REPUBLIC OF KENYA

National Police Service Commission

ADVERTISEMENT

Applications are invited from suitable qualified candidates to fill the following positions at the National Police Service Commission Counseling unit:-

S/No	Vacancy	Reference	No. of Posts
1	Manager Counseling Services	V/No. 1/2021	1
2	Senior Counselor	V/No. 2/2021	5
3	Counselor II	V/No.3/2021	6
4	Senior Social Worker	V/No. 4/2021	4
5	Social Worker III & II	V/No. 5/2021	6
6	Administration Officer	V/No. 6/2021	2
7	Human Resource Officer II	V/No.7/2021	4
8	Research Assistant	V/No.8/2021	4
9	Accountant II	V/No .9/2021	1
10	Record Management officer II / Librarian III & II	V/No.10/2021	2
11	ICT Officer III & II	V/No. 11/2021	4
12	Information Officer 1I	V/ No. 12/2021	2
13	Program officer II	V/No. 13/2021	2
14	Supply Chain Management Officer II	V/No.14/2021	2
15	Office Administrative Assistant	V/No.15/2021	2
16	Clerical Officer II	V/ No.16/2021	6
17	Receptionist	V/No. 17/2021	2
18	Office Assistants	V/No. 18/2021	4

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

1. MANAGER COUNSELING SERVICES- NPSC SCALE 6- 1 POSITION- V/No.1/2021

Gross Salary Scale:	**Kshs. 173,523-249,523**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

i. Coordinate the planning, management and administration of Counselling services;

ii. Participate in the formulation of counselling policies, regulations and strategies in conformity with the National Police Service reform agenda;

iii. Participate in the implementation, interpretation and review of counselling services, policies, procedures and systems;

iv. Participate in development of an employee wellness programs for quality, continuous improvement, performance, employee retention and employee - employer relations;

v. Contribute to the review of counselling strategies and policies to ensure that systems and structures are efficiently managed for the achievement of set performance targets and goals of the Commission;

vi. Monitor and evaluate Counseling projects and programs policy implementation on matters related to guidance and Counseling programs;

vii. Liaise with other stakeholders on counselling matters;

viii. Plan organized seminars and workshops on counselling matters;

ix. Conduct research in Counselling and supervising staff working within the Directorate;

x. Evaluate design and lead an outreach program that helps prevents mental health and substance abuse in the service. Assists clients and/or families affected with mental health, substance abuse issues and trauma;

xi. Consult with other health professionals as needed to ensure holistic approach and coordination of care case management;

xii. Ensure high standards of confidentiality and sensitivity to clients on cultural, ethnic, racial and socio-economic issues and diversity;

xiii. Plan and coordinate Counselling programs;

xiv. Ensure proper planning, organizing and facilitating seminars and workshops on counselling matters;

xv. Provide counselling services and appropriate referrals for officers and immediate families to help clients mobilize inner and external capacities to help improve their social functioning;

xvi. Prepares and retains timely correspondence, reports, documents and/or other written materials of clients' including the following: mental health assessments by obtaining background information such as physical, psychological or mental health and social factors which contribute to the client's situation and by studying case histories of clients;

xvii. Provide case management to include evaluating the needs of the police officers and monitoring progress;

xviii. Conducts individual, family or group therapy sessions in accordance with the established treatment plan and provides crisis intervention if necessary;

xix. Give debriefing/psychological first aid to responders following traumatic incidents, as requested by department;

xx. Conduct both individual and group counselling;

xxi. Keep an appropriate database;

xxii. Identify employees with social psychological or health related problems;

xxiii. Provide family life education including HIV and AIDS.

(b) Requirements for Appointment

For direct appointment to this position, one must have:

i. Master's Degree in Counselling Psychology, Sociology or in any of the Social Sciences with a Post Graduate Diploma in Counselling from a recognized institution.

ii. Bachelor's Degree in Counselling Psychology, Sociology from a recognized institution

iii. Counselor Supervision Course lasting not less than four (4) weeks;

iv. Psychological Debriefing Course lasting not less than one week;

v. Senior Management course lasting not less than four (4) weeks from a recognized institution;

vi. Ten (10) years of service with at least three (3) years in a comparable position in a relevant institution; and

vii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

2. SENIOR COUNSELOR-NPSC SCALE 5- FIVE (5) POSITIONS-V/No. 2/ 2021

Gross Salary Scale:	**Kshs. 122,000-202,004**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) Duties and Responsibilities

i. Plan, organize and facilitate seminars and workshops on counselling matters;

ii. Participate in the designing and leads an outreach program that helps prevents mental health and substance abuse in the service. Assists clients and/or families affected with mental health, substance abuse issues and trauma;

iii. Consults with other health professionals as needed to ensure holistic approach and coordination of care case management;

iv. Ensure high standards of confidentiality and sensitivity to clients on cultural, ethnic, racial and socio-economic issues and diversity; and

v. Plan and coordinate Counselling programs

vi. Accurately and appropriately use assessment procedures for determining and

vii. Structuring individual and group counselling services.

viii. Responsible for handling psycho-social problems of clients in the counselling Centre;

ix. Extract psycho-social information from the client;

x. Observe causal factors which might be useful to the treatment plan;

xi. Implement client's treatment programme and follow-up on discharge from the Centre.

xii. Conduct a yearly audit to review the counselling needs and trends in the Service, and the extent to which the Counselling programme in the Service is effective in its implementation, based on the data collected and analyzed;

xiii. Establish and maintain effective working relationships with clients, families, staff, and other agencies;

xiv. Ensure all volunteer counsellors conduct themselves in a professional manner;

xv. Ensure implementation of a coordinated service which meets the needs of the client group and to identify gaps in the service; and

xvi. Keep an appropriate client database.

b) Requirements for Appointment

For direct appointment to this position, one must have:

i. Bachelor's Degree in Counselling Psychology from a recognized institution

OR

ii. Bachelor's Degree in any of the Social Sciences with a Diploma in Counselling from a recognized institution;

iii. Psychological Debriefing Course lasting not less than one week;

iv. Counselor Supervision Course lasting not less than four (4) weeks from a recognized institution;

v. Six (6) years of service with at least three (3) years in a comparable position; and

vi. Meet Chapter Six Of the Constitution of Kenya.

3. COUNSELOR II & I-NPSC SCALE 4-SIX (6) POSITIONS-V/ NO. 3/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) **Duties and Responsibilities**

i. Accurately and appropriately use assessment procedures for determining and structuring individual and group counselling services;

ii. Responsible for handling psycho-social problems of clients in the counselling Centre;

iii. Extract psycho-social information from the client;

iv. Observe of causal factors which might be useful to the treatment plan;

v. Implement client's treatment programme and follow-up on discharge from the Centre;

vi. Keeping appropriate client database;

vii. Establish and maintain effective working relationships with clients, families, staff, and other agencies;

viii. Ensure implementation of a coordinated service which meets the needs of the client group and to identify gaps in the service

b) **Requirements for Appointment**

For direct appointment to this position, one must have:

i. Bachelor's Degree in Counselling Psychology, Sociology from a recognized institution

OR

ii. Bachelor's Degree in any of the Social Sciences with a Diploma in Counselling from a recognized institution;

iii. Proficiency in computer applications;

iv. Meet the requirements of Chapter Six of the Constitution of Kenya.

4. SENIOR SOCIAL WORKER-NPSC SCALE 5-FOUR (4) POSITIONS-V/NO. 4/2021

Gross Salary Scale:	**Kshs. 122,000-202,004**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

i. Coordinate all social work activities at the institution.
ii. Coordinating treatment planning and maintaining ongoing contact with outpatient providers for the continual care of clients.
iii. Actively participating in ongoing training as needed in order to meet all certification standards and credentialing policies.
iv. Provides advocacy and support for people with learning disabilities, the homeless, substance addicts, and foster-system individuals.
v. Providing mental health counseling to individuals, groups or families;
vi. Develop departmental work plan.
vii. Conducting initial assessments of clients' situation to determine needs and goals.
viii. Researching on appropriate public assistance resources for clients.
ix. Communicating with clients' care teams.
x. Providing crisis intervention as needed.
xi. Referring individuals to appropriate treatment centers, as indicated.
xii. Ensuring that all case files, and other records, strictly comply with policies, regulations, and procedures.
xiii. Attends continuing education conferences, prepares and presents reports for conferences and meetings.

(b) Requirements for appointment

i. Bachelor's degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Public Health, Counseling, Anthropology, Nursing or equivalent qualification from a recognized institution.

ii. Be conversant with Public Health Act, Mental Health Act, Cap. 248 and other Health related Acts; and
iii. Meet Chapter Six of the Constitution of Kenya

5. SOCIAL WORKER II –NPSC SCALE 4- FOUR (4) POSITIONS-V/NO.5/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties & Responsibilities

i. Addressing the psychosocial effects as related to clients' diagnosis, prognosis and future resettlement, and counseling of clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc;
ii. Responsible for handling psychosocial problems of clients in a Centre;
iii. extracting psychosocial information from the clients and observation of causal factors which might be useful to the treatment plan;
iv. implementation of client's treatment programme and follow-up on discharge;
v. co-ordinate social work activities within the Centre covering a number of units; planning and directing social work programmes such as counseling, placement, home based care, rehabilitation; and
vi. Follow up of clients in general but particularly sensitive cases of pandemic diseases.

(b) Requirements for Appointment

i. Bachelor's degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Public Health, Counseling, Anthropology, Nursing or equivalent qualification from a recognized institution.
ii. Proficiency in Computer applications;

iii. Be conversant with Public Health Act, Mental Health Act, Cap. 248 and other Health related Acts.
iv. Meet the requirements of Chapter Six of the Constitution of Kenya.

SOCIAL WORKER III-NPSC SCALE 3-TWO (2) POSITIONS

Gross Salary Scale:	**Kshs. 70,000-98,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

i. Implements care plans for each client and follows up with those care plans adhering to guidance and schedule;
ii. Writes reviews for all cases;
iii. Follows up with cases through scheduled in-person assessments;
iv. Provides support and advice to vulnerable people;
v. Works to build trust with vulnerable people, ensures safety, and offers protection; and
vi. Responds to requests for help.

(b) Requirements for Appointment

i. Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental Health, Public Health/Nursing or its equivalent qualification from a recognized Institution;
ii. Kenya Certificate of Secondary Education mean grade C- or its equivalent;
iii. Proficiency in computer applications; and
iv. Meet Chapter Six of the Constitution of Kenya

6 ADMINISTRATION OFFICER II-NPSC SCALE 4-TWO (2) POSITIONS-V/NO. 6/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) **Duties and responsibilities**

i. Supervises provision of clean, healthy and secure work environments.

ii. Monitors the compliance with regulations relating to the Administrative function.

iii. Supervises the collection, collation and analysis of Administration related reports.

iv. Develops and review of Administration Manuals and Guidelines.

v. Prepares of Administration budget and work plan.

vi. Appraises staff on administration policies and procedures.

vii. Carries out continuous Research on Administration policies.

viii. Reviews service contracts and service level agreements for outsourced services.

ix. Forecasts and reports on Commission's needs for office equipment and facilities.

x. Prepares and updates inventory of all Commissions' assets.

xi. Allocates office space, equipment furniture and facilities.

xii. Reviews departmental standard operating procedures.

xiii. Reviews and recommends proposed amendments, variations or extensions to contracts.

xiv. Reviews draft technical specifications for procurement of goods and services.

xv. Identifies and recommends obsolete assets for disposal.

xvi. Organizes meetings, conferences and commission events.

b) **Requirement for Appointment**

For appointment to this position, one must have

i. Bachelor degree in Public Administration, Business Administration, Education, Social Science or any other related field from a recognized Institution.

ii. Proficiency in computer application.

iii. Meet the requirements of Chapter Six of the Constitution of Kenya

7. HUMAN CAPITAL MANAGEMENT OFFICER II- NPSC SCALE 4-FOUR (4) POSITIONS – V/No. 7/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) **Duties and responsibilities**

i. Receives and respond to Human Resource Issues raised by clients

ii. Receives and files applications and CVs for advertised vacant positions in the Commission;

iii. Undertakes proper documentation and maintenance of records of Staff trained in Counseling Services and those yet to undergo training as per the training plan and projection;

iv. Update and maintain Human Capital Development data base and records;

v. Drafts correspondences for implementation the Commission Meeting decisions in respect of recruitment, promotions, transfers, dismissal, discipline, training, remuneration and welfare;

vi. Tracking and drafting retirement notices for the staff exiting the Commission and the National Police Service;

vii. Prompt Submission of staff pension contributions to the Contributory pension scheme;

viii. Verifies staff injury benefit forms for purposes of making claims;

ix. Receives and documents requests for promotions, secondment, resignation, transfer of service, retirement, confirmation in appointment transfers, discipline and appeals from the members of staff of the Commission and the National Police Service for purposes of escalating the same to the Commission Committees for further processing;

x. Provide secretariat services to the Commission's Committees;

xi. Compiles and documents application for appeals against Commission decisions;

xii. Compiles recommendations from the NPS on HR matters

b) **Requirement for Appointment**

For appointment to this position, one must have;

i. Bachelor's degree in Human Resource Management, Social Sciences, Business Administration and any other relevant qualification from a recognized institution;

ii. Technical and professional standards that govern Human Resource Management;

iii. Proficiency in computer applications.

iv. Meet the requirements of chapter six of the Constitution of Kenya.

8. RESEARCH ASSISTANT-NPSC SCALE 4-FOUR (4) POSITIONS- V/No. 8/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) **Duties and Responsibilities**

i. Undertake collection, collation and analysis of primary and secondary data;

ii. Undertake desk surveys and outline recommendations for further research;

iii. Devise and apply appropriate methods for coding data according to activity

iv. specification;

v. Execute research, monitoring and evaluation work plans according to project needs;

vi. Draft briefings, papers, info graphics, flowcharts and other decision-making tools;

vii. Collect, collate and analyses data gathered from monitoring and evaluation

viii. activities;

ix. Retrieval and digitization of disseminated research tools;

x. Prepare research concept notes for projected activities;

xi. Prepare draft reports and manuscripts for dissemination of study findings;

xii. Update the Commission's research database;

xiii. Prepare reports on the unit's assignments and projects;

xiv. Provide input to the unit's activity planning process;

xv. Monitor and document emerging issues in NPSC/NPS;

xvi. Maintain the units document archiving systems;

xvii. Drafts the units internal and external correspondences;

xviii. Maintain research study documents, software and equipment.

(a) Requirements for Appointment

For appointment to this grade, the officer must have:

i. Bachelor's degree in Economics, Statistics, Social Sciences, Commerce. Engineering, Business Management, or other related fields;

ii. Proficiency in computer applications;

iii. Meet the requirements of Chapter Six of the Constitution.

9. ACCOUNTANT II-NPSC SCALE 4-ONE (1) POSITIONS- V/NO. 9/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) Duties and Responsibilities

i. Prepares payment vouchers and imprest warrant.

ii. Examination of vouchers and committal documents in accordance with laid down rules and regulations

iii. Sorts and Files accounting records and documents

iv. Posts payments and receipts in the cash book on daily basis

v. Maintains and updates voucher movement registers

vi. Updates and maintains imprest registers

vii. Invoices of payment vouchers and imprests in the IFMIS

viii. Prepares and updates receipts and payment schedules

ix. Processes requests for daily subsistence allowances

b) **Requirements for Appointment**

For appointment to this position, one must have:

i. Bachelor's degree in any of the following: Accounting or Finance

ii. Have at least CPA II or its equivalent.

iii. Proficiency in computer applications.

iv. Meet the requirements of Chapter Six of the Constitution of Kenya.

10. RECORDS MANAGEMENT OFFICER II-NPSC SCALE 4- ONE (1) POSITION-V/NO.10/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) **Duties and Responsibilities**

The roles and responsibilities for this position entail the following:

i. Conducts files audit for accountability and safe custody of records.

ii. Retrieves and processes subject files on request.

iii. Sorts incoming and outgoing correspondences for filing

iv. Accessions, stamps, and labels information resources

v. Binds all Commission's documents

vi. Classifies and indexes files.

vii. Retains and disposes records as per schedules

viii. Conducts records surveys.

ix. Files and arranges records into cabinets, boxes, bins, or drawers, according to classification and identification

x. Sorting, preparing mails for dispatch, photocopying, and Scanning of documents

(b) Requirements for Appointment

i. Bachelor's degree in any of the following: Information science, Records management, Library Science or any other field from a recognized institution.

ii. Proficiency in computer applications

iii. Meet the requirement of Chapter six of the constitution.

LIBRARIAN III – NPSC SCALE 3-ONE (1) POSITION

Gross Salary Scale:	**Kshs. 70,000-98,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) Duties and Responsibilities

i. Accessions, stamps and labels information resources;

ii. Shelves and arranges library materials;

iii. Charges, discharges library resources and pastes due date labels;

iv. Prepares and updates file pockets;

v. Spine marking;

vi. Fixes book jackets;

vii. Binds all Commission's documents

viii. Files catalogue cards.

ix. Retrieves, Issues and Shelves books and periodicals

x. Facilitates the digitalization of books and periodicals

b) Requirements for Appointment

For appointment to this grade. An officer must have:

i. Diploma in any of the following: Information science, Records management, Library Science from a recognized institution.

ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent

iii. Proficiency in computer applications

iv. Meet the requirement of Chapter six of the constitution.

11. INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER II-NPSC SCALE 4-FOUR (4) POSITIONS –V/NO.11/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) Duties and Responsibilities

This is the entry and training grade for Bachelor's degree holders in this cadre. An officer appointed to this position may be assigned any of the following roles and responsibilities:

i. Liaise with the different departments within the Commission to capture business requirements in order to support the development of innovative IT solutions;

ii. Monitor network performance and troubleshoot problem areas as needed to identify and remedy network performance bottlenecks;

iii. Carryout program testing (Unit testing, Integrated testing and acceptance testing) to correct errors during programming;

iv. Reports ICT related incidences;

v. Install backup recovery procedures;

vi. Install, configure and maintain datasets, deployment planning and delivery;

vii. Configure print, copy and scan solutions to users;

viii. Troubleshoot intercom and network related problems;

ix. Validate all network connections in the office as well as guest accounts;

x. Facilitates connectivity and recording during Commission meetings;

xi. Tracks and reports obsolete hardware and software for upgrade and replacement;

b) Requirements for appointment

For direct appointment to this position, one must have;

i. A Bachelor's degree in any of the following fields: Computer Science/Information Communication Technology, Electrical/Electronic Engineering, Mathematics, Physics or other ICT related disciplines.

ii. Proficiency in Computer applications

iii. Meet the requirements of Chapter Six of the Constitution.

12. INFORMATION/ CORPORATE COMMUNICATION OFFICER II-NPSC SCALE 4-TWO (2) POSITIONS-V/NO.12/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

i. Prepare content for speeches, media briefings, newsletters, official website and social media platforms under the supervision of the Senior Communications officer

ii. Documents all Commission events;

iii. Drafts press releases and responses to media and other stakeholder inquiries about the Commission operations;

iv. disseminates information to the general public on Commission`s events, stakeholder sensitization, Shows, trade fairs, exhibitions and publicity programs;

v. Prepares content for Banners, Brochures, Flyers, Newsletters, Newspapers, radio and television promos and publications;

vi. Carry out daily press analysis and media monitoring to track and report on articles or news mentions, on Commission or Her stakeholders;

vii. Updates a database of contacts and a mailing list for all the Commission`s stakeholders;

viii. Updates calendars and diaries for events of the Commission;

ix. Provides input in the editing, design and preparation of periodic and statutory reports for the Commission;

x. Updates content of the official social media platforms such as Twitter, Facebook, Instagram and YouTube Channels;

xi. Drafts departmental work plans, budget estimates and procurement plans;

xii. Maintains information, Education and Communication tools and materials;

xiii. Updates the database for press and other organizations contacts;

xiv. Creates graphic designs, web designs, concepts, illustrations and layouts using computer software's

(b)Requirement for appointment

For appointment to this grade, one must have:

i. Bachelor's degree in any of the following disciplines: - Communication Studies, International Relations, Public Relations, Mass Communication or any other relevant discipline from a recognized institution;

ii. Proficiency in computer applications.

iii. Meet the requirements of Chapter Six of the Constitution.

13. PROGRAMME OFFICER II –NPSC SCALE 4-TWO (2) POSITIONS-V/NO.13/2021

Gross Salary Scale:	**Kshs. 90,000-130,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

i. Manage Counseling & Wellness Centre project, providing advice and expertise to deliver key Psychological outcomes.

ii. Monitor the performance of project and participate in monitoring and review activities.
iii. Assist in negotiations and liaison with stakeholders.
iv. Maintain accurate and up-to-date activity data on NPSC systems.
v. Report on activity progress and program outcomes.
vi. Assist in the drafting of less complex correspondence, briefs and submissions on a wide range of matters relevant to program management.
vii. Assist in the preparation of technical reviews of projects (project design, frameworks and formulation) for peer and quality assessments for new and ongoing projects.
viii. Assist in the development of policy, review and interpretation of policy.
ix. Monitor utilization of the Programme expenditure and report on same to the Programme Manager through the use of established formats and procedures.
x. Attend, input into, and report back on various external technical working group meetings attended.

(b) Requirements for Appointment

i. Bachelor's degree in any of the Social Science, Business Management, Engineering, Project Management or any other relevant degree from a recognized institution;
ii. Proficiency in computer applications;
iii. Excellent computer skills including on Outlook, Word, Excel and Power point; and
iv. Meet the requirements of Chapter Six of the Constitution.

14. SUPPLY CHAIN MANAGEMENT OFFICER II-NPSC SCALE 4-TWO (2) POSITIONS-V/NO.14/2021

Gross Salary Scale:	**Kshs. 90,000-130,000 pm**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission

Terms of Service: Permanent and Pensionable

(a) Duties and Responsibilities

i. Facilitates tender opening process;
ii. Prepares internal memo to invite members of technical committee;
iii. Drafts invitation, notifications, and regret letters;
iv. Formulate tender advert;
v. Avails processed invoices to accounts department for payment;
vi. Maintain and update all procurement registers;
vii. Conducts market surveys for standard goods; and
viii. Un-sealer's in the IFMIS system.

(b) Requirements for Appointment

i. Bachelor's Degree in any of the following fields: Commerce, Procurement, Purchasing and Supply Chain Management and Logistics Management.
ii. Has proven relevant experience in any of the following fields .Supply Chain Management, Purchasing and supplies, Logistics Management and Public Procurement;
iii. Proficiency in Computer applications; and
iv. Meet Chapter Six of the Constitution of Kenya.

15. OFFICE ADMINISTRATIVE ASSISTANT II-NPSC SCALE 2-TWO (2) POSITIONS-V/NO.15/2021

Gross Salary Scale: Kshs. 70,000-98,000 pm

Leave allowance: As existing in the Commission

Annual Leave: 30 working days per financial year

Medical Cover: As existing in the Commission

Terms of Service: Permanent and Pensionable

(a) Duties and Responsibilities

i. Implements administrative services policies and procedures as outlined in the guiding regulations;

ii. Undertakes proper filing of records such as official reports, incoming mail, meeting minutes and interdepartmental correspondences;

iii. Maintains an inventory of office equipment and supplies for respective offices;

iv. Implements communication protocols;

v. Report and speech writing;

vi. Operates office equipment;

vii. Prepares responses to routine correspondence;

viii. Handles logistics for meetings, workshops, seminars;

ix. Maintains database of organizations addresses and telephones;

x. Maintains security, integrity and confidentiality of office data and information;

xi. Manages office protocols and etiquette and acts as the link between executive offices for both internal and external visitors;

xii. Receives and screens incoming mails and correspondences;

xiii. Keeps records of correspondences Maintains file movement registers; Circulates agendas and reports for different committee meetings;

xiv. Takes notes during meetings;

xv. Circulating approved minutes, memos, letters and circulars;

xvi. Answers and makes phone calls;

xvii. Attends to visitors/ clients;

xviii. Handles customer inquiries and complaints;

xix. Dispatches mail and other office correspondences;

xx. Manages office sundry;

xxi. Taking dictation in shorthand and transcription;

xxii. Maintains office cleanliness.

a) Requirements for Appointment

For appointment to this position, one must have:

i. Diploma in the following fields; Secretarial Studies and Office Management, Social Science from a recognized institution

ii. Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent

iii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examination Council in the following subjects: - Typewriting III (50 w.p.m.) / Computerized document processing III; Business English III/Communications II; Commerce II; Office Practice II; Office Management III/ Office Administration and Management III; Secretarial Duties II; Shorthand III (100 w.p.m);

iv. Member of a relevant Professional body;

v. Proficiency in Computer Applications.

vi. Meet the requirements of Chapter Six of the Constitution of Kenya

16. CLERICAL OFFICER II-NPSC 2- SIX (6) POSITIONS-V/NO.16/2021

Gross Salary Scale:	**Kshs. 45,000-59,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) **Duties and Responsibilities**

i. Conducts files tracing for purposes of tracking files movement;

ii. Receives & dispatches mails;

iii. keeps safe custody of mails delivery books;

iv. Distributes pays lips to staff as necessary;

v. Prepares relevant payment vouchers as directed;

vi. Processes pension claims and final benefits;

vii. Maintains stores, records and equipment inventory;

viii. Serves banks, Saccos and other financial institutions with salary payroll by products to ease payment of salaries;

ix. Distributes quotations to the identified suppliers;

x. Processes documents for issue of licenses or certificates under relevant Acts;

xi. Draft letters and general correspondence assigned to him;

xii. Keeps safe custody of invoices, receipts;

xiii. Maintains a proper filing system for proper record keeping and ease of access to information when required;

xiv. Carry out photocopy, franking, documents shredding and document binding;

xv. Prepares reports on assignments and or training;

xvi. Prepares responses to routine correspondence;

xvii. Handles logistics for internal meetings, workshops, seminars;

xviii. Maintains security, integrity and confidentiality of office data and information;

xix. Receives and screens incoming mails and correspondences;

xx. Keeps records of correspondences;

xxi. Maintains file movement registers;

xxii. circulates agendas and reports for different committee meetings;

xxiii. Dispatches mail and other office correspondences;

xxiv. Manages office sundry;

xxv. Maintains office cleanliness.

(b) Requirements for Appointment

For appointment to this position, one must have:

i. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent;

ii. Proficiency in computer applications;

iii. Meet the requirements of chapter six of the Constitution of Kenya.

17. CUSTOMER CARE OFFICER/RECEPTIONIST II-NPSC SCALE 2-TWO (4) POSITIONS-V/NO.17/2021

Gross Salary Scale:	**Kshs. 45,000-59,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

This is the entry grade for customer care officers. An officer appointed on this grade will be assigned any of the following duties and responsibilities.

(i) Provide basic and accurate information in person and via phone to clients;

(ii) Receive and distribute daily mail/deliveries to Records Office;

(iii) Make approved phone calls for staff to various individuals or organizations;

(iv) Keep updated records on all visitors;

(v) Maintain office security by following safety procedures and controlling access via the reception desk.

(a) Requirements for Appointment

For appointment to this grade one must have;

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent;

(ii) Proficiency in computer applications;

(iii) Meet the requirements of chapter six of the Constitution of Kenya.

18. OFFICE ASSISTANT III & II – NPCS SCALE 1-FOUR (4) POSITIONS-V/NO.18/2021

Gross Salary Scale:	Kshs. **37,000-59,000**
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

i. Supervise the outsourced cleaning of Commission offices;

ii. Supervise safety, proper care and maintenance of the office common areas and office equipment;

iii. Arrange and organize furniture and equipment during major commission events and meetings;

iv. Prepares and provides refreshments for the office staff;

v. Makes requisition for office supplies and distributes to offices;

vi. Process, sort and route incoming and outgoing correspondences as well as deliver files and letters to the respective action officers;

vii. Photocopies, scans, appropriate documents and Maintain office files at the departments and units;

viii. Shops for low value office supplies and consumables;

ix. Supervises outsourced office sanitization and fumigation;

x. Maintains hygiene kitchen environment and safe food handling;

xi. Reports any damages that occur in the offices to the maintenance department for timely repair;

xii. Installs office furniture and equipment.

a) Requirements for Appointment

i. Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus)or its equivalent;

ii. Proficiency in computer applications from a recognized institution;

iii. Meet the requirements of chapter six of the Constitution of Kenya.

Mode of Application

Interested and qualified persons are requested to make their applications ONLINE through jobs portal: http://www.psckjobs.go.ke/NPSC.Jobs.aspx.

Please NOTE:

(i) Applicants should provide all details requested in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by the closure of the advert should not be included

(ii) Only shortlisted and successful candidates will be contacted.
(iii) Canvassing in any form will lead to automatic disqualification
(iv) Shortlisted candidates for the positions of **Manager** would be required to satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 by submitting a HELB Clearance Certificate, Tax compliance from KRA, Clearance from EACC and Police Clearance Certificate.

(v) The National Police Service Commission is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.
6. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

Applications should be addressed to:

The CS/ Chief Executive Officer
National Police Service Commission
SkyPark Building, Westlands
P.O. Box 47363-00100
NAIROBI

So as to reach the Commission by the close of business on or before **26th April, 2021** at **5.00 p.m.**