

(iii) a Masters Degree in any of the following fields: Economics, Economic Policy Management, Project Planning Management or any other equivalent qualification from a university recognised in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) demonstrated understanding of national development goals, national values and principles of governance.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/ Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized Institution.

Duties and Responsibilities

An officer at this level will be responsible for the overall management of the macro and fiscal affairs function. Specific duties and responsibilities include:

(i) formulating, implementing , monitoring and reviewing of macro-economic, fiscal and monetary policies;
(ii) undertaking macro-economic and physical analysis, modelling and forecasting;
(iii) advising on macro, monetary and fiscal management matters;
(iv) coordinating delivery of the national budget and other key macro-economic, fiscal and monetary policies;
(v) liaising with the International Monetary Fund, World Bank and other institutions to ensure agreed reforms are implemented;
(vi) mobilizing domestic resources for financing national and county governments budgetary requirements;
(vii) preparing revenue estimates for the National Government and the Finance Bill; and
(viii) monitoring and evaluating bilateral and multilateral economic and fiscal affairs.

SENIOR DEPUTY DIRECTOR, MACRO AND FISCAL AFFAIRS – ONE (1) POST - V/NO. 81/2016

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

For appointment to this grade, a candidate must have:

(i) served for at least three (3) years in the grade of Chief Economist Job Group 'R' or in a comparable and relevant position in the Public Service;
(ii) a Bachelors Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences or any other equivalent qualification from a university recognized in Kenya;

(iii) a Masters Degree in any of the following fields: Economics, Economic Policy Management or Project Planning Management or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution; and
(v) demonstrated professional competence and managerial capability as reflected in work performance and results.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/ Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized Institution.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Macro and Fiscal Affairs. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing macro-economic and fiscal policies, strategies and guidelines;
(ii) analysing, monitoring and evaluating bilateral and multilateral economic and fiscal agreements;
(iii) preparing revenue estimates and revenue raising bills for the National Government;
(iv) supervising the preparation of statutory and management reports on macroeconomic, fiscal and monetary matters;
(v) facilitating the preparation of National employment policy;
(vi) coordinating the development of the Medium Term Macro-Fiscal Framework;
(vii) coordinating the implementation of the obligations under the World Trade Organization, International Monetary Fund and other partner institutions; and
(viii) coordinating and analysing Government Finance Statistics and Policies to ensure common principles for budgeting, planning, reporting, accounting and auditing.

DEPUTY DIRECTOR, MACRO AND FISCAL AFFAIRS - ONE (1) POST –

V/NO. 82/2016

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

For appointment to this grade, an officer must have:

(i) served for at least three (3) years in the grade of Deputy Chief Economist Job Group 'Q' or in a comparable and relevant position in the Public Service;

(ii) a Bachelors Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters Degree in any of the following fields: Economics, Economic Policy Management, Project Planning Management or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution; and
(v) demonstrated understanding of national development goals, national values and principles of governance.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/ Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized Institution.

Duties and Responsibilities

An officer at this level will be responsible to the Senior Deputy Director, Macro and Fiscal Affairs. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing macro-economic and fiscal policies, strategies and guidelines;
(ii) analyzing, monitoring and evaluating bilateral and multilateral economic and fiscal agreements;
(iii) undertaking macro-economic and fiscal analysis, modelling and forecasting;
(iv) managing the National employment policy;
(v) implementing the obligations under the WTO, IMF and other partner institutions;
(vi) coordinating fiscal, monetary and macroeconomic issues relating to regional economic blocks and analysing their implications on the Kenyan economy;
(vii) coordinating and analysing Government Finance Statistics and Policies to ensure common principles for budgeting, planning, reporting, accounting and auditing and advising on the way forward with Fiscal Decentralization issues; and
(viii) analyzing the consolidated government cash plan and overseeing its implementation.

SENIOR ASSISTANT DIRECTOR, MACRO AND FISCAL AFFAIRS – TWO (2) POSTS - V/NO. 83/2016

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

For appointment to this grade, an officer must have:

(i) served for a minimum period of three (3) years in the grade of Principal Economist Job Group 'P' or in a comparable and relevant position in the Public Service;

(ii) a Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in any of the following fields: Economics, Economic Policy Management, Project Planning Management or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution; and
(v) demonstrated professional competence in managing the economic policy management function.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/ Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management or Regional Integration from a recognized Institution.

Duties and Responsibilities

An officer at this level will be responsible to the Deputy Director, Macro and Fiscal Affairs. Specific duties and responsibilities will include:

(i) implementing and reviewing macro-economic and fiscal policies, strategies and programmes;
(ii) monitoring and evaluating bilateral and multilateral economic and fiscal agreements;
(iii) undertaking macro-economic and fiscal analysis, modelling and forecasting;
(iv) preparing statutory and management reports on macroeconomic, fiscal and monetary matters;
(v) preparing, monitoring and implementing the national budget; and
(vi) preparing the Medium Term Macro-Fiscal Framework.

DEPUTY DIRECTOR, EXTERNAL RESOURCES - ONE (1) POST - V/NO. 84/2016

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

For appointment to this grade, an officer must have:

(i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, External Resources, Job Group 'R' or in a comparable and relevant position in the public service;
(ii) a Bachelor's degree in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance and

Insurance Option), Business Administration or any other equivalent qualification from a university recognized in Kenya

(iii) a Masters degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;

(iv) demonstrated leadership and professional competence as reflected in work performance and results; and

(v) demonstrated clear understanding of National Development, Goals and knowledge in aid effectiveness architecture.

Note: Possession of a certificate in any of the following fields is an added advantage: Project Management, Corporate Governance, Negotiations Skills or Management of Foreign Aid from a recognized institution.

Duties and Responsibilities

An officer at this level will be responsible to the Director, External Resources. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing domestic and external resources mobilization policies, strategies and guidelines;

(ii) overseeing the preparation and review of agreements and memoranda between the government and development partners;

(iii) coordinating MDAs on matters related to Project planning;

(iv) overseeing project appraisal, monitoring and evaluation;

(v) liaising with Accounting Officers to ensure counterpart funding is adequately provided in the budget;

(vi) recommending duty and VAT exemptions for donor funded projects;

(vii) implementing Sector Wide Approaches (SWAPs) to development; and

(viii) coordinating disbursements and reimbursements of funds.

SENIOR DEPUTY DIRECTOR, DEBT MANAGEMENT – ONE (1) POST - V/NO. 85/2016

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 cumulative period of eighteen (18) years, three (3) of which should be in the grade of Senior Assistant Director, Debt Management, Job Group 'Q' and above or in an equivalent and relevant position in the Public Service;

(ii) a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics,

Commerce (Accounting, Finance or Insurance option), Business Administration or any other Social Science from a university recognized in Kenya;

(iii) a Masters degree in any of the following fields: Economics, Project Planning and Management, Business Administration, Finance, Accounting, International Relations/International Studies or any other related qualification from a university recognized in Kenya;

(iv) attended a Strategic Leadership course from a recognized institution;

(v) experience in preparation of Debt Sustainability Analysis and Public Debt Reports and Debt Portfolio Analysis; and

(vi) demonstrated professional competence, administrative and managerial capability and knowledge of national development policies and strategies.

Duties and Responsibilities

An officer at this level will deputize the Director, Debt Management. Specific duties and responsibilities will include:

(i) formulating, implementing and reviewing debt management policies, strategies and guidelines;

(ii) overseeing the implementation of the Debt Management System in analytical work;

(iii) guiding in determining borrowing ceilings for national and county Governments;

(iv) providing guidance in performing adjustments to borrowing plans in the course of fiscal year;

(v) estimating effects of changes in economic variables on debt, portfolio analysis, and debt sustainability analysis;

(vi) reviewing inputs on public debt to periodic economic and financial reports and data; and

(vii) collaborating with Central Bank of Kenya for effective debt management.

DEPUTY DIRECTOR, DEBT MANAGEMENT – ONE (1) POST - V/NO. 86/2016

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

For appointment to this grade, a candidate must have:

(i) served for cumulative fifteen (15) years, three (3) of which should be in the grade of Assistant Director, Debt Management, Job Group 'P' and above or in an equivalent and relevant position in the Public Service;

(ii) a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, Mathematics and Computer science, Commerce (Accounting, Finance or Insurance option), Business Administration or any other Social Science from a university recognized in Kenya;

(iii) a Masters degree in any of the following fields: Economics, Project Planning and Management, Business Administration, Finance, Accounting, International Relations, Public Sector management , Information systems or any other related qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course from a recognized institution;
(v) demonstrated professional competence, administrative and managerial capability coupled with broad knowledge of national development policies and strategies;
(vi) experience in preparation of Debt Sustainability Analysis and Public debt Reports and Debt Portfolio Analysis; and
(vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Senior Deputy Director Debt Management. Specific Duties and responsibilities include:-

(i) developing, implementing and reviewing debt management policies, strategies and guidelines;
(ii) coordinating the determination of borrowing ceilings for national and county governments;
(iii) providing guidance in performing adjustments to borrowing plans in the course of fiscal year and estimating effects of changes in economic variables on debt;
(iv) coordinating assessment and monitoring contingent liabilities;
(v) reviewing portfolio and debt sustainability analysis;
(vi) designing benchmarks or reference debt portfolios;
(vii) monitoring compliance of the debt strategy; and
(viii) making recommendations for debt restructuring.

SENIOR ASSISTANT DIRECTOR, DEBT MANAGEMENT – ONE (1) POST – V/NO. 87/2016

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 for cumulative twelve (12) years, three (3) of which should be in the grade of Principal Debt Management Officer, Job Group 'N' and above or in an equivalent and relevant position in the Public Service;
(ii) a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option),Business Administration or any other Social Science from a university recognized in Kenya;
(iii) a Masters degree in any of the following **For** fields: Economics, Project Planning and Management, Business Administration, Finance, Accounting, International

Relations/International Studies, Public Sector management or any other related qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course from a recognized institution;

(v) experience in preparation of Debt Sustainability Analysis and Public debt Reports and Debt Portfolio Analysis; and

(vi) demonstrated professional competence, administrative and managerial capability and knowledge of national development policies and strategies.

Duties and Responsibilities

An officer at this level will be responsible to the Deputy Director Debt Management. Specific duties and responsibilities include:

(i) formulating debt management strategy;

(ii) reviewing data analysis that feed into fiscal forecasts;

(iii) assessing, monitoring and managing contingent liabilities;

(iv) reviewing portfolio and debt sustainability analysis;

(v) reviewing inputs on public debt to periodic economic and financial reports;

(vi) designing benchmarks or reference debt portfolios;

(vii) monitoring compliance of the debt strategy; and

(viii) making recommendations for debt restructuring.

SENIOR DEPUTY DIRECTOR, PUBLIC PRIVATE PARTNERSHIP - ONE (1) POST

V/NO. 88/2016

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

For appointment to this grade, a candidate must have:

(i) served as an Engineer, State Counsel, Finance Officer or Economist for at least eighteen (18) years, three (3) of which should have been at Job Group 'Q' and above or in comparable and relevant position in the Public Service;

(ii) a Bachelor's degree in Economics, Commerce (Accounting or Finance option), Business Management, Engineering or Law from a university recognized in Kenya;

(iii) a Master's degree in Economics, Commerce, Business Management/Administration, Engineering , Law or equivalent qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) been registered with the relevant professional bodies (where applicable);

(vi) understanding of the use of Public Private Partnership for development and management of social and economic public infrastructure facilities and services;

(vii) demonstrated professional competence, administrative capabilities and initiative in the general organization and management of infrastructure services; and

(viii) a thorough understanding of National goals, policies and programmes and the ability to translate them to the Public Private Partnership functions and operations.

Note: Possession of a certificate in project management is an added advantage

Duties and Responsibilities

An officer at this level will be responsible to the Director, Public Private Partnership (PPP). Specific duties and responsibilities will include:

(i) coordinating the development of standards, guidelines and procedures including the development of standard documents for PPP projects;
(ii) assessing, monitoring and evaluating PPP projects to ensure compliance with legal and regulatory framework;
(iii) developing PPP work plans with time scales for achieving the overall Government development objectives;
(iv) developing, coordinating and implementing capacity building programmes for the PPP Unit, State Departments and Government Agencies delivering infrastructure projects through PPP arrangements;
(v) preparing and updating a pipeline of PPP projects;
(vi) coordinating the preparation and review of PPP Unit budget to ensure planned annual activities are funded and implemented in a timely manner; and
(vii) performance management and capacity building.

DEPUTY DIRECTOR, PUBLIC PRIVATE PARTNERSHIP (TECHNICAL SERVICES) ONE (1) POST - V/NO. 89/2016

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 as an Engineer for at least fifteen (15) years, three(3) of which should have been at Job Group 'P' and above or in a comparable and relevant position in the Public Service;
(ii) a Bachelors degree in Engineering from a university recognized in Kenya;
(iii) a Masters degree in Engineering or equivalent qualification from a university recognized in Kenya;
(iv) been registered with Engineers Board of Kenya and be a member of the Institution of Engineers of Kenya;
(v) attended a strategic leadership course from a recognized institution;
(vi) experience in management of infrastructure projects; and
(vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Senior Deputy Director, PPP for technical services related to the Public Private Partnership. Specific duties and responsibilities include:

(i) developing standards, procedures and guidelines for Public Private Partnership Projects;
(ii) reviewing and monitoring compliance of Public Private Partnership projects with set standards;
(iii) assessing and analyzing key parameters of Public Private Partnership Projects to ensure value for money in terms of cost, timeline, quality and quantity;
(iv) assessing and analyzing the identified measurable outputs that serve as the basis for project monitoring and evaluation;
(v) monitoring and evaluating the compliance of measurable output during the life of the project;
(vi) undertaking technical due diligence on all project documents submitted by contracting authorities to the PPP Unit; and
(vii) assessing and evaluating the design, construction, site and technology risks associated with each PPP project.

DEPUTY DIRECTOR, PUBLIC PRIVATE PARTNERSHIP (FINANCIAL SERVICES) ONE (1) POST - V/NO. 90/2016

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 as a Finance Officer for at least fifteen (15) years, three(3) of which should have been at Job Group 'P' and above, or in a comparable and relevant position in the Public Service;
(ii) a Bachelor's degree in any of the following fields: Finance, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a university recognized in Kenya;
(iii) a Master's degree in any of the following fields: Finance, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a university recognized in Kenya;
(iv) passed Part III of Certified Public Accountant examination or its recognized equivalent;
(v) be a member in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK);

(vi) a certificate in Strategic Leadership Development course from a recognized institution; and
(vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible for financial services related to the Public Private Partnership. Duties and responsibilities will include:

(i) carrying out financial assessment of all Public Private Partnership (PPP) projects;
(ii) monitoring and evaluating the implementation of financial control measures and systems on all PPP projects and advice accordingly;
(iii) assessing direct and indirect liabilities and risk exposure to Government and advice on acceptable levels of the liabilities;
(iv) providing financial statements in line with set standards;
(v) managing the Project Facilitation Fund;
(vi) establishing suitable procedures, controls and systems to ensure that PPP transactions are accounted for in a manner that is consistent with the existing legislation and best practices;
(vii) ensuring that private parties are solely responsible for the payment of their debts;
(viii) identifying capacity building requirements in Public Private Partnership projects and recommending interventions; and
(ix) performance management and capacity building.

DEPUTY DIRECTOR, PUBLIC PRIVATE PARTNERSHIP (CONTRACTS AND RISK MANAGEMENT SERVICES) – ONE (1) POST - V/NO. 91/2016

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 as a State Counsel/Legal Officer for at least fifteen (15) years, three(3) of which should have been at Job Group 'P' and above, or in a comparable and relevant position in the Public Service;
(ii) a Bachelors degree in Law (LL.B) from a university recognized in Kenya;
(iii) a Masters degree in Law or equivalent from a university recognized in Kenya;
(iv) Postgraduate Diploma in Legal Studies and be an advocate of the High Court in Kenya;
(v) a certificate in Strategic Leadership Development course from a recognized institution;
(vi) experience in commercial contracts; and
(vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible for legal related services to the Public Private Partnership. Duties and responsibilities will include:

(i) developing and implementing PPP policies, procedures and standard documents in consultation with the Ministries, Departments and Agencies (MDAs) and County Governments;
(ii) preparing PPP project agreements within the legal and policy framework;
(iii) reviewing signed PPP Agreements to ensure that they continue to deliver value for money and that risks are well managed and mitigated against;
(iv) identifying project risks in each PPP project and designing programmes to mitigate such risks;
(v) reviewing legal and regulatory frameworks for sectors where PPP projects are implemented and recommending appropriate amendments;
(vi) coordinating the preparation of technical working papers for presentation to the Public Private Partnership Committee; and
(vii) handling all legal issues that may arise during the implementation of PPP projects.

DEPUTY DIRECTOR, PUBLIC PRIVATE PARTNERSHIP (ECONOMIC SERVICES)

ONE (1) POST - V/NO. 92/2016

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

For appointment to this grade, an officer must have:

(i) served as an Economist for at least fifteen (15) years, three (3) of which should have been at the level of Principal Economist Job Group 'P' and above, or in a comparable and relevant position in the Public Service;
(ii) a Bachelor's degree in Economics or equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in Economics or equivalent qualification from a university recognized in Kenya;
(iv) experience in either Micro or Macroeconomic field of Economics or economic modeling, environmental and social issues;
(v) attended a strategic leadership course from a recognized institution; and
(vi) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible for social economic and environmental related services to the Public Private Partnership. Duties and responsibilities include:

(i) developing guidelines for undertaking social cost benefit analysis and multi-variant criteria for project analysis and prioritization;
(ii) assessing and evaluating Public Private Partnership Projects to ensure they conform to the National priorities;
(iii) carrying out economic assessment of PPP projects;
(iv) assessing and analyzing the key performance indicators and monitoring the level of compliance with set targets;
(v) monitoring the socio-economic and environmental impact of PPP projects and the impact on poverty and wealth creation; and
(vi) assessing PPP projects over their life period to ensure they deliver value for money.

SENIOR DEPUTY ACCOUNTANT GENERAL - TWO (2) POSTS - V/NO. 93/2016

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

For appointment to this grade, a candidate must have:

(i) served for cumulative eighteen (18) years, two (2) of which should be in the grade of Senior Assistant Accountant General, Job Group 'Q';
(ii) a Bachelor's degree in Commerce (Accounting, Finance option), Business Administration (Accounting option) or any other equivalent qualification from a university recognized in Kenya;
(iii) a Master's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a university recognized in Kenya;
(iv) passed part III of Certified Public Accountants (CPA) Examination or CIA Part III or its equivalent qualification from a recognized institution;
(v) been registered with the institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant professional body;
(vi) attended a strategic leadership course in a recognized institution;
(vii) demonstrated understanding of national development goals, National values and principles of governance and;
(viii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities –

An officer at this level will be responsible for the Accounting Services in either Policy or Operation unit. Specific duties and responsibilities will include:

(a) Policy

(i) developing and reviewing accounting policies, strategies and regulations;
(ii) ensuring periodic reviews and compliance with accounting standards and procedures;
(iii) reviewing accounting standards, systems and operations and recommending continuous improvements;
(iv) coordinating compilation and submission of Treasury memorandum;
(v) overseeing cash management and exchequer operations;
(vi) providing financial and accounting advisory services;
(vii) capacity building for public sector entities;
(viii) coordinating preparation of budget; and
(ix) responding to audit queries.

(b) Operations

(i) providing advisory services on financial and accounting matters;
(ii) assisting field departments on cash and treasury management;
(iii) approving the opening of bank accounts by MDAs and maintaining an inventory of bank accounts opened;
(iv) overseeing issuance of AIE to Sub-Counties;
(v) authorizing payments;
(vi) ensuring safe custody of government assets, records and accountable documents;
(vii) interpreting financial regulations, procedures and Treasury Circulars;
(viii) ensuring expenditures are within the allocations; and
(ix) coordinating responses to audit queries;

DEPUTY ACCOUNTANT GENERAL – TWO (2) POSTS - V/NO. 94/2016

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

For appointment to this grade, an officer must have:-

(i) served for cumulative fifteen (15) years, three (3) of which should have been in the grade of Assistant Accountant General, Job Group 'P' and above or in an equivalent and relevant position in the Public Service;
(ii) a Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or its equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, Economics or its equivalent qualification from a university recognized in Kenya;
(iv) passed part III of Certified Public Accountants (CPA) Examination or CIA Part III or its equivalent qualifications from a recognized institution;
(v) been Registered with the Institute of Certified Public Accountant of Kenya (ICPAK) or any other relevant professional body;
(vi) attended a strategic leadership course from a recognized institution; and
(vii) demonstrated professional competence as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible for the Accounting Services in either Policy or Operations unit. Specific duties and responsibilities will include:

(a) Policy

(i) reviewing the applications of accounting standards and systems including IFMIS and recommending improvements;
(ii) advising on financial and disbursement arrangements for loans and grants;
(iii) coordinating compilation of reports on Accounting Units that are non-compliant with standards and other financial regulations and recommending appropriate action;
(iv) developing status matrix report on the Public Accounts Committee (PAC) recommendations on MDAs;
(v) overseeing cash management and exchequer operations;
(vi) ensuring audit queries are responded to;
(vii) ensuring asset registers are maintained; and
(viii) developing materials for training of accounting personnel in the public sector.

(b) Operations

(i) interpreting financial regulations, procedures and Treasury Circulars;
(ii) providing advisory services to stake holders on financial and accounting matters;
(iii) preparing management and statutory reports in accordance with financial orders and regulations;
(iv) authorizing payments and preparing final accounts;
(v) ensuring expenditures are within the allocations;
(vi) maintaining an inventory of bank accounts in the Accounting Unit and their approved signatories; and
(vii) ensuring safe custody of government assets, records and accountable documents.

SENIOR ASSISTANT ACCOUNTANT GENERAL – THIRTEEN (13) POSTS - V/NO. 95/2016

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 for cumulative twelve (12) years, three (3) of which should be in the grade of Principal Accountant, Job Group 'N' and above or in an equivalent and relevant position in the Public Service;
(ii) a Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in Accounting, Finance, and Business Administration, Commerce or its equivalent qualification from a university recognized in Kenya;
(iv) passed part III of Certified Public Accountants (CPA) Examination or CIA Part III or its equivalent qualification from a recognized Institution;
(v) been registered with the institute of Certified Public Accountants of Kenya (ICPAK) or other relevant professional body;
(vi) attended a strategic leadership course from a recognized institution; and
(vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible for the Accounting Services in the area of deployment. Specific duties and responsibilities include:

(i) reviewing the accounting applications and systems including IFMIS and recommending improvements;
(ii) overseeing Cash Management and Exchequer operations both for expenditure and revenue;
(iii) drafting and revising regulations for new and existing funds respectively;
(iv) monitoring and ensuring timely production of management and statutory financial reports;
(v) reviewing and investigating losses including making recommendation for write offs;
(vi) ensuring safe custody of government Assets and records; and
(vii) attending Public Accounts Committee (PSC) hearings.

DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS – ONE (1) POST - V/NO. 96/2016

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

For appointment to this grade, a candidate must have:

(i) served for cumulative twenty (20) years, three (3) of which should have been in the grade of Chief Economist, Job Group 'R' and above or in an equivalent and relevant position in the Public Service;

(ii) a Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Commerce, Actuarial Sciences or any other equivalent qualifications from a university recognized in Kenya;

(iii) a Masters degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce, Development Planning, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course from a recognized institution;

(v) demonstrated professional competence, leadership abilities and high degree of integrity; and

(vi) understanding of national development goals and objectives.

Note: Possession of a certificate in any of the following fields is an added advantage: a certificate in Policy Formulation or Financial Modelling , Economic Modelling, Public Expenditure Analysis, Tax Policy Analysis and Revenue Estimation or Regional Integration Course, Advocacy Skills, Negotiation skills, Corporate Governance or any other equivalent qualifications from a recognized institution.

Duties and Responsibilities

An officer at this level will be responsible to the Director General, Budget, Fiscal and Economic Affairs for providing overall leadership and management in the department. Specific duties and responsibilities will include:-

(i) formulating, implementing and reviewing financial and sectoral economic policies and strategies;

(ii) providing leadership and back up support to trade negotiations under regional integration, multilateral and bilateral arrangements;

(iii) coordinating and synchronizing research findings on financial and sectoral issues to inform policy development;

(iv) coordinating impact assessment of bilateral and multilateral economic and financial agreements on financial and other sectors;

(v) analyzing the financial implication of policies and measures including infrastructure development and governance reforms on the social sector's objectives;

(vi) liaising with all sectors of the economy on matters of financial and sectoral development; and

(vii) coordinating the implementation of Anti-Money laundering policies.

SENIOR DEPUTY DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS – TWO (2) POSTS - V/NO. 97/2016

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

For appointment to this grade, a candidate must have:

(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Deputy Chief Economist, Job Group 'Q' and above or in an equivalent and relevant position in the Public Service;

(ii) a Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce, Development Planning, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course from a recognized institution;

(v) demonstrated professional competence, leadership abilities and high degree of integrity; and

(vi) understanding of national development goals and objectives.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation, Financial Modelling, Economic Modelling, Public Expenditure Analysis, Tax Policy Analysis and Revenue Estimation or Regional Integration Course, Advocacy Skills, Negotiation skills, Corporate Governance or any other equivalent qualification from a recognized institution.

Duties and Responsibilities

An officer at this level will be responsible to the Director Financial and Sectoral Affairs. Specific duties and responsibilities will include:

(i) spearheading research and review of emerging financial and other sectoral policy issues and making proposals to inform policy development, programmes and projects;

(ii) monitoring implementation of MDAs policies, programmes, and projects;

(iii) coordinating impact assessment of bilateral and multilateral economic and financial agreements on financial and other sectors;

(iv) designing frameworks for facilitating and creating an enabling environment for Private Sector Development;

(v) coordinating the preparation of statutory and management reports on financial and sectoral issues;

(vi) analyzing the financial implication of other policies and measures including infrastructure development and governance reforms on the sector's objectives;
(vii) reviewing existing regional trade policies and developing of the country's trade development strategies; and
(viii) coordinating the implementation of Anti-Money laundering policies.

DEPUTY DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS – TWO (2) POSTS - V/NO. 98/2016

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

For appointment to this grade, a candidate must have:
(i) served for cumulative fifteen (15) years, three (3) of which should have been in the grade of Principal Economist Job Group 'P' and above or in an equivalent and relevant position in the Public Service;
(ii) a Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce, Actuarial Sciences or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce, Development Planning, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course from a recognized institution;
(v) demonstrated professional competence, leadership abilities and high degree of integrity; and
(vi) demonstrated understanding of national development goals and objectives.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation , Financial Modelling, Economic Modelling, Public Expenditure Analysis, Tax Policy Analysis and Revenue Estimation or Regional Integration Course, Advocacy Skills, Negotiation Skills, Corporate Governance or any other equivalent qualification from a recognized institution;

Duties and Responsibilities
An officer at this level will be responsible to the Senior Deputy Director, Financial and Sectoral Affairs. Specific duties and responsibilities will include:
(i) coordinating the formulation, review, evaluation and promotion of financial and sectoral economic policies and strategies;
(ii) harmonizing responses on financial and sectoral policy and operational matters;
(iii) reviewing MDAs submissions of the budget policy proposals at the sector level and making appropriate recommendations;
(iv) coordinating regional integration, bilateral and multilateral negotiations and implementation of trade and investment agreements;

(v) spearheading research and reviewing emerging financial and other sectoral policy issues/ proposals;
(vi) coordinating impact assessment of bilateral and multilateral economic and financial agreements on financial and other sectors;
(vii) monitoring implementation of MDAs policies, programmes, projects and commitments; and
(viii) coordinating the development of competition and financial markets policies and regulations.

SENIOR ASSISTANT DIRECTOR, FINANCIAL AND SECTORAL AFFAIRS
FOUR (4) POSTS - V/NO. 99/2016

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 for a cumulative period of twelve (12) years, three (3) of which should have been in the grade of Senior Economist I, Job Group 'N' and above or in an equivalent and relevant position in the Public Service;
(ii) a Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics or Commerce, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in either Economics, Economics and Statistics, Economics and Mathematics or Commerce, Development Planning, Actuarial Science or any other equivalent qualification from a university recognized in Kenya;
(iv) attended a strategic leadership course from a recognized institution; and
(v) demonstrated professional competence, leadership abilities and high degree of integrity.

Note: Possession of a certificate in any of the following fields is an added advantage: Policy Formulation, Financial Modelling, Economic Modelling, Public Expenditure Analysis, Tax Policy Analysis and Revenue Estimation or Regional Integration Course, Advocacy Skills, Negotiation skills or any other equivalent qualification from a recognized institution.

Duties and Responsibilities
An officer at this level will be responsible to the Deputy Director, Financial and Sectoral Affairs. Specific duties and responsibilities will include:
(i) developing and reviewing emerging financial and other sectoral policies, programmes and projects;
(ii) analyzing the financial implication of policies and measures including infrastructure development and governance reforms on the sector's objectives;
(iii) reviewing MDAs submissions of the budget policy proposals at the sector level and making appropriate recommendations;
(iv) reviewing bilateral and multilateral economic and financial agreements to assess

their impact on financial and other sectors;

(v) coordinating the implementation of Anti-Money laundering policies;

(vi) reviewing frameworks for regulating carbon financing and trading and making appropriate recommendations; and

(vii) coordinating trade negotiations under regional integration, multilateral and bilateral arrangements.

VACANCY IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES (STATE DEPARTMENT FOR TRADE)

DEPUTY DIRECTOR, KENYA INSTITUTE OF BUSINESS TRAINING (KIBT) – ONE (1) POST - V/NO. 100/2016

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 in the grade of Senior Principal Lecturer I, Job Group 'Q';

(ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Diploma/Post Graduate Diploma in Education from a university recognized in Kenya;

OR

a Bachelors of Education degree in any of the following disciplines: Economics, Counselling, Business Studies, Information Technology or equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines; Education (Planning, Curriculum Development, Educational Administration, Counselling), Commerce, Business Administration, Counselling, Statistics, Economics, Entrepreneurship, Business Management, Business and Information Technology, Management Science or equivalent qualification from a university recognized in Kenya;

(iv) attended a strategic leadership course from a recognized institution; and

(v) demonstrated professional competence and a thorough understanding of national goals, policies and programmes and the ability to translate them to the Institute's function.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Kenya Institute of Business Training (KIBT). Specific duties and responsibilities include:

(i) developing, implementing and reviewing the Institute's policies, programmes and strategies;

(ii) liaising with stakeholders in the development, implementation, and review of MSMEs curriculum;
(iii) facilitating and supervising preparation of instructional materials;
(iv) monitoring the planning and implementation of entrepreneurship in-service programmes for budding enterprises;
(v) developing of new entrepreneurship training programmes, business counseling and extension service activities;
(vi) ensuring proper placement and supervision of trainees on industrial attachment;
(vii) arranging and coordinating business incubation and start-up programmes; and
(viii) coordinating the monitoring and evaluation of training programmes.

VACANCY IN THE MINISTRY OF DEVOLUTION AND PLANNING (STATE DEPARTMENT OF PLANNING AND STATISTICS)

DIRECTOR , ECONOMIC PLANNING – ONE (1) POST V/NO. 101/2016

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 in the grade of Chief Economist/Chief Statistician, Job Group 'R';
(ii) a Bachelors Degree in Economics, Statistics, Economics and Mathematics, Economics and Statistics or any other equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in any of the following fields: Economics, Statistics, Project Planning and Management , Philosophy in Economics , Public Policy, Economics of Development or Rural Economics or an equivalent recognized qualifications from a university recognized in Kenya;
(iv) attended a strategic leadership course from a recognized institution; and
(v) demonstrated outstanding professional competence and understanding of the country's economic development needs at the national, sectoral and regional levels and the strategies necessary to meet them.

Duties and Responsibilities

An officer at this level will be responsible to the Economic Planning Secretary for providing leadership in the directorate in promotion of rural development and coordination of planning. Specific duties and responsibilities include;

(i) formulating, implementing and reviewing policies, strategies and programmes relating to economic planning in the Ministry and wider government;
(ii) overseeing studies and research and monitoring changes in economic structure, trend and efficiency;

(iii) preparing the national plans, county plans and coordination including project and public expenditure management activities and reports;
(iv) formulating coordinated strategies, policies and programmes for harmonious development of sectoral and economic sectors; and
(v) planning and management of human resource needs and training to meet national objectives.

VACANCIES IN THE MINISTRY OF SPORTS, CULTURE AND THE ARTS (STATE DEPARTMENT FOR ARTS AND CULTURE)

DIRECTOR, THE ARTS – ONE (1) POST - V/NO.102/2016

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 in a relevant position graded at Job Group 'R' or equivalent in the public service;
(ii) a Bachelors degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or equivalent qualifications from a university recognized in Kenya;
(iii) a Masters degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary Studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or equivalent qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution; and
(v) demonstrated professional competence in work performance and exhibited a thorough understanding of national goals, policies objectives and ability to relate them to the Arts function.

Duties and Responsibilities

An officer at this level will be answerable to the Principal Secretary for the overall administrative and coordinative functions of The Arts department. Specific duties and responsibilities include:-

(i) formulating, implementing and reviewing policies, programmes and strategies relating to The Arts function;
(ii) establishing and managing Arts centres and galleries;

(iii) promoting partnership, collaborations and approving plans for synergies with partners in empowering artistes;
(iv) mobilizing resources and capacity building on Arts agenda;
(v) coordinating research on the Arts forms and disciplines;
(vi) overseeing the establishment of the National Arts Council; and
(vii) overseeing the financial and assets management of the department.

DEPUTY DIRECTOR, THE ARTS – ONE (1) POST - V/NO. 103/2016

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 in a relevant position graded at Job Group 'Q' or equivalent in the public service;
(ii) a Bachelors degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent from a university recognized in Kenya;
(iii) a Masters degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution;
(v) demonstrated professional competence in work performance and exhibited a thorough understanding of national goals, policies objectives and ability to relate them to the Arts function.

Duties and Responsibilities
An officer at this level will be responsible to the Director, The Arts, for the day to day operations of the Arts function. Specific duties and responsibilities include:
(i) formulating, implementing and reviewing of related Arts policies, programmes and strategies;
(ii) mobilizing technical support for the execution of the divisions programs;
(iii) undertaking research on the Arts forms and disciplines;
(iv) promoting partnership, collaborations and approving plans for synergies with partners for empowering artistes;
(v) participating in local, regional and international programmes in performing, visual and literary arts; and

(vi) coordinating the financial and assets management of the department.

SENIOR ASSISTANT DIRECTOR, THE ARTS – TWO (2) POSTS - V/NO. 104/2016

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 in a relevant position graded at Job Group 'P' or equivalent in the public service;

(ii) a Bachelors degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film Studies, Kiswahili and Literary Studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines: Performing or Visual Arts, Arts or Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre Arts, Music, Fine Arts, Literature, Theatre and Film studies, Kiswahili and Literary studies, Kiswahili, English, Linguistics, Psychology, Management of Development, Cultural Tourism or its equivalent from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) demonstrated professional competence in work performance and exhibited a thorough understanding of national goals, policies objectives and ability to relate them to the Arts function.

Duties and Responsibilities

Specific duties and responsibilities include:

(i) participating in the formulation, implementation and reviewing of Arts policies, strategies and plans ;

(ii) developing project proposals for implementation;

(iii) managing the Arts centres and galleries;

(iv) identifying and nurturing new talents; and

(v) initiating programmes with other Departments, Ministries, Regional and International institutions in matters related to The Arts.

DEPUTY DIRECTOR, LIBRARY SERVICES – ONE (1) POST – V/NO. 105/2016

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, Library Services, Job Group 'Q' for a minimum period of three (3) years or in a comparable and relevant position in the Civil Service;

(ii) a Bachelors degree in Library Studies/Library and Information Science;

OR

a Bachelors degree in any of the following disciplines with Library Option: Education, Information Science, Information Studies, Science or Technology in Information Science or its equivalent qualifications from a university recognized in Kenya;

OR

a Bachelors degree in Social Sciences with a Post graduate Diploma in any of the following disciplines: Library and Information Science, Library and Information Studies or Library, Archives and Records Management for a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines: Education in Library Science, Library and Information Science, Philosophy in Library and Information Science, Science in Library and Information Studies; Information Science in Library or Information Science from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) demonstrated professional competence in management of library information services.

Duties and Responsibilities

An officer at this level may be deployed to head a division at the Department of Library Services or deputize the Director, Library Services. Specific duties and responsibilities include:

(i) developing, implementing and reviewing library information policies, standards and guidelines;

(ii) overseeing the development of programmes and activities to promote library and information service and reading culture;

(iii) promoting innovation in library information services and products;

(iv) coordinating research programmes and projects in library and information service;

(v) monitoring, evaluating and reporting on implementation of library services programmes; and

(vi) coordinating preparation of budget and funding proposals for department.

SENIOR ASSISTANT DIRECTOR, LIBRARY SERVICES – ONE (1) POST – V/NO. 106/2016

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 in the grade of Assistant Director, Library Services, Job Group 'P' or in a comparable and relevant position in the civil service;

(ii) a Bachelors degree in Library Studies/Library and Information Science;

OR

a Bachelors degree in any of the following disciplines with Library Option: Education, Information Science, Information Studies, Science or Technology in Information Science or its equivalent qualifications from a university recognized in Kenya;

OR

a Bachelors degree in Social Sciences with a Post graduate Diploma in any of the following disciplines: Library and Information Science, Library and Information Studies or Library, Archives and Records Management from a recognized institution;

(iii) a Masters degree in any of the following disciplines: Education in Library Science, Library & Information Science, Philosophy in Library and Information Science, Science in Library and Information Studies; Information Science in Library or Information Science from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) demonstrated professional competence, administrative and managerial capabilities in work performance and results.

Duties and Responsibilities

An officer at this level will level may be deployed to head a unit at the Department of Library Services or a level IV Library in a Ministry/State Department. Specific duties and responsibilities include:

(a) In a Unit within the Department of Library Services

(i) reviewing and implementing library information policies, standards and guidelines;

(ii) promoting library and information services and reading culture;

(iii) partnering with other information service providers and stakeholders;
(iv) domesticating international library and information service standards, procedures and norms;
(v) coordinating research and reporting on emerging trends in library and information service; and
(vi) coordinating the preparation of library work plans, setting of performance targes and budget estimates.

(b) In a Level IV Library

(i) overall management and administration of the library;
(ii) undertaking programmes and activities to promote library and information service and reading culture;
(iii) coordinating, cataloguing, acquisition, storage, circulation, preservation, conservation, weeding classification, indexing and abstracting of information resources
(iv) coordinating implementation of library information policies, standards and guidelines;
(v) networking and collaborating with other information service providers;
(vi) conducting research and preparing reports for the library; and
(vii) supervising, coaching and mentoring staff working in the library

DEPUTY DIRECTOR, KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICES – ONE (1) POST- V/NO. 107/2016

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 of three (3) years in the grade of Senior Assistant Director of Kenya National Archives and Documentation Services, Job Group 'Q';
(ii) a Bachelors degree in any of the following disciplines: Information Science (Records and Archives Management option), Library and Information Studies (Records and Archives Management option), Science (Records and Archives Management option), Technology in Information Science (Records and Archives Management option) from a university recognized in Kenya;

OR

a Bachelors degree in a Social Science and a postgraduate Diploma in Records Management and/or Archival Studies
(iii) a Masters degree in any of the following disciplines: Science (Records and Archives Management option), Philosophy in Information Science (Records and Archives

Management option), Information Science (Records and Archives Management option) from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;

(v) be conversant with the Public Archives and Documentation Service Act (Cap.19), Records Disposal Act (Cap.14) and other policy documents relating to the management of public records and archives; and

(vi) demonstrated managerial administrative and professional competence in work performance and understanding of national goals, policies, objectives and ability to relate them to archival function.

Duties and Responsibilities

An officer at this level may be in charge of a Division. Specific duties and responsibilities include:

(i) ensuring safe custody and maintenance of the archival holdings;

(ii) verifying records and retention/disposal schedules in the public Service;

(iii) validating administrative history, descriptive lists and abstracts for record groups;

(iv) verifying annual archival calendars for records to be released for public access;

(v) initiating repatriation of migrated archives; and

(vi) developing and implementing departmental budget and strategic work plans.

SENIOR ASSISTANT DIRECTOR, KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICES – EIGHT (8) POSTS - V/NO. 108/2016

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 of three (3) years in the grade of Assistant Director, Kenya National Archives and Documentation Services, Job Group 'P';

(ii) a Bachelors degree in any of the following disciplines: Information Science (Records and Archives Management option), Library and Information Science (Records and Archives Management option), Science (Records and Archives Management option), Technology in Information Science (Records and Archives Management option) from a university recognized in Kenya;

OR

a Bachelors degree in a Social Science and a postgraduate Diploma in Records Management and/or Archival Studies;

(iii) a Masters degree in any of the following disciplines: Science (Records and Archives Management option), Philosophy in Information Science (Records and Archives Management option), Information Science (Records and Archives Management option) field from a university recognized in Kenya;

(iv) attended a strategic leadership course in a recognized institution;
(v) be conversant with the Public Archives and Documentation Service Act (Cap.19), Records Disposal Act (Cap.14) and other policy documents relating to the management of public records and archives; and
(vi) demonstrated professional competence in work performance and understanding of national goals, policies, objectives and ability to relate them to archival function.

Duties and Responsibilities

An officer at this level will be deployed to head a Records Centre/Unit. Specific duties and responsibilities include:

(i) conducting research on user trends of the archival materials;
(ii) overseeing development of annual archival calendar for records to be released to the public for access;
(iii) overseeing the development of records retention/disposal schedules in the public sector;
(iv) verifying administrative history, descriptive lists and abstracts for record groups;
(v) ensuring security of records from physical, biological or chemical agents of destruction;
(vi) identifying the migrated archives for purpose of repatriation; and
(vii) coordinating training on records and archives management.

VACANCIES IN THE MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT (STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT)

DEPUTY DIRECTOR, CIVIL SERVANTS HOUSING SCHEME – ONE (1) POST - V/NO. 109/2016

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

For appointment to the grade, a candidate must have:

(i) served for a minimum period of three (3) years at the grade of Senior Assistant Director, Civil Servants Housing Scheme, Job Group 'Q' or in a comparable and relevant position in the Civil Service;
(ii) a Bachelors degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;
(iii) a Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property

Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/ Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;

(iv) been registered by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board any other relevant and recognized professional body. (applicable to professional degree holders only);

(v) attended strategic leadership Development course in a recognized institution; and

(vi) demonstrated a high degree of professional, administrative and managerial competence in work performance necessary for the effective management of the functions of the departments.

Duties and Responsibilities

An officer at this level will be responsible to the Director Civil Servants Housing Scheme. Specific duties and responsibilities at this level include:

(i) formulating, implementing and reviewing policies relating to Civil Servants Housing Scheme;

(ii) promoting participatory approaches and capacity building in the housing development process;

(iii) liaising with stakeholders to establish and maintain land banks for housing development;

(iii) coordinating the activities of development partners and other stakeholders involved in housing development;

(v) ensuring proper management of resources for housing and human settlements development; and

(vi) overseeing dissemination of information to stakeholders.

DEPUTY DIRECTOR, ESTATE MANAGEMENT – ONE (1) POST - V/NO. 110/2016

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

For appointment to the grade, a candidate must have:

(i) served for a minimum period of three (3) years at the grade of Senior Assistant Director, Estates Management, Job Group 'Q' or in a comparable and relevant position in the Civil Service;

(ii) a Bachelors degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural

Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;

(iii) a Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized in Kenya;

(iv) been registered by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board any other relevant and recognized professional body. (applicable to professional degree holders only);

(v) attended strategic leadership course in a recognized institution;

(vi) demonstrated a high degree of professional, administrative and managerial competence in work performance necessary for the effective management of the functions of the departments; and

(vii) ability to articulate, interpret and implement national and international policies and development goals.

Duties and Responsibilities

Specific duties and responsibilities at this level include:

(i) formulating, implementing and reviewing policies on estate management in relation to maintenance, office accommodation, public servants housing, leasing and housing administration;

(ii) coordinating the activities of various sections including leasing, inventory management, valuation, maintenance, planning and inspectorate, and technical and policy administration;

(iii) monitoring and evaluating government estates projects, feasibility studies of estates for redevelopment and related activities; and

(iv) providing guidance in the preparation of annual departmental budget.

DEPUTY DIRECTOR, SLUM UPGRADING – ONE (1) POST - V/NO. 111/2016

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

For appointment to the grade, a candidate must have:

(i) served for a minimum period of three (3) years at the grade of Senior Assistant Director, Slum Upgrading, Job Group 'Q' or in a comparable and relevant position in the Civil Service

(ii) a Bachelors degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/ Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized Kenya;

(iii) a Master's degree in any of the following disciplines: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/ Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a university recognized Kenya;

(iv) been registered by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board any other relevant and recognized professional body (applicable to professional degree holders only);

(v) attended a strategic leadership course in a recognized institution; and

(vi) demonstrated a high degree of professional, administrative and managerial competence in work performance necessary for the effective management of the functions of the departments.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Slum Upgrading. Specific duties and responsibilities include:

(i) coordinating the implementation of slum upgrading and prevention programmes;

(ii) overseeing slum mapping and resource mobilization strategies;

(iii) coordinating support for capacity building;

(iv) ensuring delivery of affordable social and physical infrastructure;

(v) liaising with stakeholder institutions and the development of mechanisms for sustainable financing of slum-up-grading and shelter related infrastructure; and
(vi) liaising with local and international agencies involved in slums and informal settlements and facilitating integration of policies in development planning.

VACANCY IN THE MINISTRY OF WATER AND IRRIGATION (STATE DEPARTMENT FOR IRRIGATION

CHIEF ENGINEER / DIRECTOR (IRRIGATION) – ONE (1) POST - V/NO.112/2016

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

For appointment to this grade, a candidate must have:
(i) served for a minimum period of three (3) years in the grade of Senior Principal Superintending Engineer (Irrigation), Job Group 'R';
(ii) a Bachelors degree in any of the following disciplines: Agricultural Engineering, Agricultural and Bio Systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio Systems Engineering, Biochemical and Processing Engineering or Soil and Water Engineering from a university recognized in Kenya;
(iii) a Masters degree in any of the following disciplines: Agricultural Engineering, Agricultural and Bio systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio Systems Engineering, Biochemical and processing Engineering or Soil and Water Engineering from a university recognized in Kenya;
(iv) been registered as an Engineer with Engineers Registration Board (ERB);
(v) corporate membership with the institution of Engineers of Kenya (IEK);
(vi) attended strategic leadership course in a recognized institution; and
(vii) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies objectives and ability to relate them to the irrigation water use services function.

Duties and Responsibilities

An officer at this level will be responsible to the Irrigation Secretary for providing leadership in the irrigation function. Specific duties and responsibilities include:
(i) formulating, implementing and reviewing Irrigation Policy, strategies and programmes;
(ii) facilitating and promoting research and technology transfer in irrigation;
(iii) liaising with development partners and other relevant stakeholders in irrigation development;
(iv) developing and overseeing the implementation of departmental strategic plan;

(v) overseeing management of departmental finances and assets; and
(vi) overall management and development of Irrigation departmental staff.

VACANCIES IN THE MINISTRY OF LAND AND PHYSICAL PLANNING

DIRECTOR, LAND ADMINISTRATION - ONE (1) POST - V/NO. 113/2016

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

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

(i) a cumulative service period of eighteen (18) years, three (3) of which should be at the grade of Senior Assistant Director, Land Administration (Job Group 'Q') and above or in relevant and equivalent position in the Civil Service;
(ii) a Bachelors Degree in either Land Economics, Estate Management or any other relevant social science from a university recognized in Kenya;
(iii) attended a Strategic Leadership Development course from a recognized institution; and
(iv) demonstrated a high degree of professional, administrative and managerial competence in work performance required for effective management of Land Administration function.

Note: possession of a relevant Masters degree from a university recognized in Kenya will be an added advantage

Duties and Responsibilities

An officer at this level will be responsible to the Secretary, Land for efficient administration, organization, direction and coordination of the functions of the land administration division. Specific duties and responsibilities will include:

(i) formulating, implementing and reviewing of the national land administration policy, strategies and guidelines in line with relevant laws;
(ii) ensuring that standards for various types of land administration are adhered to;
(iii) providing guidelines and regulations for development control aimed at regulating the manner in which land is utilized;
(iv) providing general principles of land administration as guided by various Acts and regulations; and
(v) giving technical advice on matters pertaining to parliamentary questions and ligation issues as far as Land Administration is concerned.

DEPUTY DIRECTOR, LAND ADMINISTRATION, – FOUR (4) POSTS - V/NO. 114/2016

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

For appointment to this grade, a candidate must have:

(i) at least fifteen (15) years cumulative service, three (3) of which should be at the grade of Assistant Director, Land Administration, Job Group 'P' and above or in a relevant and equivalent position in the Civil Service;
(ii) a Bachelors Degree in either Land Economics, Estate Management or any other relevant Social Science from a university recognized in Kenya;
(iii) attended strategic leadership course from a recognized institution; and
(iv) shown merit and ability as reflected in work performance and results.

Note: Possession of a relevant Master's degree from a university recognized in Kenya will be an added advantage

Duties and Responsibilities

An officer at this level will deputize the Director, Land Administration on all matters pertaining to the overall function of the Division and represent the director in various technical forums as may be assigned. Specific duties and responsibilities in line with the relevant will entail:

(i) approving extension and/or change of user from one category of land use to another;
(ii) issuing consents for various transactions of leasehold land;
(iii) processing of subdivision applications in respect of private land;
(iv) verifying and authenticating land documents for issuance of leases/title deeds;
(v) authenticating leases presented to the Chief Land Registrar for execution and subsequent registration; and
(vi) providing technical advice relating to land administration to various government and private institutions.

SENIOR ASSISTANT DIRECTOR, LAND ADMINISTRATION, SIX (6) POSTS - V/NO. 115/2016

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

For appointment to this grade, a candidate must have:

(i) at least twelve (12) years cumulative service, three (3) of which should have been at the grade of Principal Land Administration Officer, Job Group 'N' and above;
(ii) a Bachelors Degree in Land Economics, Estate Management or equivalent qualification from a university recognized in Kenya;
(iii) attended strategic leadership course from a recognized institution; and
(iv) shown merit and ability as reflected in work performance and results.

Note: Possession of a relevant Masters degree from a university recognized in Kenya is an added advantage

Duties and Responsibilities.

An officer at this level will be responsible to the Deputy Director, Land Administration. Specific duties and responsibilities include:

(i) receiving and processing recommendations on all land administration transactions;
(ii) processing title documents, applications relating to subdivisions, amalgamation and change/extension of user;
(iii) processing of consents for various transactions of lease hold land;
(iv) handling of enquiries from members of the public and offering solutions; and
(v) verification and authentication of land documents.

DIRECTOR, LAND VALUATION - ONE (1) POST - V/NO. 116/2016

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

For appointment as to this grade a candidate must have:

(i) a cumulative service period of eighteen (18) years, three (3) of which should be at the grade of Senior Assistant Director, Land Valuation (Job Group 'Q') and above or in relevant and equivalent position in the Public Service;
(ii) a Bachelors Degree in either Land Economics, Estate Management or its equivalent qualification from a university recognized in Kenya;
(iii) been a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors;
(iv) attended a strategic leadership course in a recognized institution; and
(v) demonstrated a high degree of professional, administrative and managerial competence in work performance required for effective management of land valuation function.

Note: possession of a relevant Masters degree from a university recognized in Kenya will be an added advantage

Duties and Responsibilities

An officer at this level will be responsible to the Secretary, Lands for providing leadership in the Valuation function. Specific duties and responsibilities include:

(i) formulating, implementing and reviewing policies, strategies and programs
(ii) relating to valuation services;
(iii) offering leadership as the overall in charge of valuation matters in the National Government;
(iv) advising Government in valuation matters both locally and internationally;
(v) developing standards and laws governing valuation practice;
(vi) instituting operational accountability and transparency in valuation function;
(ii) managing the human, financial and other assets in the division; and
(i) securing and managing financial support for the development of the land valuation function.

DEPUTY DIRECTOR, LAND VALUATION, – THREE (3) POSTS - V/NO. 117/2016

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

For appointment to this grade, a candidate must have:

(i) at least fifteen (15) years cumulative service, three (3) of which should be at the grade of Assistant Director, Land Valuation (Job Group 'P') and above or in a relevant and equivalent position in the Public Service;
(ii) a Bachelors Degree in either Land Economics, Estate Management or its equivalent qualification from a recognized institution;
(iii) been a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors;
(iv) attended a strategic leadership course from a recognized institution; and
(v) shown merit and ability as reflected in work performance and results.

Note: Possession of a relevant Masters degree 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, Land Valuation and will be in charge of the various sections within the divisions. Specific duties and responsibilities include:

(i) assessing and managing stamp duty valuations for revenue generation;
(ii) developing automated and updated valuation database throughout the country;

(iii) conducting research on market trends to inform land valuation policy formulation and review;
(iv) keeping an asset register of values of all properties owned by government; and
(v) monitoring and evaluation of valuation activities.

SENIOR ASSISTANT DIRECTOR, LAND VALUATION – SIX (6) POSTS - V/NO. 118/2016

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

For appointment to this grade, an candidate must have:
(i) at least twelve (12) years cumulative service, three (3) of which should be at the grade of Principal Land Valuer (Job Group 'N') and above;
(ii) a Bachelors Degree in Land Economics, Estate Management or equivalent qualification from a university recognized in Kenya;
(iii) been a full member of the Institution of Surveyors of Kenya (ISK) Chapter of Valuation and Estate Management Surveyors;
(iv) attended strategic leadership course from a recognized institution; and
(v) shown merit and ability as reflected in work performance and results.

Note: Possession of a relevant Masters degree from a university recognized in Kenya will be an added advantage

Duties and Responsibilities
An officer at this level will be responsible to the Deputy Director, Land Valuation and will supervise activities in various valuation units. Specific duties and responsibilities will include:
(i) assessing and managing stamp duty valuations;
(ii) developing and updating of automated valuation database;
(iii) preparing of valuation rolls and reports;
(iv) conducting research on market trends; and
(v) attending court and tribunals on matters relating to Land Valuation.

VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES (STATE DEPARTMENT FOR FISHERIES AND THE BLUE ECONOMY)

FLEET DIRECTOR – ONE (1) POST - V/NO. 119/2016

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

For appointment to this grade, a candidate must have:

(i) at least fifteen (15) years working experience with the Kenya Navy having attained the rank of Lieutenant Colonel in the Seaman Department;

(ii) a Bachelor of Science degree in Marine, Mechanical or Electrical Engineering or equivalent qualification from a university recognized in Kenya; and

(iii) good leadership, managerial and communication skills.

Duties and Responsibilities

An officer at this level is responsible to the Principal Secretary, State Department of Fisheries. Specific duties and responsibilities include:

(i) preparing and monitoring execution of plans, orders and directives;

(ii) monitoring and submitting the fleet performance reports to the Ministry;

(iii) receiving reports from the Captains of various ships;

(iv) maintaining efficient and effective command of the fleet;

(v) overseeing planning and budgeting for the fleet; and

(vi) planning and liaising with headquarters for career progression of all ship personnel.

MARINE TECHNICAL SERVICES MANAGER – ONE (1) POST - V/NO. 120/2016

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

For appointment to this grade, a candidate must have:

(i) at least twelve (12) years working experience with the Kenya Navy and have attained the rank of lieutenant Colonel in the Marine or Weapons and Electrical Engineering Department or on board a ship, dockyard;

(ii) a Bachelor of Science degree in Marine, Mechanical or Electrical Engineering or equivalent qualification from a university recognized in Kenya; and

(iii) good leadership, managerial and communication skills.

Duties and Responsibilities

An officer at this level will be responsible to the Fleet Director for the sound management of the maritime technical aspects of the fleet. Specific duties and responsibilities include:

(i) developing schedules and justification for external repairs of ships, boats and equipment;

(ii) supervising and receiving ships, boats and equipment after repairs by external contractors;
(iii) compiling lists of all defective equipment and systems;
(iv) liaising with manufacturers and/or contractors on matters affecting technical equipment in the fleet;
(v) ensuring that adequate maintenance support of all systems is available from manufacturers; and
(vi) coordinating calibration programmes for all test equipment in the fleet.

VACANCY IN THE MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS (STATE DEPARTMENT OF PUBLIC SERVICE AND YOUTH)

DIRECTOR, YOUTH DEVELOPMENT – ONE (1) POST - V/NO. 121/2016

Basic Salary Scale: Kshs.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 in the grade of Deputy Director, Youth Development Job Group 'R' or in a comparable and relevant position in the Public Service;
(ii) a Bachelors Degree in any of the Social Sciences or relevant field from a university recognized in Kenya;
(iii) a Master Degree in any of the Social Sciences or relevant field from a university recognized in Kenya;
(iv) attended a strategic leadership course from a recognized institution;
(v) demonstrated managerial, administrative and professional competence on matters relating to management and development of youth in the country; and
(vi) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for coordinating and administering the Youth Development function. Specific duties and responsibilities include:
(i) formulating, implementing and reviewing national youth development policies and programmes;
(ii) providing strategic leadership to Youth Directorate and ensuring high productivity of officers and excellent service delivery;
(iii) providing technical and monitoring support on implementation of all GOK ran youth projects/programmes;

(iv) coordinating technical assistance to stakeholders on matters pertaining to youth development;
(v) liaising with stakeholders to mobilize resources for youth programmes and projects;
(vi) ensuring establishment and operationalization of youth empowerment programmes; and
(vii) disseminating information on youth development issues.

HUDUMA KENYA SECRETARIAT

PROGRAM OFFICER, CUSTOMER SERVICE AND DELIVERY STANDARD - ONE (1) POST - V/NO. 122/2016 - JOB GRADE HK 3

Salary and other Benefits

Basic Salary:	Ksh.121,733 - Ksh.225,728
House Allowance:	Ksh.40,000 p.m.
Medical Benefits:	Group Medical Scheme
Commuter Allowance:	Ksh.20,000 p.m.
Leave Entitlement:	30 working days per annum
Leave Allowance:	one month basic salary
Terms of Service:	Four (4) years renewable Contract
Service Gratuity:	a service gratuity at 31% of the basic salary will be paid at the end of the contract period for those on contract

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

(i) served for at least seven (7) years in a relevant and senior position in the Public Service;
(ii) a Bachelors degree in any of the following disciplines:- Social Science, Public Communications, Public Relations, Business Administration, Business Management or equivalent qualification from a university recognized in Kenya;
(iii) certificate in Customer Relations/Service, Hospitality Management, Event Management or equivalent qualification from a recognized institution;
(iv) attended a strategic leadership Course in a recognized institution;
(v) demonstrated professional competence in work performance and results; and
(vi) demonstrated a thorough understanding of national goals, policies and have a clear understanding of national values and principles of governance.

Duties and responsibilities

Duties and responsibilities include:

(i) undertaking development and review of Service Delivery Standards Manual;
(ii) identifying appropriate programs and coordinating training for all Huduma staff on customer service excellence and Huduma Service Delivery Standards;
(iii) coordinating the development of Service Charters for Huduma Centres and other Huduma Service Channels;

(iv) monitoring and evaluating Service Delivery in Huduma Centres and all other Huduma Service Channels;

(v) following up Ministries, Departments and Agencies on issues requiring their intervention concerning services offered in Huduma Centres; and

(vi) developing a framework for handling customer suggestions, complaints and feedback.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION