**REPUBLIC OF KENYA**

**PUBLIC SERVICE COMMISSION**

**Our Vision**

*"A citizen-centric public service"*

**Our Mission**

*"To reform and transform the public service for efficient and effective service delivery"*

# VACANT POSITIONS IN THE PUBLIC SERVICE

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: **www.publicservice.go.ke** or jobs portal: www.psckjobs.go.ke

**Please Note:**

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

(ii) Only shortlisted and successful candidates will be contacted.

(iii) Canvassing in any form will lead to automatic disqualification.

(iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

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

(vi) It is a criminal offence to present fake certificates/documents.

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

Applications should reach the Commission **on or before 15th September 2020** latest **5.00 pm (East African Time**).

# VACANCIES IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT

**DIRECTOR, NATIONAL COHESION – ONE (1) POST - V/No. 180/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh.133,870 – Ksh.197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director, National Cohesion, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in any Social Science from a university recognized in Kenya;
(iii) a Masters degree in Peace/Conflict management studies or any other relevant Social Science from a university recognized in Kenya;
(iv) excellent public relations and communication skills; and
(v) a thorough knowledge and understanding of national goals, policies and objectives and the ability to relate them to the management and functions and national cohesion and values.

**Duties and Responsibilities**

The Director, National Cohesion will be responsible to the Secretary, National Cohesion for planning, budgeting, directing, controlling and coordinating operations of National Cohesion Department. Specific duties and responsibilities will include:-

(i) initiating development and review of policies, strategies and objectives on national cohesion and values in liaison with other stakeholders;
(ii) overseeing the implementation of programs and activities for the achievement of national cohesion and values;
(iii) promoting national values through establishment of institutions, legislations and advocacy;
(iv) identifying issues and areas for policy formulation on national cohesion and values;
(v) monitoring and evaluation of programmes and activities;
(vi) approving the developed information, education and communication materials, briefs, speeches, memoranda, concept papers and reports;
(vii) coordinating advocacy on national cohesion and values and stakeholder;
(viii) lobbying for media support in the promotion of national cohesion and values;

(ix) conducting research, disseminating findings, and implementing recommendations; and
(x) overseeing the financial and asset management of the department and institute operational accountability.

**DEPUTY DIRECTOR, NATIONAL COHESION – FIVE (5) POSTS - V/No.181/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m. (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m. (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Cohesion Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any Social Science from a university recognized in Kenya;
(iii) excellent public relation and communication skills; and
(iv) a thorough knowledge and understanding of national goals, policies and objectives and the ability to relate them to the management and functions and national cohesion and values.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) identifying issues and areas for policy formulation on National Cohesion and Values;
(ii) planning and developing programmes and activities to address National Cohesion and Values;
(iii) monitoring and evaluating programmes and activities;
(iv) validating the development of information, education and communication materials;
(v) carrying out advocacy on National Cohesion and Values;
(vi) coordinating stakeholder consultation forums;
(vii) undertaking research and conducting sensitization campaigns on national cohesion; and
(viii) assisting in training, development and implementation of staff performance appraisals

**ASSISTANT DIRECTOR, NATIONAL COHESION – FIVE (5) POSTS - V/No.182/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Cohesion Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in any Social Science from a university recognized in Kenya;

(iii) excellent public relation and communication skills; and

(iv) a thorough knowledge and understanding of national goals, policies and objectives and the ability to relate them to the management and functions and national cohesion and values.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) participating in policy formulation on national cohesion;

(ii) initiating the process of planning and development of programmes and activities to address national cohesion and values;

(iii) monitoring and evaluating programmes and activities;

(iv) overseeing the development of information, education and communication materials;

(v) carrying out advocacy on national cohesion and values;

(vi) coordinating stakeholder consultation forums; and

(vii) undertaking research and conducting sensitization campaigns on national cohesion.

**DEPUTY DIRECTOR, CIVIL REGISTRATION SERVICE – ONE (1) POST**
**V/No. 183/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh.169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Civil Registration Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Information Science, Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law, Anthropology or equivalent qualifications from a university recognized in Kenya; and
(iii) demonstrated professional competence and managerial capabilities in work performance and results.

**Duties and responsibilities**

(i) interpreting the provision of the Births and Deaths Act Cap 149;
(ii) coordinating development of Civil Registration strategic plans;
(iii) reviewing Civil Registration policies, plans and strategies;
(iv) coordinating research and innovation on Civil Registration;
(v) coordinating the designing of Civil Registration information management system;
(vi) collaborating with other relevant authorities and stakeholders in reviewing Civil Registration statutes;
(vii) coordinating the development of training programmes for Civil Registration;
(viii) mobilizing Civil Registration resources;
(ix) coordinating preparation of Civil Registration periodic reports; and
(x) coordinating Civil Registration performance management systems.

**ASSISTANT DIRECTOR, CIVIL REGISTRATION SERVICE– FIFTY (50) POSTS**
**V/No.184/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360 - Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |

**Medical Cover:** **As provided by the government**
**Terms of Service:** **Permanent and Pensionable**

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Civil Registration Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Information Science, Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law, Anthropology or equivalent qualifications from a university recognized in Kenya; and
(iii) demonstrated administrative and managerial capabilities in work performance and results.

**Duties and Responsibilities**

(i) monitoring and evaluating civil registration activities at the area of jurisdiction;
(ii) undertaking research and innovation on Civil Registration;
(iii) implementing provisions of Civil Registration Statutes;
(iv) Implementing departmental strategic plans;
(v) coordinating awareness sensitization campaigns on registration of births and death;
(vi) approving foreign births and deaths registration applications, signing of birth and death certificates;
(vii) initiating training programmes for civil registration staff capacity building and development;
(viii) preparing civil registration periodic reports;
(ix) authenticating birth and death certificates issued in Kenya to foreigners and foreign birth and death certificates issues to Kenyans;
(x) monitoring the supply and utilization of registration materials; and
(xi) maintaining safe custody of registration materials and births and deaths records.

**ASSISTANT DIRECTOR, NATIONAL REGISTRATION (PERSONS) - TWENTY NINE (29) POSTS - V/No.185/2020**

**Salary Scale:** **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)**
**House Allowance:** **Ksh.16, 800 – 45,000p.m (depending on duty station)**
**Commuter Allowance:** **Ksh. 12,000p.m**
**Leave Allowance:** **As existing in the Civil Service**
**Annual Leave:** **30 working days per financial year**
**Medical Cover:** **As provided by the government**
**Terms of Service:** **Permanent and Pensionable**

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior National Registration Officer (Persons), CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following social science discipline: Sociology, Economics, Business Administration, Human Resource Management, Education, Population Studies, Anthropology, Communication, Journalism, Public Relations, Public Administration/Government or equivalent qualifications from a university recognized in Kenya; and
(iii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

(i) providing advice on potential cases for instituting prosecution or termination of further investigations into offences committed under the Act;
(ii) designing and reviewing of National Identity Cards;
(iii) preparing Registration of Persons work plans;
(iv) Initiating reviews and updating of registration of persons guidelines and procedures;
(v) prosecuting offences committed under the Act (Cap 107);
(vi) identifying and registering eligible applicants for national identity cards;
(vii) authorizing the processing of application forms for national identity cards;
(viii) initiating investigations into offences committed under Registration of Persons Act (Cap 107);
(ix) maintaining application registers for national identity cards;
(x) mobilizing and sensitizing the public on requirements for registration and issuance of national identity cards;
(xi) detecting and preventing illegal registration;
(xii) analyzing and compiling registration of persons reports and returns ; and
(xiii) initiating training programmes for registration of persons personnel.

**ASSISTANT DIRECTOR, FINGERPRINTS SERVICES - TEN (10) POSTS – V/No.186/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Fingerprint Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors Degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies, Communication or comparable qualifications from a university recognized in Kenya;

(iii) been gazzetted as a "Fingerprint Officer"; and

(iv) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) cross referencing detected double, multiple and illegal registration of national identity cards;

(ii) initiating research and providing advice on wrongly linked records;

(iii) establishing identity or non-identity of fingerprints of two sets of impressions generated by the Automated Fingerprints Identification System (AFIS);

(iv) overseeing indexing of fingerprint files and breakdown of fingerprint formulae;

(v) liaising with the security agencies and other stakeholders in combating and controlling illegal entry of persons into the country;

(vi) monitoring validation and/or invalidation of records based on fingerprint comparison principles;

(vii) analyzing reports on detected double, multiple and illegal registration for national identity cards;

(viii) monitoring validation of automated searches involving fingerprints;

(ix) coordinating fingerprints searches of known and unknown deceased persons;

(x) preparing and presenting complex fingerprint reports as evidence in court(s) of law; and

(xi) initiating fingerprints personnel training and research programmes in liaison with other stakeholders;

**DEPUTY DIRECTOR OF PROBATION, FOUR (4) POSTS V/No.187/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Probation and Aftercare Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;
(iii) have shown initiative, administrative ability and efficiency in programme organization, direction and control of Probation Services; and
(iv) have demonstrated analytical, communication and management competencies

**Duties and Responsibilities**

An officer at this level will be responsible to the Director of Probation and Aftercare Services. Duties and responsibilities at this level include:-

(i) formulating, reviewing and implementing policies and programmes relating to Probation and Aftercare Services;
(ii) generating information for dispensation of justice for bail, pre-sentence and post penal advisory reports, offender supervision and management, rehabilitation and treatment of offenders on custodial sanctions;
(iii) creating linkages and liaising with other criminal justice agencies and partners on matters pertaining to Probation, Community Service Orders, Victim Services Orders, Parole and aftercare for the benefit of the supervised;
(iv) ensuring that Statutory Review Board meetings are held and professional standards are adhered to and maintained; and
(v) ensuring that activities performed are in conformity with plans, schedules. Targets and budget and any deviations rectified

**ASSISTANT DIRECTOR OF PROBATION - FIVE (5) POSTS - V/No. 188/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Probation and Aftercare Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in any of the following disciplines: Sociology, Criminology, Guidance and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;
(iii) be conversant with High Court etiquettes and procedures in criminal matters;
(iv) have good understanding of rehabilitation programmes of complex and serious offenders; and
(v) have shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be in charge of a High Court in the field stations or deputize the Deputy Director of Probation and Aftercare Services at Probation Department at headquarters.

**At Departmental Headquarters,** duties and responsibilities will include: -

(i) co-coordinating, supervising, monitoring and evaluating the departmental programmes in the field;
(ii) planning offenders' rehabilitation programs for field stations;
(iii) receiving, analysing, and disseminating statistics; and
(iv) co-coordinating research activities and liaising with penal institutions and other stakeholders on research findings.

**At the field offices (County level),** duties and responsibilities will include: -

(i) being in charge of the High Court and its jurisdiction on all aspects of probation work;
(ii) attending cases originating from the High Court and Court of Appeal;
(iii) conducting social inquiry on all referred cases from the High Court and Court of Appeal;
(iv) taking charge of offenders placed by the High Court and Court of Appeal under mandatory community-based supervision, rehabilitation and resettlement;
(v) liaising with all other agents of criminal justice administration for efficient and effective criminal justice delivery;
(vi) facilitating and promoting reconciliation of offenders in the community;
(vii) supervising, rehabilitating, and reintegrating offenders to the community;
(viii) coordinating and liaising with other departments or agencies in promoting activities within the area of jurisdiction;
(ix) coordinating activities of review committees and the courts in relation to community service order; and
(x) serving as secretary to the Divisional Review Committee.

# VACANCIES IN THE MINISTRY OF DEFENCE

**BIO-MEDICAL ENGINEER – ONE (1) POST - V/No.189/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirement for appointment**

For appointment to this grade a candidate must have a Bachelors degree in Bio-Medical Engineering or its equivalent from a University recognized in Kenya.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities include;

(i) installing , maintaining, repair or providing technical support for biomedical equipment;
(ii) evaluating the safety, efficiency and effectiveness of biomedical equipment through calibration;
(iii) training clinicians and other personnel on the proper use of equipment;
(iv) establishing and maintaining a safe work environment;
(v) conforming to all safety rules and regulations; and
(vi) performing any other duties as may be assigned from time to time.

**LECTURER II (DEFENCE FORCES TECHNICAL COLLEGE) – FOUR (4) POSTS - V/No.190/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs.38,270 – Kshs.51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirements for appointment**

For appointment to this grade a candidate must have a Bachelors degree in the following fields:- Mechanical Engineering (Production, Industrial Plant and Energy), Electrical and Electronics Engineering; Electronics and Computer Technology; Education Technology/ Bachelors of Technology (Production, Industrial Plant and Energy, Electrical and Electronics, Electronics and Computer) or equivalent qualifications from a university recognized in Kenya.

.

**Duties and responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities include:-

(i) preparing schemes of work, lesson plans, teaching materials and aids;
(ii) instructing in areas of specialization in accordance with the syllabus;
(iii) preparing records of work;
(iv) setting, administering and marking course work and examinations under the supervision of a senior lecturer;
(v) preparing trainee assessment reports; and
(vi) guiding and counselling trainees.

**LECTURER III - (DEFTEC-2; IPSTC-2) - FOUR (4) POSTS V/No. 191/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 31,270 – Ksh. 41,260 p.m. (CSG 11)** |
| **House Allowance:** | **Ksh.4,200 - 10, 000 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m.** |
| **Leave allowance** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirements for appointment**

For appointment to this grade a candidate must have a Bachelors Degree in any of the following fields: Entrepreneurship, Communication, Peace, Conflict and Security Studies, International Relations, Political Science, Social Sciences or any other relevant and equivalent qualifications from a university recognized in Kenya.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be deployed in in either the Defence Forces Technical College or International Peace Support Training Centre.

At the **Defence Forces Technical College (DEFTEC)** duties and responsibilities will include:

(i) preparing schemes of work, lesson plans, teaching materials and aids;
(ii) instructing in areas of specialization in accordance with the syllabus;
(iii) preparing records of work;
(iv) setting, administering and marking course work and examinations under the
(v) Supervision of a senior lecturer;
(vi) preparing trainee assessment reports; and
(vii) guiding and counselling trainees.

**At the International Peace Support Training Centre (IPSTC)** duties and responsibilities include:-

(i) designing and delivery of training programmes related to conflict prevention, conflict management and post-conflict recovery.
(ii) providing inputs for training related to peace operations at tactical, operational and strategic level education.
(iii) developing and designing curriculum for programmes in conflict studies and related thematic areas
(iv) evaluating training programmes as well as impact assessments and conducting demand led research on relevant issues;
(v) contributing to conflict alert systems, policy briefings and research relevant to emerging regional and global peace and security issues;
(vi) analyzing emerging conflict trends within Eastern Africa with view to contributing to policy frameworks for regional interventions; and
(vii) conducting background research and updating country profiles in Eastern Africa with focus on issues related to Peace Support Operations.

**GRAPHIC DESIGNER– TWO (2) POSTS V/No. 192/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

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

(i) Kenya Certificate of Secondary Education (KCSE), mean grade C (plain); and
(ii) a Diploma in Graphic Design or equivalent and relevant qualification from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for the cadre. An officer at this level will work under

Supervision and guidance of a senior officer. Duties at this level shall include:-

(i) preparing artistic sketches/themes;
(ii) production of drawings, logos, letterheads, illustrations;
(iii) familiarization with commercial graphic work for advertising; and
(iv) preparation of printing works dummies.

**ASSISTANT HOUSEKEEPER – THREE (3) POSTS V/No. 193/2020**

| | |
|---|---|
| **Salary Scale: `** | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirements for appointment**

For appointment to this grade an officer must have a Diploma in any of the following discipline; Hotel Management; Housekeeping and Front Office Management or Hospitality Management from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for the cadre. An officer at this level will work under Supervision and guidance of a senior officer. Duties at this level shall include:-

(i) keeping proper records of sundry and linen stores;
(ii) following up on maintenance work order forms; assisting in stock taking;
(iii) ordering, receiving, storing and issuing of cleaning materials; and
(iv) carrying out on the job training for staff working under him/her and writing and keeping reports on losses, breakages and defects.

**INSPECTOR, ELECTRICAL (MVP)– TWO (2) POSTS V/No. 194/2020**

| | |
|---|---|
| **Salary Scale: `** | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate, must have a;**

(i) Kenya Certificate of Secondary Education (KCSE), mean grade C(plain)
(ii) Diploma in Mechanical Engineering (Automotive Option) or other approved equivalent qualification from a recognized institution; and
(iii) Valid driving license

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be deployed in the Central/Regional workshops and will work under a senior officer. Duties and responsibilities include:-

(i) servicing and carrying out minor repairs on electrical components such as alternators, generators, starter motors, small battery charging units, condensers;
(ii) maintenance and repair of Motor Vehicle/Plant batteries; and
(iii) carrying out fitting of electrical components and electrical wiring.

**INSPECTOR, MECHANICAL (MVP)– THREE (3) POSTS V/No. 195/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

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

(i) Kenya Certificate of Secondary Education (KCSE), mean grade C (Plain)
(ii) Diploma in Mechanical Engineering (Automotive option) or other equivalent qualification from a recognized institution; and
(iii) valid driving license.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be based in the Central/Regional workshops and will be attached to a small motor vehicle or Plant repair section. The officer will be supervised by a senior officer. Specific duties and responsibilities include:-

(i) in the repair and Maintenance of motor vehicles and plant

(ii) inspect, and test vehicles and equipment before and after repairs; and
(iii) conduct proficiency test for drivers

**DRAUGHTSMAN III (MECHANICAL)– THREE (3) POSTS V/No.196/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh.25,470 – Ksh.33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750 – p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

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

(i) Kenya Certificate of Secondary Education mean grade C (Plain), with at least C in English, Mathematics, Physics/Physical Science, Geography, Technical Drawing or its approved equivalent; and
(ii) Diploma in Mechanical Engineering or its approved equivalent from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will include:-

(i) preparation of circuit programs, scale elevations;
(ii) drawing of figures;
(iii) physical development plans from sketches;
(iv) charts and maps drafting of simple regional plans from basic data and sketches;
(v) checking and confirmation of plan status and reproduction of graphics by means of photographic or other printing process; and
(vi) calculation of areas using plan meter and scales under the guidance of an experienced Draughtsman.

**DRAUGHTSMAN III (ELECTRICAL)– ONE (1) POST V/No .197/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

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

(i) Kenya Certificate of Secondary Education mean grade C (Plain), with at least a C in English, Mathematics, Physics/Physical Science, Geography, Technical Drawing or its approved equivalent; and

(ii) Diploma in Electrical/Electronic Engineering or its approved equivalent from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will include:-

(i) preparation of circuit programs, scale elevations;

(ii) drawing of figures;

(iii) physical development plans from sketches;

(iv) charts and maps drafting of simple regional plans from basic data and sketches;

(v) checking and confirmation of plan status and reproduction of graphics by means of photographic or other printing process; and

(vi) calculation of areas using plan meter and scales under the guidance of an experienced Draughtsman.

**DRAUGHTSMAN III (BUILDING)– ONE (1) POST V/No. 198/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

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

(i) Kenya Certificate of Secondary Education mean grade C (Plain), with at least a C in English, Mathematics, Physics/Physical Science, Geography, Technical Drawing or its approved equivalent; and

(ii) Diploma in Building, Cartography, Physical Planning or approved equivalent from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will include: -

(i) preparing circuit programs, scale elevations;
(ii) drawing of figures and physical development plans from sketches, charts and maps;
(iii) drafting of simple regional plans from basic data and sketches; checking and confirmation of plan status and reproduction of graphics by means of photographic or other printing process; and
(iv) calculation of areas using planimeter and scales under the guidance of an experienced Draughtsman.

## VACANCIES IN THE MINISTRY OF FOREIGN AFFAIRS

**DIRECTOR, FOREIGN SERVICE/MINISTER/CONSUL-GENERAL - FIFTEEN (15) POSTS - V/No. 199/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently serving in the grade of Assistant Director of Foreign Service /Minister/Consul-General CSG 7 and above or in a comparable and relevant position in the wider public service, regional or international organizations;
(ii) a Bachelors degree in International Studies, International Relations, Law, Economics or equivalent qualifications from a university recognized in Kenya;
(iii) a Masters degree in either International Studies, International Relations, Law, Economics, or equivalent qualifications from a university recognized in Kenya demonstrated outstanding professional competence, effective leadership, managerial and administrative skills

(iv) possess effective negotiation, analytical and communication skills; and
(v) have a clear understanding of Kenya's foreign policy and other national policies, objectives and strategies.

**Duties and Responsibilities**

An officer at this level will be based either at the headquarters or in a mission where he/she will form part of the management. Specific duties and responsibilities will include:-

**Headquarters**

An officer at this level will head a department and will be responsible to the Political and Diplomatic Secretary for providing policy, technical and administrative guidance. Specific duties and responsibilities will include:

(i) participating in the formulation, implementation and reviewing of Kenya's foreign policy;
(ii) attending high level meetings and conferences;
(iii) articulating and defending Kenya's foreign policy;
(iv) formulating Kenya's position in relation to negotiations on bilateral and international instruments, meeting and conferences;
(v) advising and guiding the missions falling under the department on matters relating to Kenya's foreign policy;
(vi) coordinating the implementation of reports received from bilateral and international conferences and meetings as well as those from the Kenyan Mission;
(vii) networking with inter-governmental organizations and diplomatic missions accredited to Kenya;
(viii) participating in development of the Foreign Service Institute's training programs;
(ix) maintaining a database on vacancies in international and inter-governmental organizations and facilitating employment of Kenya nationals; and
(x) recommending appropriate policy interventions in response to emerging international events and trends.

**Missions:**

An officer at this level may be deployed as Head of Chancery or Consul-General responsible for overseeing the running of the Missions. Specific duties and responsibilities will include:-

(i) supervising the work of a mission;
(ii) designing and implementing marketing strategies for Kenya's products and services;
(iii) projecting, promoting and defending Kenya's foreign policy;
(iv) participating in the formulation of Kenya's position in relation to negotiations on

bilateral and international instruments, meetings and conferences;

(v) prioritizing and making recommendations on the Mission's acquisition of assets and properties;

(vi) coordinating the analysis of political and economic developments in the host country and supervising the preparation of appropriate reports;

(vii) facilitating acquisition of assets and properties;

(viii) preparing detailed, analytical and regular reports on the activities of the mission; and

(ix) supervising the organization of programmes for Kenyan dignitaries.

**DEPUTY DIRECTOR, FOREIGN SERVICE/MINISTER/CONSUL-GENERAL - TWENTY (20) POSTS - V/No. 200 /2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving in the grade of Principal Foreign Service Officer /Counsellor, CSG 8 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in International Studies, International Relations, Law, Economics or equivalent qualifications from a university recognized in Kenya; and

(iii) demonstrated outstanding professional competence, effective leadership, managerial and administrative skills.

**Duties and Responsibilities**

An officer at this level will be based either at the headquarters or in a mission. Specific duties and responsibilities which will include:-

**Headquarters:**

(i) coordinating and supervising the work of a department;

(ii) participating in the formulation and analysis of Kenya's foreign policy;

(iii) formulating Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;

(iv) analyzing and implementing recommendations contained in reports from bilateral and international conferences and meeting as well as those from Missions;
(v) studying, analyzing and implementing political, economic, and other reports received from missions;
(vi) networking with the ministries/State Departments, diplomatic missions and inter-governmental organizations accredited to Kenya;
(vii) participating in the formulation and coordination of the Foreign Service Institute's training programs;
(viii) maintaining a database on vacancies in international and inter-governmental organizations and facilitating employment of Kenya nationals;
(ix) coordinating provision of consular and protocol services; and
(x) developing performance targets, annual work plans, budget for the department and performance reports.

**Missions:**

An officer at this level may be deployed as the Head of Chancery in a Missions. Specific duties and responsibilities will include:

(i) providing administrative support services and financial oversight at the Mission;
(ii) monitoring and analyzing political and economic development in the host country and preparing appropriate reports;
(iii) projecting, promoting, interpreting and defending Kenya's foreign policy;
(iv) participating in the formulation of Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;
(v) coordinating trade, cultural and other events to promote Kenya;
(vi) monitoring media reports and supervising the preparation of appropriate responses.
(vii) organizing official functions and programmes for Kenyan dignitaries;
(viii) coordinating provision of consular and protocol services;
(ix) preparation of briefs, statements and diplomatic notes and messages; and
(x) development of performance targets, annual work plans and annual budgets for the mission.

**ASSISTANT DIRECTOR, FOREIGN SERVICE/MINISTER/CONSUL-GENERAL - TWENTY (20) POSTS - V/No. 201 /2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade a candidate must have:**

(i) served for a minimum period of nine (9) years and currently serving at the grade of Foreign Service Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in International Studies, International Relations, Diplomacy, Law, Economics, or equivalent qualifications from a university recognized in Kenya; and
(iii) demonstrated effective leadership, managerial and administrative skills.

**Duties and Responsibilities**

An officer at this level will be based either at the headquarters or in a mission. Specific duties and responsibilities which will include:

**Headquarters**

An officer at this level may be deployed as a section head. Specific duties and responsibilities include:-

(i) coordinating and supervising work of the section;
(ii) researching into emerging international events and recommending appropriate policy interventions;
(iii) tracking of vacancies in the international and inter-governmental organizations,
(iv) maintaining an appropriate database and facilitating employment of Kenya nationals;
(v) participating in bilateral and international conferences and meetings, drafting reports and identifying areas of implementation;
(vi) networking with Ministries/State Departments, inter-governmental organizations and diplomatic missions accredited to Kenya;
(vii) coordinating provision of consular and protocol services;

(viii) analyzing and initiating implementation of recommendations contained in reports from bilateral and international conferences and meetings as well as those from Kenyan Missions; and
(ix) supervising, guiding and mentoring officers.

**Missions**

An officer at this level may be deployed as Head of Chancery in a Mission. Specific duties and responsibilities include:-

(i) providing administrative support at the Mission;
(ii) monitoring and analyzing political and economic developments in the host country and drafting appropriate reports;
(iii) coordinating trade, cultural and other events to promote Kenya;
(iv) networking with members of the diplomatic corps, officials of the host government and media representatives;
(v) drafting appropriate responses to media reports on Kenya;
(vi) coordinating official functions and programmes for Kenyan dignitaries;
(vii) performing consular and protocol duties and preparing briefs, statements and diplomatic notes and messages; and
(viii) preparing performance targets as well as undertaking performance reporting and appraisal of officers.

## VACANCIES IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES (STATE DEPARTMENT FOR INDUSTRIES)

**DEPUTY DIRECTOR OF INDUSTRIES – THREE (3) - V/No.202/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Industrial Development Officer, CSG '8' and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural). Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya; and

(iii) demonstrated high degree of professional, technical and administrative competence as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will deputize the Director in the day-to-day operational and managerial activities and will be deployed in any of the following departments: Industrial Support Services, Micro & Small Industries, Medium and Large Industries, Industrial Information and Policy development. Specific duties and responsibilities will include: -

**Industrial Support Services**

(i) preparing strategies and action plans to implement industrial clusters;
(ii) coordinating the subcontracting arrangements among MSI and Medium and Large Industries;
(iii) developing and reviewing frameworks to support incubation including infrastructure, overseeing monitoring and evaluation of projects/programs;
(iv) promoting the concept of resource efficiency and cleaner production technologies;
(v) promoting utilization of industrial rights;
(vi) identifying causes of underutilization of installed capacity and factory closures;
(vii) developing and implementing sustainable sectoral industrial support programmes in consultation with both the public and private sectors;
(viii) developing linkages between private sector and public institutions for employment, internship and mentorship programmes;
(ix) providing advice to entrepreneurs on the arbitration of disputes on standards;
(x) supporting industrial research and development, innovation and technology transfer in liaison with research and development centres, industry and academic institutions;
(xi) organizing mentoring programmes to potential and existing entrepreneurs; and
(xii) negotiating on industrial related issues at bilateral, regional multilateral fora.

**Micro and Small Industries**

(i) promoting and implementing resource efficient cleaner production technologies for MSIs;
(ii) promoting the development of niche products for existing and new markets;
(iii) overseeing surveys on benchmarking of industries with best practices with a view to promoting industrial competitiveness;
(iv) undertaking resource endowment mapping activities, development of industrial profiles and dissemination of information on investment opportunities; and
(v) planning for training of entrepreneurs in micro and small industries (MSIs) on business plans and Business Development Services (BDS).

**Industrial Information and Policy Development**

(i) preparing proposals on the review and harmonization/rationalization of taxes and tariffs;
(ii) coordinating the collection, processing, analyzing and dissemination of industrial statistics and information;
(iii) conducting complex studies and baseline surveys on the performance of the surveys on the performance of the industrial sector in Kenya; and
(iv) evaluating the impact of sectoral, fiscal and other policies on industrial sector.

**Medium and Large Industries**

(i) Preparing technical inputs for the development of standards and promoting enforcement in liaison with Kenya Bureau of Standards (KEBS) and industry stakeholders;
(ii) overseeing the development and implementation of sustainable incentive schemes for industrial investments;
(iii) providing advise on promotion and implementation of resource efficient cleaner production technologies for MLIs;
(iv) promoting the development of niche products from medium and large industries; and
(v) overseeing surveys on benchmarking of industries with best practices with a view to promoting industrial competitiveness.

**ASSISTANT DIRECTOR OF INDUSTRIES – TWENTY (20) POSTS – V/No.203/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years, and currently serving at the grade of Senior Industrial Development Officer, CSG 9 and above or in comparable and equivalent positions in the wider public service;

(ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural). Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya; and

(iii) demonstrated high degree of professional, technical and administrative competence as reflected in work performance and results.

**Duties and responsibilities**

(i) reviewing sectoral reports on Tariff and Non-Tariff Barriers (NTBS) for manufacturing industry;

(ii) liaising with Research and Development Institutions and other industry stakeholders on the development of industrial tooling and machining;

(iii) identifying potential foreign investors in specific industrial sectors;

(iv) documenting and promoting of the commercialization of research, development research and development findings;

(v) categorizing industrial clusters for industrial development;

(vi) negotiating on industrial related issues at bilateral, regional, and multilateral for a;

(vii) sensitizing entrepreneurs on industrial investment opportunities;

(viii) providing advisory services and mentoring to/for potential and existing entrepreneurs;

(ix) locating potential foreign investors in specific industrial sectors in liaison with relevant government agencies; and

(x) undertaking monitoring and evaluation of projects/programmes.

**DEPUTY DIRECTOR, KENYA INDUSTRIAL TRAINING INSTITUTE (KITI)– TWO (2) POSTS- V/No. 204/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Lecturer, CSG'8' and above at an industrial training institution or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree or Higher National Diploma in any of the following disciplines:- Electrical Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Building Construction, Clothing and Textiles Technology, Leather technology, Food Technology, Food and Beverage, Industrial Engineering and Technology, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, Information Technology, Community Development, Counseling, Psychology, Computer Engineering, Information Communication Technology, Physics, Chemistry, Biochemistry, Plant and Building services Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Industrial Technology, Mathematics, Renewable Energy Technology, Human Resource Management, Supply Chain Management, Education Technology, Education, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textiles Technology or its equivalent qualification from a university recognized in Kenya;

(iii) a Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification from a recognized institution;

**OR**

Instructors/Technical Education/Training of Trainers certificate course from a recognized institution;

(iv) demonstrated high degree of professional competence, administrative and managerial capability required for effective planning, organization and administration of a training institution.

**Duties and Responsibilities**

An officer at this level may be deployed to oversee one of the following sections within KITI; Specific duties and responsibilities include:-

(i) coordinating activities and training in area of specialization according to the Institute's syllabus;
(ii) interpreting and implementing relevant government policies;
(iii) formulating the department budget's;
(iv) managing and reviewing staff development programmes;
(v) establishing collaborations and linkages with other institutions and stakeholders; and
(vi) mobilizing resources for the physical and human resource development of the Institute in consultation with the Director.

**(a) Registrar**

Duties and responsibilities at this level include:

(i) organizing training activities within the Institute;
(ii) coordinating the design, development and reviewing curriculum;
(iii) coordinating selection and admission of trainees;
(iv) supervising, setting, moderation and administration of examinations;
(v) compilation of academic reports and certificates;
(vi) creating and maintaining an up to date data base of trainees;
(vii) development and maintenance of ethics and professional conduct and standards;
(viii) initiating collaboration and partnership in examination with relevant institutions; and
(ix) inducting new lecturers/instructors and trainees.

**(b) Dean**

Duties and responsibilities at this level include:

(i) designing and developing curriculum
(ii) preparing schemes of work, lesson notes, plans and training in the areas of specialization
(iii) setting, moderating and marking exams at diploma level;
(iv) maintaining trainees welfare and discipline;
(v) advising on best management and administration of trainees affairs;
(vi) organizing induction and orientation programs for new trainees;
(vii) preparing budget related to co-curriculum activities; and
(viii) coordinating matters relating to staff and student's welfare.

**(c) Programme Liaison Coordinator**

Duties and responsibilities at this level include:

(i) designing and developing curriculum;
(ii) preparing schemes of work, lesson notes, plans and training in the areas of specialization;
(iii) preparing schemes of work, lesson notes, plans and training in the areas of specialization;

(iv) coordinating attachment and placement for trainees and lecturers;
(v) organizing and coordinating industrial/Educational tours for trainees and staff;
(vi) coordinating preparation of insurance covers for trainees on attachment;
(vii) mobilizing resources and marketing institutional programmes;
(viii) organizing periodic meetings with industry partners and stakeholders;
(ix) establishing collaborations and linkages with other institutions and stakeholders.

**(d) Academic Affairs**

Duties and responsibilities at this level include:

(i) coordinating training activities within the institute;
(ii) designing and developing curriculum;
(iii) preparing schemes of work, lesson notes, lesson plans and training in areas of specialization;
(iv) setting moderating and marking exams at diploma level;
(v) ensuring effective administration of examinations;
(vi) designing coordinating and implementing training programmes in on industrial entrepreneurial development;
(vii) designing and preparing training materials and aids;
(viii) undertaking institutional based training needs assessment;
(ix) monitoring and carrying out research and consultancy in the relevant field;
(x) evaluating research on projects;
(xi) coordinate the implementation of relevant policies, guidelines and standards on training;
(xii) monitoring and conducting market surveys and trends; and
(xiii) evaluating training programmes and organizing seminars workshops and symposia.

**(e) Research, Development and Consultancy**

Duties and responsibilities at this level include:

(i) designing and developing curriculum;
(ii) preparing schemes of work, lesson notes, lesson plans and training in areas of specialization;
(iii) setting moderating and marking exams at diploma level;
(iv) liaising with the institute's clientele on product-based training;
(v) mobilizing resources for research activities;
(vi) coordinating research activities in the institute and issuance of research permits to trainees;
(vii) monitoring and evaluating market surveys and trends;
(viii) evaluating training programmes;
(ix) coordinating product improvement and prototype development; and
(x) organizing conferences, seminars, workshops and symposia

**ASSISTANT DIRECTOR, KITI – SEVEN (7) POSTS - V/No. 205/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years, and currently serving at the grade of Lecturer I, CSG '9' and above at an industrial training institution or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree/Higher diploma/Diploma/Technician Certificate in any of the following disciplines:- Electrical Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Building Construction, Clothing and Textiles Technology, Leather technology, Food Technology, Food and Beverage, Industrial Engineering and Technology, Entrepreneurship Development, Commerce, Business Administration/Management, Economics, Information Technology, Community Development, Counseling, Psychology, Computer Engineering, Information Communication Technology, Physics, Chemistry, Biochemistry, Plant and Building services Engineering, Agricultural Engineering, Water Engineering, Telecommunication Engineering, Mechatronics Engineering, Refrigeration and Air Conditioning, Industrial Technology, Mathematics, Renewable Energy Technology, Human Resource Management, Supply Chain Management, Education Technology, Education, Clothing, Textiles and Interior Design, Fashion Design and Marketing, Fashion Design and Textiles Technology or its equivalent qualification from a university recognized in Kenya;

(iii) a Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification from a recognized institution;

**OR**

Instructors/Technical Education/training of Trainers certificate course from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be deployed as head of various department in the institute. Specific duties and responsibilities include:

(i) lecturing in the area of specialization;
(ii) designing and preparing training materials and aids;
(iii) providing input in the development of curriculum and syllabus;
(iv) planning, coordinating, monitoring, implementing and reviewing training programmes;
(v) maintaining students' progress report;

(vi) supervising the maintenance and repair of various machines and equipment;
(vii) providing advisory services to small and medium scale entrepreneurs/industrialists;
(viii) guiding trainees and graduate entrepreneurs in project identification;
(ix) coordinating academic tours, and co-curricular activities;
(x) moderation and administration of exams;
(xi) supervising students on industrial attachments; and
(xii) guiding and counselling students.

## VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES - (STATE DEPARTMENT FOR LIVESTOCK)

**DIRECTOR, LIVESTOCK PRODUCTION - ONE (1) POST – V/No.206/2020**

| | | |
|---|---|---|
| **Salary Scale:** | **Ksh. 169,140 - Ksh.324,430 p.m.** | **(CSG 4)** |
| **House Allowance:** | **80 ,000 p.m** | |
| **Entertainment Allowance:** | **Ksh. 65,000 p.m.** | |
| **Commuter Allowance:** | **Ksh. 12, 000p.m** | |
| **Leave Allowance:** | **As existing in the Civil Service** | |
| **Extraneous allowance:** | **Ksh.60,000 p.m.** | |
| **Domestic Servant Allowance:** | **Ksh.15,600** | |
| **Annual Leave:** | **30 working days per financial year** | |
| **Medical Cover:** | **As provided by the government** | |
| **Terms of Service:** | **Permanent or Local agreement** | |

**For appointment to this grade, one must have: -**

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Deputy Director of Livestock Production CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in any of the following disciplines: Animal Science/Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Education and Extension, or any other relevant and equivalent qualification from recognized institution;
(iii) a Masters degree in any of the following disciplines; animal Science, Animal production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition or equivalent qualifications from a university recognized in Kenya; and
(iv) 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 proper management of livestock production services.

**Duties and Responsibilities.**

The Director, Livestock Production will be responsible to the Principal Secretary for overall strategic policy direction, development, formulation, review and implementation of the livestock production function. Specific duties and responsibilities will include:-

(i) planning, directing, controlling and coordinating livestock development policies and programmes;
(ii) promoting and coordinating livestock development in collaborating with stakeholders;
(iii) participating in the formulation and implementation of livestock bi-lateral/multilateral agreements and national and sectoral livestock policies;
(iv) developing marketing policies for both domestic and export markets on livestock, emerging livestock, their product and bi-products;
(v) researching innovating and advising on livestock production technologies and techniques;
(vi) overseeing monitoring and evaluation of livestock programmes/projects;
(vii) preparing and presenting technical papers and reports during professional forums and symposia;
(viii) liaising with research institutions and other stakeholders on livestock production matters;
(ix) ensuring safe custody and security of livestock information management systems;
(x) overseeing staff capacity building and technical training institutions and initiating participation in development public/private partnership;
(xi) coordination of the implementation of the department's strategic plans and realization of its objectives;
(xii) overseeing the preparation and implementation of the performance appraisal sysems and contracts of the department;
(xiii) ensuring accountability and prudent management of the resources and assets; and
(xiv) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

**SENIOR DEPUTY DIRECTOR, LIVESTOCK PRODUCTION - TWO (2) POSTS - V/No.207/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

**For appointment to this grade, one must have: -**

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director of Livestock Production CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors Degree in any of the following disciplines: - Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines;- Animal Science, Animal Production, Agriculture, Apiculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, Agricultural Extension, Animal Breeding and Genetics or Animal Nutrition from a university recognized in Kenya; and

(iv) 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 proper management of Livestock Production services.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director of Livestock Production for efficient management of a Division. Specific duties will involve initiating formulation development, implementation, monitoring and review of policies, laws and strategies in the delivery of livestock production services. An officer at this level may be deployed to perform any of the following services:-

**(a) Livestock Production and Breeding Services**

Duties and responsibilities at this level will include:-

(i) formulating and reviewing policies in animal production;

(ii) coordinating the development of production and breeding policies of sheep, goats, poultry, pigs, rabbits, camels, donkeys dairy and beef cattle, camels and donkeys;
(iii) formulating and implementing Livestock Production and Breeding programmes and projects;
(iv) collaborating with relevant institutions involved in various aspects of livestock development;
(v) coordinating activities of Livestock Recording Centre and animal breeding institutions;
(ii) managing livestock production information and statistics; promoting forage production and genetic conservation;
(iii) promoting appropriate livestock feeding technologies and techniques;
(iv) developing and disseminating information on livestock production and breeding;
(v) participating in the development of livestock standards of inputs, equipment, products and by products;
(vi) identifying and setting research agenda in collaboration with stakeholders;
(vii) implementing legal and regulatory frameworks in animal production;
(viii) coordinating the implementation of the strategic objectives relating to livestock production as contained in the Departmental Strategic Plan;
(ix) overseeing the preparation and implementation of workplans, performance appraisal systems and contracts of a Division; ensuring accountability and prudent management of resources allocated to a Division; and
(x) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

**(b) Range Resources Management and Development Services**

Duties and responsibilities at this level will include: -

(i) formulating, reviewing and guiding implementation of policies on rangeland resources management and development formulating programmes and projects on rangeland development;
(ii) coordinating all technical matters relating to range management, development, improvement and conservation;
(iii) collaborating with relevant agencies in range and livestock research, wildlife activities, and livestock water development;
(iv) proving guidance to ranchers and pastoralists on matters relating to livestock production;
(v) offering technical guidance on matters relating to extension services in the rangelands;
(vi) collaborating with institutions dealing with rangelands adjudication, environment, desertification, soil conservation, land use and climate change on range management and development;
(vii) coordinating the development of range forage resources;
(viii) formulating programmes and projects for drought and floods mitigation and recovery in rangelands;

(ix) implementing legal and regulatory frameworks in range resources management and development; and
(x) developing livestock early warning system in conjunction with relevant stakeholders.
(xi) coordinating the implementation of the strategic objectives relating to range resources management and development as contained in the Departmental Strategic Plan;
(xii) overseeing the preparation and implementation of workplans, performance appraisal systems and contracts of a Division;
(xiii) ensuring accountability and prudent management of resources allocated in a Division; and
(xiv) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

**(c) Apiculture and Emerging Livestock Services**

Duties and responsibilities at this level include: -

(i) formulating and reviewing policies in apiculture and emerging Livestock; coordinating the development of apiculture and emerging livestock;
(ii) formulating and coordinating the implementation of specific apiculture and emerging livestock programmes and projects;
(iii) collaborating with relevant institutions involved in various aspects of apiculture and emerging livestock development;
(iv) facilitating the co-ordination of the activities of the National Beekeeping Institute;
(v) coordinating management of information and statistics on apiculture and emerging livestock;
(vi) promoting bee forage production and genetic conservation;
(vii) promoting appropriate beekeeping and emerging livestock production technologies;
(viii) coordinating the development of technical packages in apiculture and non-conventional livestock;
(ix) collaborating with relevant institutions and stakeholders in standardization of inputs, equipment and products for apiculture and emerging livestock;
(x) identifying and setting the research agenda in collation with other relevant Government departments and stakeholders;
(xi) implementing legal and regulatory frameworks in apiculture and emerging livestock development.
(xii) coordinating the implementation of the strategic objectives relating to apiculture and emerging livestock as contained in the Departmental Strategic Plan;
(xiii) overseeing the preparation and implantation of work plans, performance appraisal systems and contracts of the Division;

(xiv) ensuring accountability and prudent management of resources allocated in the Division; and

(xv) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

**(e) Agribusiness, Training, Research and Extension Services**

Duties and responsibilities at this level will include:

(i) formulating and coordinating the implementation of specific agribusiness, extension services programmes/projects and research;

(ii) promoting agribusiness and value addition of livestock, livestock products and by-products;

(iii) collaborating in the development of livestock products standards;

(iv) liaising with relevant research institutions to enhance research and extension services linkages;

(v) initiating research agenda setting; setting standards for livestock extension service deliver;

(vi) coordinating and monitoring technology adoption and diffusion for improved livestock production;

(vii) ensuring quality assurance of examinations and curricula for livestock training institutions and forging linkages with other relevant training institutions; and

(viii) overseeing the preparation and implementation of workplans, performance appraisal systems and contracts of a Division.

**ASSISTANT DIRECTOR, ANIMAL HEALTH - SIX (6) POSTS - V/No.208/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and be currently serving in the grade of Senior Animal Health Officer CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in any of the following disciplines: - Animal Health Management, Animal Production, Animal Production and Health Management, Environmental Sciences, Livestock Economics or Health Extension from a recognized institution;

(iii) be registered by the Kenya Veterinary Board; and

(iv) demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing animal health services.

**Duties and responsibilities at this level will include: -**

(i) planning disease control activities;
(ii) managing veterinary farms, quarantine stations and sentinel herds;
(iii) organizing animal identification activities;
(iv) issuing of livestock movement permits;
(v) planning farmer's field trainings;
(vi) analyzing and disseminating animal health information;
(vii) carrying out monitoring and evaluation of animal health programs;
(viii) preparing preliminary assessment report for construction of dips, slaughterhouses and farm structures; and
(ix) gathering data and compiling technical reports on animal health and welfare

**ASSISTANT DIRECTOR, ZOOLOGICAL SERVICES - SEVEN (7) POSTS - V/No.209/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Zoologist, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines; Biological Sciences (insect science), Zoology, Entomology, Parasitology or Vector Biology from a university recognized in Kenya; and
(iii) demonstrated a high degree of professional competency, administrative capabilities in initiating and implementing zoological policies.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) leading teams in undertaking major zoological activities;
(ii) designing zoological standard operating procedures and ensuring compliance; guiding teams in the eradication of animal and human trypanosomiasis;

(iii) investigating and controlling of pests of honey bees, vectors of Rift Valley Fever, Myiasis, Leishmaniasis in livestock and other emerging and re-emerging pests;
(iv) undertaking efficacy and potency trials of insecticide and attractants for vector control in liaison with relevant stakeholders;
(v) mobilizing community to create awareness on adoption of insect pest eradication technologies and sustainable utilization of tsetse freed lands;
(vi) undertaking ecological impact assessment of pest control technologies; undertaking blood meal analysis from vectors;
(vii) undertaking research in liaison with research institutions on insect pests; and
(viii) developing work plans and budgets.

**PRINCIPAL - SEVEN (7) POSTS - V/No. 210/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

**For appointment to this post, a candidate must have:**

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Senior Principal Lecturer/Assistant Director of Veterinary Services/Livestock Production, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors Degree in any of the following disciplines:-Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics/Sociology/Community Development/Psychology/Home Economics), Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a recognized institution;
(iii) a Masters degree in any of the following disciplines:- Animal Production, Veterinary Medicine, Veterinary Epidemiology and Economics, Veterinary Agriculture, Dairy Science and Technology, Dairy Science and Technology, Dairy Technology and Management, Range Management, Zoology, Food Science and Technology, Food Science, Engineering in Food Science, Ethno-Veterinary, Agricultural Economics/Agribusiness, Leather Technology, Animal Health Management, Human

Ecology, Poultry Science, Chemistry, Biology, Mathematics, Physics, Sociology, Psychology, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Home Economics, Environmental Science, Project Management, Animal Nutrition, Animal Breeding, Animal Genetics ad Breeding, Livestock Production Systems, Business Administration, Entrepreneurship, Marketing, Agriculture and Rural Development, Agronomy, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology Micro-biology, Applied Veterinary Parasitology, Applied Micro-Biology, Comparative Mammalian Physiology, Pharmacology and Toxicology, Veterinary Public Health and Management, Curriculum Development, Reproduction and Obstetrics or equivalent qualification from a recognized institution;

(iv) a Certificate in Training of Trainers (TOT) course lasting not less than (2) weeks from a recognized institution; and

(v) 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 livestock personnel trainer's' function.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) providing, formulating and reviewing livestock training policies;

(ii) interpretation and implementation of government manpower training policies in livestock training institutions;

(iii) overseeing the review of policy issues in livestock personnel training techniques; facilitating development, implementation and review of the curriculum;

(iv) liaising with stakeholders and development partners for effective development and implementation of the training programmes;

(v) ensuring that the curriculum is aligned to sectorial and national priorities;

(vi) the development, implementation and realization of the Institute's strategic plans and objectives;

(vii) preparation and implementation of the Institute's performance appraisal system and contracts;

(viii) overseeing the finances and assets management of the Institutes;

(ix) instituting operational accountability and team building;

(x) overall supervision, control, discipline, recruitment, staff training and development; and providing leadership in the institution.

**SENIOR DEPUTY PRINCIPAL - EIGHT - (8) POSTS - V/No. 211/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Lecturer /Veterinary Officer/Livestock Production Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors Degree in any of the following disciplines:-Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics/Sociology/Community Development/Psychology/Home Economics), Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a recognized institution;

(iii) a certificate in Training of Trainers (ToT) course lasting not less than two (2) weeks from a recognized institution; and

(iv) 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 livestock training function.

**Duties and Responsibilities**

An officer at this level will be responsible to the Principal for planning, directing, controlling and coordinating training, farm and administrative activities within the institute. Specific duties and responsibilities include: -

(i) initiating action on the review of policy issues in livestock training;
(ii) interpreting and implementing government manpower training policies;
(iii) developing, implementing and reviewing curriculum;
(iv) liaising with other institutions and agencies for effective development and implementation of training programmes;
(v) team building and setting performance targets and standards; and
(vi) ensuring that the curriculum is aligned to sectorial and national priorities.

An officer at this level may also be deployed as a Dean of Students, Director of studies or a Registrar.

**As Dean of students,** an officer will be overall in-charge of students' welfare in the institute. Specific duties will include:-

(i) supervising review of rules and regulations;
(ii) ensuring safe custody of the first aid kit;
(iii) ensuring sick students to get medical attention;
(iv) overseeing students' catering, accommodation, student council elections and extracurricular activities; and
(v) coordinating guidance and counseling of students; and resolving students' disputes.

**As Director of Studies**, an officer will ensure effective coordination and implementation of academic programmes in the institute. Specific duties will include:-

(i) coordinating development of guidelines on training programmes, research and consultancy activities, review of curriculum and training manuals, and inducting new staff in the institute;
(ii) ensuring security of students' academic records, examinations and preparation of examination timetable; and
(iii) coordinating education tours, visits, field attachments, internship, periodic reviews and updating training strategies

**As Registrar,** an officer will ensure that students adhere to the institute's rules and regulations. Specific duties include:-

(i) validating students' application; coordinating recruitment and admission of students, graduation and clearance of students upon exit;
(ii) managing and maintaining students' records and class lists; and
(iii) evaluating transcripts; and validating and verifying certificates for the grandaunts.

**SENIOR PRINCIPAL LECTURER - SEVENTY (70) POSTS - V/No. 212/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade a candidate, must have**

(i) served for a minimum period of nine (9) years and currently serving at the grade of Lecturer I/ Veterinary Officer /Livestock Production Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors Degree in any of the following disciplines:-Animal Production, Veterinary Medicine, Agriculture, Dairy Science, Range Management, Biology Sciences (Zoology) Food Science and Technology, Agricultural Economics/Agribusiness, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics/Sociology/Psychology), Community Development, Home Economics, Agricultural Extension Education, Dairy Technology and Management, Food Nutrition and Dietetics, Natural Resource Management, Computer Science/Information Communication Technology, Environmental science, Laboratory Science, Dairy Science and Technology, Dairy Technology and Management or equivalent qualification from a recognized institution;

(iii) a Certificate in Training of Trainers (ToT) course lasting not less than two (2) weeks from a recognized institution; and

(iv) demonstrated a high degree of professional competence, administrative capabilities in initiating and implementing livestock training policies.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) planning and ensuring that all demonstrations are carried out in the most suitable manner;

(ii) providing technical guidance;

(iii) planning demonstration procedures; assigning demonstration roles to instructors;

(iv) facilitating in acquiring demonstration materials and manuals;

(v) advising on ways to improve demonstrations;

(vi) designing technical training aids; and

(v) budgeting and making requisition for demonstration materials and equipment.

# VACANCIES IN THE MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN DEVELOPMENT AND PUBLIC WORKS

## STATE DEPARTMENT FOR INFRASTRUCTURE

### DIRECTOR, KENYA INSTITUTE OF HIGHWAYS AND BUILDING TECHNOLOGY (KIHBT) – ONE (1) POST –V/No 213/2020

| | |
|---|---|
| **Salary Scale:** | **Ksh.133,870 – Ksh.197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

**For appointment to this grade an officer must have:**

(i) served for a minimum period of fifteen (15) years, and currently serving in an engineering related field at CSG 7 or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors degree in any of the following areas- Civil Engineering, Mechanical Engineering (Automotive, Construction Plant and Industry Plant), Architecture, Building Economics/Quantity Surveying, or Electrical Engineering (Power and Electronics) or comparable qualifications form a university recognized in Kenya;

(iii) a Masters degree in Civil Engineering, Mechanical Engineering (Automotive, Construction Plant and Industry Plant) or comparable qualifications form a university recognized in Kenya;

(iv) been registered with the Engineers Registration Board (ERB) of Kenya as an Engineer or the Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya as an Architect or Quantity Surveyor, or Institution of Surveyors of Kenya (ISK) as a Surveyor for the relevant profession;

(v) corporate Membership with the Institution of Engineers of Kenya (IEK) Institute of Surveyors of Kenya (ISK), Architectural Association of Kenya (AAK) or Institute of Quantity Surveyors of Kenya (IQSK) for the relevant profession for degree holders with registration requirements;

(vi) demonstrated a high degree of professional competence, administrative capability required for effective planning, direction, control and coordination of the training institute development programmes; and

(vii) a thorough understanding of national goals, policies and programmes and the ability to translate them to the training institute functions.

**Duties and Responsibilities**

An officer at this level will be the head of the Kenya Institute of Highways and Building Technology and will be responsible to the Infrastructure Secretary for providing leadership, general management and administration of the Institute's three campuses. Specific duties and responsibilities will include:-

(i). coordinating and overseeing the implementation of training programmes for the infrastructure sectors nationally and internationally;
(ii). coordinating consultancy and research activities undertaken within the institute three (3) campuses in liaison with other institutions, Government department and industries;
(iii). maintaining a focuses planning and development of the institute;
(iv). mobilizing and managing financial and human resources; and
(v). liaising with other institutions and agencies within the infrastructure sector for the effective development and implementation of training.

**ASSISTANT ENGINEER II (MECHANICAL) - TEN (10) POSTS- V/No. 214/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must:**

(i) be in possession of a Bachelors degree in Mechanical Engineering or equivalent and relevant qualification from a university recognized in Kenya; and
(ii) be registered by the Engineers Registration Board of Kenya as a Graduate Engineer.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under close supervision and guidance of a senior officer. Specific duties and responsibilities will include:-

(i) preparation of drawings and designs for manufacture and fabrication of tools, equipment and machine/plant/vehicle component; and
(ii) repair and preparation of maintenance schedules for vehicles and plant machinery.

**ASSISTANT ENGINEER II (ROADS) - SIXTEEN (16) POSTS - V/No. 215/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must: -**

(i) be in possession of a Bachelors degree in Civil Engineering or equivalent and relevant qualification from a university recognized in Kenya; and

(ii) be registered by the Engineers Registration Board of Kenya as a Graduate Engineer.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Specific duties and responsibilities will include:

(i) undertaking preliminary design;

(ii) supervision of construction; and

(iii) maintenance of classified and unclassified roads.

**ASSISTANT ENGINEER II (MATERIALS) - TWELVE (12) POSTS - V/No. 216/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must:**

(i) be in possession of a Bachelors degree in Civil Engineering or equivalent and relevant qualification from a university recognized in Kenya; and

(ii) be registered by the Engineers Registration Board of Kenya as a Graduate Engineer.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Specific duties and responsibilities will include:-

(i) investigating on materials and structure foundations;
(ii) undertaking survey and analysis of traffic and axle load;
(iii) design and monitoring of pavements;
(iv) supervision of construction; and
(v) maintenance of classified and unclassified roads.

**LECTURER II - FOURTEEN (14) POSTS - V/No. 217/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must have:**

(i) a Bachelors degree in any of the following disciplines: Civil Engineering, Building Economics/Quantity Surveying, Mechanical Engineering, Electrical Engineering and Construction Management or equivalent qualification from a university recognized in Kenya;

**OR**

a Bachelors degree in any of the following: Physics, Chemistry or any relevant field from a university recognized in Kenya **with** a Diploma in Technical Education/Post graduate Diploma in Education from a recognized institution.

**Duties and Responsibilities**

Specific duties and responsibilities will include:

(i) teaching in the area of specialization;
(ii) preparation of schemes of work, lesson plans, teaching materials and aids;
(iii) setting and marking course work/examination in the area of specialization; and
(iv) conducting and assessing practical projects for the trainers under the guidance of a senior lecturer in the department.

**INSTRUCTOR III - EIGHTEEN (18) POSTS - V/No. 218/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh.25,470 – Ksh.33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirement for appointment**

For appointment to this grade a candidate must have a Diploma in any of the following fields: Civil Engineering, Highway Engineering, Building, Surveying, Quantity Surveying, Architecture, Electronic Engineering, Mechanical Engineering, Automotive Engineering, Constructional Plant Engineering, Cartography, Computer Science, Information Technology, Laboratory Technology, Institutional Management or any other relevant field from a recognized institution

**OR**

a Diploma in Mechanical Engineering with a driver instructors' certificate from a recognized institution in the case of Driving Instructions;

**OR**

a Technical Certificate Part III from a recognized institution;

**OR**

a Diploma in Health and Safety from a recognized institution

**Duties and Responsibilities**

This is the entry and training grade for instructors' cadre. Specific duties and responsibilities will include:-

(i) maintenance of machines and equipment and preparing them for use in instructional duties in the relevant field under the guidance of a senior instructor; and

(ii) preparing lesson plans, instructing, assessing and marking practical work for students.

**INSPECTOR (ELECTRICAL – MVP) - EIGHT (8) POSTS - V/No. 219/2020**

| | |
|---|---|
| **Salary Scale: `** | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirement for appointment**

For appointment to this grade a candidate must have a Diploma in either Automotive/Mechanical Engineering or Technician Certificate Part III in Mechanical Engineering or Automotive Engineering or equivalent and relevant qualification from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be deployed in the central/regional/district workshops and will work under a senior officer. Specific duties and responsibilities will include:-

(i) servicing and carrying out minor repairs on electrical components such as alternators, generators, starter motors, small battery charging units and condensers;
(ii) maintenance and repair of Motor Vehicle/Plant batteries; and
(iii) carrying out fitting of electrical components and electrical wiring.

**INSPECTOR (MECHANICAL– MVP) - SIXTEEN (16) POSTS - V/N0. 220/2020**

| | |
|---|---|
| **Salary Scale: `** | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must have:**

(i) a Diploma in Automotive or other approved equivalent qualification from a recognized institution; and
(ii) a valid driving license.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be based in the Central/Regional Workshops and will be attached to a small motor vehicle or plant repair section. The officer will be supervised by a senior officer in the repair and maintenance of motor vehicle and plant. Specific duties and responsibilities will include:-

(i) inspecting and testing vehicles and equipment before and after repairs; and
(ii) conducting proficiency test for drivers.

**INSPECTOR (ROADS) - FOUR (4) POSTS - V/No. 221/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must have:**

(i) a Kenya Certificate of Secondary Education mean grade C with C- (Minus) in both Mathematics and Physics; and
(ii) a Diploma in Civil Engineering or its equivalent qualification from a recognized institution.

**Duties and Responsibilities**

An officer at this level will be in charge of a road camp or a construction unit. Specific duties and responsibilities will include:-

(i) supervision and control of all road works within the officer's area of jurisdiction;
(ii) assisting in the selection and location of suitable materials for road works;
(iii) preparation and maintenance of master rolls, pay sheets, stores ledgers, tools and plant ledgers, log sheets and tickets, daily activity cards and any other records; and
(iv) preparation of work programmes in liaison with the officers in-charge.

**LABORATORY TECHNOLOGIST III - TEN (10) POSTS - V/No. 222/2020**

| | |
|---|---|
| **Salary Scale:** ` | **Ksh. 25,470 – Ksh. 33,950 p.m. (CSG 12)** |
| **House Allowance:** | **Ksh.3,2,00 –Ksh.6,750– p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m** |
| **Leave allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade a candidate must have:**

a Diploma in any of the following fields: Applied Science (Chemistry, Analytical Chemistry, Industrial Chemistry or Physics) from a recognized institution;

**OR**

a Diploma in Building/Civil Engineering, Earth Science or Technology from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a more senior and experienced officer. Specific duties and responsibility will include:-

(i) collecting, registering, drilling cores analyzing sample;
(ii) carrying out simple field investigations;
(iii) undertaking analytical and/or diagnostic work on materials, geological concrete, water, rock, and bitumen samples; and
(iv) maintaining of laboratory equipment for scientific and civil engineering work.

## STATE DEPARTMENT FOR TRANSPORT

**DIRECTOR, SHIPPING AND MARITIME - ONE (1) POST - V/No. 223/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

**For appointment to this grade, one must have: -**

(i) served for a minimum period of fifteen (15) years, and currently serving at the grade of Assistant Director, Shipping and Maritime, CSG '7' and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors degree in any of the following disciplines: Social Sciences, Marine Engineering, Economics or equivalent qualifications from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines: Marine Studies, Shipping Management, Maritime Law, Maritime Affairs, Maritime Education and Training, Marine Environment Protection or Environment Science from a university recognized in Kenya; and

(iv) demonstrated a thorough understanding of national goals, policies and objectives and ability to relate them to the Shipping and Maritime function.

**Duties and Responsibilities**

Duties and responsibilities at this level will include: -

(i) overseeing the formulation, reviewing and implementation of policies, legal and regulatory framework and strategies to enhance maritime safety, security, protection of marine environment and facilitation of trade;

(ii) implementing the shipping and maritime component of the integrated national transport policy;

(iii) promoting Public Private partnerships and other stakeholders in maritime transport operations and infrastructure development;

(iv) domesticating international and regional maritime conventions and treaties ;

(v) facilitating institutions in the maritime sub-sector to fully deliver their mandates;

(vi) liaising with relevant international institutions on training for maritime industry;

(vii) developing , implementation and realization of the department's Strategic Plan and objectives;

(viii) managing and accounting for the finances and assets of the department; and

(ix) overall management and development of staff.

(x)

## STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

**DIRECTOR, ESTATES MANAGEMENT - ONE (1) POST - V/No. 224/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

**For appointment to this grade, one must have: -**

(i) served for a minimum period of fifteen (15) years, and currently serving at the grade of Assistant Director, Estates Management, CSG '7'and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors degree in any of the following disciplines: Housing Administration, Architecture, Land Economics, Urban/Regional Planning, Property Management and Valuation, Facilities Management, Business Administration, Structural/Civil/Building/Electrical/Mechanical Engineering or equivalent and relevant qualification from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines: Housing Administration, Architecture, Land Economics, Urban/Regional Planning, Property Management and Valuation, Facilities Management, Business Administration, Structural/Civil/Building/Electrical/Mechanical Engineering or equivalent and relevant qualification from a university recognized in Kenya;

(iv) registered by a relevant and recognized professional body (where applicable);

(v) demonstrated high degree of professional competence, administrative capabilities and initiative in general organization and management; and

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

**Duties and Responsibilities**

An officer at this level will head the Estate Management Department and will be responsible to the Principal Secretary. Duties and responsibilities at this level will include:-

(i) initiating and developing appropriate Estate Management Policies, programmes and strategies necessary for achieving departmental goals and objectives;

(ii) authorizing renovation and maintenance programme and construction development projects;

(iii) providing direction on leasing and housing administration;

(iv) re-development of the old government estates;
(v) management of financial resources and government estates; and
(vi) ensuring effective utilization of staff and their development.

## STATE DEPARTMENT FOR PUBLIC WORKS

**DIRECTOR, BUILDING SAFETY AND QUALITY ASSURANCE - ONE (1) POST - V/No. 225/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years, and currently serving in the grade of Assistant Director, Building Safety and Quality Assurance, CSG 7 and above or in a comparable and relevant position in wider public service or private sector;
(ii) a Bachelors Degree in any of the following disciplines: - Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Building Economics or equivalent qualification from a university recognized in Kenya;
(iii) a Masters Degree in any of the following disciplines:- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Building Economics or equivalent qualification from a university recognized in Kenya;
(iv) registered by a relevant and recognized professional body; and
(v) demonstrated professional competence and managerial skills as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include: -

**At Built Environment Inspection and Audit:**

(ii) working in collaboration with relevant stakeholders in developing and coordinating implementation of national built environment inspection and audit policies, strategies, programs, procedure, guideline and regulations;
(iii) coordinating preparations of standard inspection and audit manuals and templates for use by relevant agencies;

(iv) working in liaison with multi-sectoral agencies in conducting pre-inspection, inspection and post inspection of built environment structures;
(v) working in consultation with relevant stakeholders during search, rescue and evacuation missions;
(vi) collaborating with multi-sectoral agencies in ensuring built environment audit inspections are conducted in compliance with required guidelines and standards;
(vii) engaging relevant agencies in conducting continuous and periodic safety health inspections of built environment structures;
(viii) coordinating with relevant stakeholders in mapping of built environment audit inspections;
(ix) facilitating provision of technical support to vetting committees involved in audit inspections;
(x) working in collaboration with relevant stakeholders in addressing remedial measures in built environment structures;
(xi) coordinating research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment issues; and
(xii) managing built environment electronic database.

**At Built Environment Safety Testing and Quality Assurance**

(i) working in collaboration with relevant stakeholders in developing and coordinating implementation of national built environment safety testing and quality assurance policies, strategies, procedures, programmes, guidelines and regulations in consultation with the relevant stakeholders;
(ii) coordinating preparations of standard safety testing and quality assurance manuals and templates for use by relevant agencies;
(iii) collaborating with relevant agencies in conducting scientific test and quality assurance inspections in built environment;
(iv) coordinating with relevant agencies in ensuring pre-construction and post-construction; testing of built environment structures;
(v) facilitating testing of construction material samples to ascertain conformity to prescribed standard in built environment;
(vi) facilitating provision of technical support to stakeholders to promote quality assurance inspections;
(vii) coordinating research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment issues; and
(viii) managing built environment electronic database.

**DEPUTY DIRECTOR, BUILDING SAFETY AND QUALITY ASSURANCE- (STRUCTURAL/CIVIL ENGINEER) - ONE (1) POST - V/No. 226/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at grade of Principal Building and Quality Assurance Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors Degree in any of the following disciplines: - Structural Engineering, Civil Engineering, or equivalent qualification from a university recognized in Kenya;

(iii) registered by a relevant and recognized professional body; and

(iv) demonstrated professional competence and managerial skills as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include: -

**At Built Environment Safety Testing**

(i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of safety testing policies, strategies, procedures, programmes, guidelines;

(ii) supervising preparations of standard safety testing manuals and templates for use by relevant agencies;

(iii) working liaison with multi-sectoral agencies in conducting scientific test on built environment structures;

(iv) collaborating with relevant agencies in facilitating provision of laboratory tests to stakeholders;

(v) working in consultations with multi-sectoral agencies in conducting destructive and non-destructive tests on built environment structures;

(vi) engaging stakeholders in conducting pre-construction and post-construction testing of built environment structures;

(vii) working with relevant Stakeholders in analyzing construction material samples to establish conformity to prescribed standards supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment safety testing issues; and
(viii) maintaining the national built environment safety testing electronic database.

**At Built Environment Quality Assurance**

(i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment quality assurance policies, strategies, procedures, programmes, guidelines and regulations;
(ii) supervising preparations of standard quality assurance manuals and templates for use by relevant agencies;
(iii) working in collaboration with multi-sectoral agencies in conducting built environment quality assurance inspections;
(iv) working with relevant agencies in promoting quality assurance inspection forums;
(v) offer technical advice to stakeholders to facilitate quality assurance inspections;
(vi) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment quality assurance issues; and
(vii) maintaining the national built environment quality assurance electronic database.

**DEPUTY DIRECTOR, BUILDING INSPECTION AND AUDIT: TWO (2) POSTS (*Structural/Civil Engineer: -1post & Architect: - 1post*) – V/No. 227/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the level of Principal Building Inspection and Audit Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelor's degree in any of the following disciplines: - Architecture, Structural Engineering, Electrical Engineering, Civil Engineer from a university recognized in Kenya;
(iii) registered by a relevant and recognized professional body; and
(iv) demonstrated professional competence and managerial skills as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include: -

**At Built Environment Inspection**

(i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment inspection policies, strategies, programmes, procedures, guidelines and regulations;
(ii) supervising preparations of standard inspection manuals and templates for use by relevant agencies;
(iii) working with multi-sectoral agencies in conducting pre-inspection, inspection and post inspection of built environment structures;
(iv) engaging relevant agencies in conducting continuous and periodic safety health inspections of built environment structures;
(v) working with relevant stakeholders involved in search, rescue and evacuation missions; supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment inspection issues; and
(vi) maintaining the national built environment inspection electronic database.

**At Built Environment Audit**

(i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment audit policies, strategies, procedures and programmes, guidelines and regulations;
(ii) supervising preparations of standard audit manuals and templates for use by relevant agencies;
(iii) working in consultation with multi-sectoral agencies in promoting built environment audit inspections in compliance with required guidelines and standards;
(iv) liaising with relevant agencies in conducting continuous and periodic safety health audit inspection of built environment structures;
(v) working in consultation with relevant stakeholders in addressing remedial measures in built environment;
(vi) collaborate with relevant stakeholders in mapping of built environment audit inspections; providing technical guidance to vetting committees on built environment audit inspections; supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment audit issues; and
(vii) maintaining the national built environment audit electronic database.

**SENIOR PRINCIPAL BUILT ENVIRONMENT OFFICER - NINE (9) POSTS**

**V/No. 228/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of eight (8) years and currently serving at the grade of Senior Built Environment Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors Degree in any of the following disciplines:- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity, Building Economics or equivalent qualification from a university recognized in Kenya;
(iii) registered by a relevant and recognized professional body; and
(iv) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

**At Built Environment Inspection**

(i) working in collaboration with the relevant stakeholders in reviewing and implementing national built environment inspection policies, strategies, programs, procedure, guideline and regulations;
(ii) planning preparations of standard inspection manuals and templates for use by relevant agencies;
(iii) working with multi-sectoral agencies in conducting pre-inspection, inspection and post inspection of built environment structures;
(iv) engaging relevant agencies in conducting continuous and periodic safety health inspections of built environment;
(v) working with relevant stakeholders involved in search, rescue and evacuation missions; conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment inspection issues; and
(vi) maintaining the national built environment inspection electronic database.

**At Built Environment Audit**

(i) working in collaboration with the relevant stakeholders in reviewing and implementing Built Environment Audit policies, strategies, procedures and programmes, guidelines and regulations;
(ii) planning preparations of standard inspection manuals and templates for use by relevant agencies;
(iii) working in consultation with Multi-Sectoral Agencies in promoting built environment audit inspections in compliance with required guidelines and standards;
(iv) liaising with relevant agencies in conducting continuous and periodic safety health audit inspection of built environment;
(v) working in close consultations with relevant Stakeholders in addressing remedial measures in built environment;
(vi) liaising with relevant Stakeholders in mapping of built environment audit inspections;
(vii) providing technical guidance to vetting committees on built environment audit inspections;
(viii) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment audit issues; and
(ix) maintaining the national built environment audit electronic database.

**At Built Environment Safety Testing**

(i) working in collaboration with the relevant stakeholders in implementing national built environment safety testing policies, strategies, procedures, programmes, guidelines;
(ii) planning preparations of standard safety testing manuals and templates for use by relevant agencies;
(iii) working liaison with multi-sectoral agencies in conducting scientific test on built environment structures;
(iv) collaborating with relevant agencies in facilitating provision of laboratory tests to stakeholders;
(v) working in consultations with multi-sectoral agencies in conducting destructive and non-destructive tests on built environment structures;
(vi) engaging stakeholders in conducting pre-construction and post-construction testing of built environment structures;
(vii) working with relevant Stakeholders in analyzing construction material samples to establish conformity to prescribed standards conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment safety testing issues; and
(viii) maintaining the national built environment safety testing electronic database.

**At Built Environment Quality Assurance**

(i) working in collaboration with the relevant stakeholders in implementing national built environment quality assurance policies, strategies, procedures, programmes, guidelines and regulations;
(ii) planning preparations of standard quality assurance manuals and templates for use by relevant agencies;

(iii) working in collaboration with multi-sectoral agencies in conducting built environment quality assurance inspections;
(iv) working with relevant agencies in promoting quality assurance inspection forums;
(v) offer technical advice to stakeholders to facilitate quality assurance inspections;
(vi) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment quality assurance issues; and
(vii) maintaining the national built environment quality assurance electronic database.

**DIRECTOR, LEGAL AND ENFORCEMENT - ONE (1) POST - V/No. 229/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

**For appointment to this grade, an officer must have: -**
(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Senior Principal Legal and Enforcement Officer CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors Degree in any of the following disciplines: - Public policy and Administration, security, Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
(iii) a Masters Degree in any of the following disciplines: - Public policy and Administration, security, Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
(iv) registered by a relevant and recognized professional body (where applicable); and
(v) demonstrated professional competence and managerial skills as reflected in work performance and results.

**Duties and Responsibilities**
Duties and responsibilities at this level will include:-
(i) working in collaboration with relevant stakeholders in developing and coordinating implementation of national built environment enforcement and compliance policies, strategies, procedures, programmes, guidelines and regulations;
(ii) preparations of standard compliance and enforcement manuals and templates for use by relevant agencies;
(iii) issuance of built environment compliant inspection certificate to owners;
(iv) verifying authenticity of compliance certificates;
(v) working in collaboration with multi-sectoral agencies in enforcing remedial measures in built environment;
(vi) working in consultation with relevant agencies to ensure landlords and developers adhere to standard guidelines and regulations governing built environment structures; and

(vii) managing built environment electronic database.

**DEPUTY DIRECTOR, LEGAL AND ENFORCEMENT - TWO (2) POSTS**

**V/No. 230/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve years (12) year and currently serving at the grade of Principal Legal and Enforcement Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors Degree in any of the following disciplines: - Public policy and Administration, Security. Law, Sociology, Anthropology or equivalent qualification from a university recognized in Kenya;
(iii) registered by a relevant and recognized professional body(where applicable); and
(iv) demonstrated professional competence and managerial skills as reflected in work

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) working in collaboration with relevant stakeholders in reviewing and ensuring implementation of national built environment enforcement policies, strategies, procedures, programmes, guidelines and regulation;
(ii) supervising preparations of standard enforcement manuals and templates for use by relevant agencies;
(iii) enforcing remedial measures in built environment;
(iv) engaging with multi-sectoral agencies to facilitate verification of enforcement notices issued to landlords and developers;
(v) working in liaison with relevant agencies to ensure stakeholders adhere to recommended standard guidelines and regulations governing built environment structures;
(vi) supervising research work and promoting benchmark studies with other institutions to keep abreast with emerging trends in built environment enforcement issues; and
(vii) maintaining the national built environment enforcement electronic database.

**SENIOR PRINCIPAL LEGAL AND ENFORCEMENT OFFICER- ONE (1) POST**
**V/No. 231/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period eight (8) years and currently serving at the grade of Senior Legal and Enforcement Officer CSG 9 and above or in a comparable and relevant position in wider public service;
(ii) a Bachelors Degree in any of the following disciplines: - Public policy and Administration, security, Law, Sociology, Anthropology or equivalent qualification from a recognized institution;
(iii) registered by a relevant and recognized professional body (where applicable); and
(iv) demonstrated professional competence as reflected in work performance and results.

**At Built Environment Compliance**

(i) working in collaboration with the relevant stakeholders in implementing national built environment compliance policies, strategies, procedures, programmes, guidelines and regulation; planning preparations of standard compliance manuals and templates for use by relevant agencies;
(ii) working with relevant agencies to facilitate issuance of built environment inspection certificate to relevant stakeholders; liaising with multi-sectoral agencies in verifying authenticity of compliance certificates;
(iii) working in close consultation with relevant stakeholders to profile and regularize buildings in compliance to required standards of construction and habitation;
(iv) disseminating information to stakeholders on existing and proposed development standards and regulations;
(v) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment in compliance issues; and
(vi) maintaining the national built environment compliance electronic database

**At Built Environment Enforcement**

(i) working in collaboration with the relevant stakeholders in implementing national built environment enforcement policies, strategies, procedures, programmes, guidelines and regulation;
(ii) preparing standard enforcement manuals and templates for use by relevant agencies;

(iii) working in collaboration with multi-sectoral agencies in enforcing remedial measures in built environment;
(iv) engaging with multi-sectoral agencies to facilitate verification of enforcement notices issued to landlords and developers;
(v) working in liaison with relevant agencies to ensure stakeholders adhere to recommended standard guidelines and regulations governing built environment structures;
(vi) conducting research and undertaking benchmark studies with other institutions to keep abreast with emerging trends in built environment enforcement issues; and
(vii) maintaining the national built environment enforcement electronic database.

## VACANCIES IN THE MINISTRY OF DEVOLUTION AND ASAL

### STATE DEPARTMENT FOR DEVOLUTION

**SECRETARY, DEVOLUTION AFFAIRS - ONE (1) POST - V/No. 232/2020**

| | | |
|---|---|---|
| **Salary Scale:** | **Ksh. 169,140 - Ksh.324,430 p.m.** | **(CSG 4)** |
| **House Allowance:** | **80 ,000 p.m** | |
| **Entertainment Allowance:** | **Ksh. 65,000 p.m.** | |
| **Commuter Allowance:** | **Ksh. 12, 000p.m** | |
| **Leave Allowance:** | **As existing in the Civil Service** | |
| **Extraneous allowance:** | **Ksh.60,000 p.m.** | |
| **Domestic Servant Allowance:** | **Ksh.15.600** | |
| **Annual Leave:** | **30 working days per financial year** | |
| **Medical Cover:** | **As provided by the government** | |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** | |

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

(i) served for a minimum period of fifteen (15) years and currently serving in the grade of Deputy Director, Devolution Affairs CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in any of the following disciplines: Education, Human Resource Management, Public Administration, Business Administration, Economics, Commerce, Finance or equivalent qualifications from a university recognized in Kenya;
(iii) a Masters degree in any of the following discipline: Education, Human Resource Management, Public Administration, Business Administration, Economics, Commerce, Finance or equivalent qualifications from a university recognized in Kenya;
(iv) demonstrated managerial, leadership and professional competence in work performance; and
(v) exhibited a thorough understanding of national goals, policies and objectives and ability to relate them to management of devolution policy and research, intergovernmental relations, liaisons, partnerships and linkages functions.

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:

(i) overseeing the formulation, review and implementation of policies, strategies, guidelines, procedures and programmes on management of devolution;
(ii) coordinating mechanisms for decentralization of national and county government services to the lowest levels;
(iii) overseeing research, monitoring, evaluation and reporting on devolution
(iv) facilitating bilateral consultation and join intervention mechanisms between the national government and county governments;
(v) facilitating the performance management and concurrent functions;
(vi) overseeing the management of knowledge management systems and programmes;
(vii) establishing and managing partnerships, liaisons and linkages;
(viii) promoting and strengthening harmonious management of inter-governmental relations;
(ix) coordinating strategies for resource mobilization; and
(x) ensuring accountability and prudent management of resources and assets.

**ASSISTANT DIRECTOR, POLICY AND RESEARCH - FOUR (4) POSTS**
**V/No. 233/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Policy and Research Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Public/Business Administration, Law, Economics, Commerce, Finance, Education or equivalent
(iii) qualifications from a university recognized in Kenya; and
(iv) shown merit and ability in work performance and results.

**Duties and Responsibilities**

(i) coordinating data collection and analysis for review of policies, laws and regulations on devolution;

(ii) developing and reviewing research proposals and concepts papers on devolution matters;
(iii) undertaking research and coordinating production of research reports and dissemination of findings;
(iv) preparing research and policy briefs and proposals;
(v) developing communication materials for dissemination of policies, laws and regulations on devolution;
(vi) developing knowledge management systems and tools;
(vii) undertaking monitoring, evaluation and reporting on devolution; and
(viii) preparing divisional work plans and budgets.

**ASSISTANT DIRECTOR, CAPACITY BUILDING, CIVIC EDUCATION & PUBLIC PARTICIPATION: TWO (2) POSTS - V/No. 234/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have:-**
(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Capacity Building Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors Degree in any of the following disciplines: Education, Human Resource Management, Public/Business Administration, Economic, Commerce, Finance or its equivalent qualifications from a university recognized in Kenya; and
(iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities**
(i) conducting assessment of performance of devolved functions;
(ii) implementing capacity building frameworks, guidelines and delivery tools;
(iii) designing and implementing programmes of strengthening of institutions, systems and human resource for devolution;
(iv) implementing activities that promote effective civic education and public participation;
(v) developing proposals and concept papers for capacity building, technical assistance and resource mobilization;
(vi) documenting best practices for knowledge sharing;
(vii) implementing programmes for provision of technical assistance and advice;
(viii) developing and implementing tools for monitoring, evaluating and reporting of capacity building and technical assistance programmes;

(ix) designing and implementing projects for promoting investment and local economic development in counties;
(x) implementing programmes to support establishment and management of urban areas and other decentralized units of county governments; and
(xi) implementing divisional work plans and budgets.

## STATE DEPARTMENT FOR ASALs

**ASSISTANT DIRECTOR, HUMANITARIAN AND SOCIAL MOBILIZATION – SIX (6) POSTS - V/No. 235/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have:**

(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Humanitarian and Social Mobilization Officer CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Commerce, Entrepreneurship, Development Studies, Business Management, Counselling, Psychology, Disaster Management and Conflict Resolution, Law, Education, Urban and Regional Planning, Economics, Statistics, Agriculture, Livestock, Range Management, Dry Land Resource Management, Natural Resource Management, Water Resource Management, Civil Engineering, Structural Engineering, Hydro Engineering, Engineering in Mining and Mineral Processing, Petroleum Engineering, Electrical Engineering, Renewable Energy, Environmental Science, Geospatial/Geomatic, Information Science, Public Health, Veterinary Medicine, Medicine, Food Science and Nutrition, Nursing, Project Planning/Management or equivalent qualification from a university recognized in Kenya; and
(iii) demonstrated professional competence as reflected in work performance and results.

# VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATION AND TECHNOLOGY, INNOVATION AND YOUTH AFFAIRS (STATE DEPARTMENT FOR YOUTH AFFAIRS)

## DIRECTOR, YOUTH DEVELOPMENT– THREE (3) POSTS - V/No. 236/2020

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director, Youth Development, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors Degree in any Social Sciences from a university recognized in Kenya;
(iii) a Masters Degree in any Social Sciences from a university recognized in Kenya; and
(iv) demonstrated managerial, administrative and professional competence on matters relating to management and development of youth in the country.

**Duties and Responsibilities**

The Director, Youth Development will be responsible be responsible to the Principal Secretary, for coordinating and administering the youth development function in the Ministry. Specific duties and responsibilities will include:-

(i) overseeing the initiation, formulation and implementation of national youth development policies and programmes;
(ii) providing necessary technical advice to stakeholders on matters pertaining to youth development;
(iii) identifying and evaluating local regional and global opportunities for youth information and empowerment;
(iv) liaising with stakeholders to mobilize resources for youth programmes and projects;
(v) ensuring the establishment and operationalization of youth empowerment centers;
(vi) disseminating information on youth development issues;
(vii) coordinating staff performance management training and development.
(viii) monitoring financial and assets administration and management; and
(ix) ensuring compliance with principles and values of good governance, human rights, transparency accountability, ethics and integrity in the department.

**DEPUTY DIRECTOR, YOUTH DEVELOPMENT: THIRTEEN (13) POSTS**
**V/No. 237/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Youth Development Officer, CSG 8 and above or in a comparable and relevant position in the public service;
(ii) a Bachelors Degree in any Social Sciences from a university recognized in Kenya; and
(iii) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director, Youth Development for the administration and coordination of Youth development programmes and activities in the Department. Specific duties and responsibilities will include: -

(i) coordinating the formulation and implementation of policies, programmes, strategies, plans and activities that promote youth development;
(ii) mainstreaming youth affairs at local, national and international levels;
(iii) undertaking research and consultancy and disseminating information on youth development issues;
(iv) coordinating the development of guidelines to strengthen linkages and dynamic partnership between stakeholders on absorption of youth into employment, internship and volunteerism;
(v) ensuring that an integrated youth information system is developed; and
(vi) coordinating staff performance management, training and development.

**ASSISTANT DIRECTOR, YOUTH DEVELOPMENT: FIFTY-TWO (52) POSTS**
**V/No. 238/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Youth Development Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors Degree in Social Sciences from a university recognized in Kenya; and
(iii) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be deployed to a County Youth Development Office to coordinate the implementation of youth Development programmes within the county. Specific duties and responsibilities will include: -

(i) liaising with stakeholders on research and dissemination of information on youth development issues;
(ii) participating in the development of guidelines to strengthen linkages and dynamic partnerships with stakeholders on absorption of youth into employment, internship and volunteerism;
(iii) coordinating youth participation in environmental conservation;
(iv) monitoring and following up on the implementation of youth development activities and programmes;
(v) coordinating preparation of performance management reports; and
(vi) supervising and coordinating staff management, training and development.

# VACANCIES IN THE MINISTRY OF SPORTS, CULTURE AND HERITAGE- (STATE DEPARTMENT FOR SPORTS)

**COMMISSIONER OF SPORTS - ONE (1) POSTS - V/No. 239/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

**For appointment to this post an officer must have:**

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Commissioner for Sports, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a university recognized in Kenya;

**OR**

a Bachelors degree in Social Sciences with Post Graduate Diploma in Sports Administration and Management or equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science or relevant and equivalent qualification from a university recognized in Kenya; and

(iv) demonstrated a thorough understanding of the national goals, policies and programmes and the ability to relate them to Sports Development.

**Duties and Responsibilities**

The Commissioner of Sports will be responsible to the Cabinet Secretary for development planning, coordination and administration of sports activities and programmes in the Ministry. Specific duties and responsibilities will include:

(i) initiating, formulating, interpreting and reviewing policies; programmes and activities that promote sports development;

(ii) mainstreaming sports affairs at local, national and international levels;

(iii) mobilizing resource for sports programmes;

(iv) initiating development of youth sports centres;

(v) forging technical cooperation with local, national and international agencies and government in the development of sports;
(vi) spearheading and disseminating sport research findings through publications and presentation;
(vii) coordinating cash awards and honours schemes for sports persons;
(viii) monitoring and evaluating sports programmes and activities;
(ix) coordinating ex-officio membership in Sports Federation in the Country; and
(x) overseeing the preparation of departmental budgets and work plans; and
(xi) supervising, managing and training staff in the department.

**ASSISTANT COMMISSIONER OF SPORTS - FOUR (4) POSTS –V/No. 240/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have:**

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Senior Sports Officer, CSG 9 and above or in a comparable and relevant position in the public service;
(ii) a Bachelors degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a university recognized in Kenya;

**OR**

(iii) a Bachelors degree in social sciences with a post graduate Diploma in Sports Administration and Management or equivalent qualification from a university recognized in Kenya;
(iv) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director of Sports. Specific duties and responsibilities will include:-

(i) organizing sports championships and coordinating establishment of youth sports centers;
(ii) selecting teams and individual for national competition;
(iii) partnering with public and private organization and individual in developing sports facilities in the County;

(iv) liaising with Sports Federation, clubs and teams in conducting clinics to promote sports standards;
(v) recommending exceptionally talented individuals to sports department headquarters, Sports Federation, Clubs or Sports academies;
(vi) coordinating Sports seminars, workshops, clinics, retreats and symposia for sports officials
(vii) coordinating preparation of sports annual work plans, sports highlights and reports;
(viii) coordinating budget preparation, human resource management and development and serving as Secretary to the County Sports Council;
(ix) coordinating acquisition, distribution and maintenance of sports equipment;
(x) participating in addressing sports complaints, petitions and disciplinary matters from sports federation and field offices;
(xi) ensuring maintenance of standards of sports goods and equipment; and
(xii) participating in monitoring and evaluation of sports programmes and activities in the County.

## VACANCIES IN THE MINISTRY OF EDUCATION (STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING)

**DEPUTY DIRECTOR OF VOCATIONAL EDUCATION AND TRAINING, - FIVE (5) POSTS – V/No. 241/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade, an officer must have**

(i) served for a minimum period of twelve (12) years and currently serving in the grade of Principal Vocational and Technical Training Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in either Education or Education Technology from a university recognized in Kenya;

**OR**

a Bachelors degree in any of the following disciplines – Pure/Applied Sciences, Home Economics, Agriculture Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communications Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or equivalent and

relevant qualifications from a university recognized in Kenya plus a Post Graduate Diploma/Diploma in Education from a recognized institution; and

(iii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director, Vocational Education and Training. Specific duties and responsibilities will include:-

(i) coordinating for promotion of entrepreneurship and vocational education skills improvements;
(ii) coordinating and promoting vocational training co curricula activities
(iii) organizing with industries and other stakeholders on vocational training
(iv) promoting culture of research and innovation within the vocational training system;
(v) promoting outreach programmes; and
(vi) implementing vocational training policies and designing and developing vocational training programmes and service charters.

**ASSISTANT DIRECTOR, VOCATIONAL EDUCATION AND TRAINING - FIVE (5) POSTS – – V/No. 242/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have**

(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Vocational and Technical Training Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in either Education or Education Technology from a university recognized in Kenya;

**OR**

a Bachelors degree in any of the following disciplines – Pure/Applied Sciences, Home Economics, Agriculture Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communications Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management or equivalent and relevant qualifications from a university recognized in Kenya plus a Post Graduate Diploma/Diploma in Education from a recognized institution; and

(iii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and Responsibilities at this level will entail:

(i) organizing stakeholders for curriculum design;
(ii) development, implementation, examination and certification in conjunction with relevant bodies;
(iii) organizing stakeholders forums for collaborations, linkages and partnerships developing memorandum of understanding and agreements with County Governments and other stakeholders;
(iv) undertaking research in vocational skills training;
(v) monitoring and evaluating development partner projects;
(vi) creating linkages with the industry to promote apprenticeship and internship in vocational training;
(vii) coordinating vocational training centers;
(viii) participating in exhibitions and trade fairs; and
(ix) disseminating information on outreach programmes in liaison with County Government.

## VACANCIES IN THE MINISTRY OF TOURISM AND WILDLIFE

### STATE DEPARTMENT FOR TOURISM

**DIRECTOR TOURISM DEVELOPMENT AND PROMOTION ONE (1) POST**
**V/No. 243/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director of Tourism Development and Promotion, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in Tourism, Hospitality, Economics, International Relations Law, Public Policy and Administration, Public Relations, Entrepreneurship, Project Management or relevant Social Sciences from a University recognized in Kenya;
(iii) a Masters degree in any of the following fields: Tourism, Hospitality, International Relations, Law, Public Policy and Administration, Information Communication

Technology, Public Relations, Strategic Management, Business Administrations, Leadership and Entrepreneurship, Economics, Public Administrations, Risk Management, Disaster Management, Security Studies, Forensic Studies, Sociology, Safety Management or any other relevant discipline from a university recognized in Kenya;

(iv) demonstrated strong leadership qualities, managerial capacity and professional competence as reflected in work performance;

(v) demonstrated a clear understanding and application of tourism destination promotion and marketing, tourism bilateral and multilateral partnerships and institutions and tourism security and crisis management landscape; and

(vi) demonstrated compliance with the requirements of Chapter Six of the Constitution of Kenya and Leadership and Integrity Act, 2012.

**Duties and Responsibilities**

The Director of Tourism Development and promotion will be a change and inspirational leader to transform the Kenya's tourism landscape through innovative approach. He/She will ensure the realization of the National Tourism Blueprint (NTB2030) vision of Vibrancy & Innovation that characterize our booming & sustainable tourism industry, where local, African & International visitors freely explore iconic Kenya & experience connectedness with our unique people. Specific duties and responsibilities will include:

(i) coordinating promotion of Kenya as a premier tourist destination;
(ii) developing and implementing tourism partnership promotions;
(iii) coordinating tourism safety security in collaboration with other key enforcement agencies;
(iv) establishing and supporting strategic linkages with sector stakeholders;
(v) coordinate Kenya's regional tourism engagements with various bodies such as EAC, COMESA, NEPAD and IGAD;
(vi) facilitate and coordinate the international and local tourism negotiations;
(vii) managing relations with the United Nations World Tourism Organizations;
(viii) developing and implementing tourism related statutes, protocols, treaties and conventions;
(ix) coordinating and monitoring implementation of county tourism engagements;
(x) promoting Kenya as a meeting, incentives, conventions/conferences and exhibitions (MICE) destinations;
(xi) coordinating and monitoring the implementation of business tourism strategy;
(xii) coordinate and support the bidding process for tourism stakeholders;
(xiii) coordinate and monitor the implementation of tourism engagements;
(xiv) organize and facilitate the sectors representation in the inter-ministerial committees to address cross cutting issues in tourism;
(xv) lead implementation of the memorandums of understanding and agreements of corporations with other countries on tourism;
(xvi) ensure compliance in the implementation of UNWTO agreements, protocols, treaties and conventions; and

(xvii) lead Kenya's participation in bilateral and regional meetings and forums in the field of tourism;

**DEPUTY DIRECTOR, TOURISM DEVELOPMENT AND PROMOTION – THREE (3) POSTS –V/No. 244/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Tourism Development and Promotion Officer, CSG 8 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors degree in Tourism, Hospitality, Economics, Research & Statistics, Public Policy and Administration or a relevant Social Sciences from a university recognized in Kenya;

(iii) demonstrated strong leadership qualities, managerial capacity and professional competence as reflected in work performance;

(iv) demonstrated a clear understanding and application of tourism destination promotion and marketing, tourism bilateral and multilateral partnerships and institutions and tourism security and crisis management landscape; and

(v) demonstrated compliance with the requirements of Chapter Six of the Constitution of Kenya and Leadership and Integrity Act, 2012.

**Duties and Responsibilities**

The Deputy Director of Tourism Development & Promotion will be a change and inspirational leader to transform the Kenya's tourism landscape through innovative approach. He/She will ensure the realization of the National Tourism Blueprint (NTB2030) vision of Vibrancy & Innovation that characterize our booming & sustainable tourism industry, where local, African & International visitors freely explore iconic Kenya & experience connectedness with our unique people. He/She will be deployed to head any of the three (3) divisions in the directorate. Specific duties and responsibilities will include:-

a) **International Tourism Division**

(i) coordinate Kenya's participation and implementation of UNWTO programmes and activities
(ii) coordinate the implementation of UNWTO agreements, protocols, treaties and conventions;
(iii) develop and coordinate the implementation of MOU and agreements of cooperation with other countries on tourism;
(iv) develop and coordinate participation in the bilateral and regional meetings and forums in the field of tourism;
(v) promote Kenya as a business tourism destination;
(vi) coordinate and monitor the implementation of business tourism strategy;
(vii) coordinate and support of the bidding process for tourism stakeholders;
(viii) advise on and promotion of appropriate (and appropriateness of ) MICE infrastructure;
(ix) bid for conferences and secure future events;
(x) stimulate diversification and development of appropriate MICE infrastructure;
(xi) provide leadership in increasing business tourism benefits;
(xii) coordinate with Kenyan missions abroad for promotion and marketing of Kenya as a tourism destination;
(xiii) develop and promote strategic partnerships for tourism promotion;
(xiv) coordinate with Kenyan Missions abroad for promotion and marketing of Kenya as a Tourism destination;
(xv) coordinate promotional activities for Kenya as a premier tourist destination; and
(xvi) sensitize and create awareness on tourism product development for stakeholder's uptake.

**b) Domestic Tourism Division**

(i) promote Kenya as a business tourism destination;
(ii) coordinate and monitor the implementation of business tourism strategy;
(iii) coordinate dissemination of MICE tourism information and research
(iv) stimulate diversification and development of appropriate MICE infrastructure;
(v) coordinate and monitor the implementation of county tourism engagements;
(vi) establish and support of strategic linkages with sector stakeholders;
(vii) establish inter-ministerial committees to address cross-cutting issues in tourism
(viii) set national goals, targets and indicators for sustainable tourism promotion and development
(ix) develop and implement five-year Tourism Promotion Strategies;
(x) promote the development of diverse tourism products and value addition along the tourism supply chain;
(xi) coordinate the development of appropriate tourism product mix;
(xii) liaise with county governments for the development of appropriate tourism products;
(xiii) promote development of niche tourism products and services; and
(xiv) sensitize and create awareness on tourism product development for stakeholders uptake.

**c) Tourism Security Divisions**

(i) promote tourism safety and security in collaboration with other key enforcement agencies
(ii) promote practices in tourism safety and security
(iii) develop and implement the tourism safety and security strategy;
(iv) coordinate operations of the tourism sector crisis management centre;
(v) coordinate national tourism crisis management issues;
(vi) develop and implement tourism safety and security capacity building programs
(vii) develop tourism safety and security manuals;
(viii) promote collaboration between public and private sector tourism safety and security issues; and
(ix) monitor and advise the sector on emerging threats and travel advisories.

**DIRECTOR, TOURISM RESEARCH, POLICY AND INNOVATON - ONE (1) POST – V/No. 245/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director of Tourism Research, Policy and Innovation, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in Tourism, Hospitality, Economics, Research & Statistics, Public Policy and Administration or relevant Social Sciences from a University recognized in Kenya;
(iii) a Masters degree in any of the following fields: Tourism, Hospitality, Law, Sustainable Development, Public Policy and Administration, Strategic Management, Monitoring and Evaluation, Planning and Development, Public Administration, Policy Development, Risk Management, Disaster Management, Sociology, Commerce, Research Methodologies, Leadership and Entrepreneurship, Innovation Management, Human Resource Management/Development, Information Communication Technology, Economics, Business Administration or any other relevant discipline from a university recognized in Kenya;

(iv) demonstrated strong leadership qualities, managerial capacity and professional competence as reflected in work performance;
(v) demonstrated a clear understanding and application of tourism policy, planning and regulations, tourism research, innovation and knowledge management; and
(vi) demonstrated compliance with the requirements of Chapter Six of the Constitution of Kenya and Leadership and Integrity Act, 2012.

**Duties and Responsibilities**

The Director of Tourism Research, Policy and Innovation will be a change and inspirational leader to transform the Kenya's tourism landscape through innovative approach. He/She will ensure the realization of the National Tourism Blueprint (NTB2030) vision of Vibrancy & Innovation that characterize our booming & sustainable tourism industry, where local, African & International visitors freely explore iconic Kenya & experience connectedness with our unique people. Specific duties and responsibilities will include:

(i) providing guidance in development, formulation and review of national tourism policies, regulations and guidelines for tourism promotion and management; and
(ii) developing and coordinating sectoral implementation of the National Tourism Blueprint (NTB 2030) and Kenya's Vision 2030 programmes and projects;
(iii) promoting Kenya as a premier tourist destination
(iv) setting national goals, targets and indicators for sustainable tourism development;
(v) formulating tourism standards, regulations, norms and guidelines;
(vi) developing and implementing five year tourism strategy;
(vii) mainstreaming Tourism Policy issues into the National Development Policies, goals and objectives;
(viii) collaborating with county governments on tourism policy matters;
(ix) promoting development of diverse tourism product across the supply chain;
(x) identifying gaps in tourism product mix and service delivery;
(xi) promoting transfer of technologies for competitive development of tourism products and services;
(xii) coordinating development of appropriate tourism product mix;
(xiii) developing and implementing service excellence standards;
(xiv) supporting and inspiring tourism product innovation and change;
(xv) promoting development of relevant human capital for the tourism sector;
(xvi) developing and monitoring the implementation of tourism standards for quality assurance; and
(xvii) developing, populating and maintaing a database and dynamic tourism portal to harness information of all tourism establishments and industry actors.

**DEPUTY DIRECTOR, TOURISM RESEARCH, POLICY AND INNOVATON - THREE (3) POSTS- V/No. 246/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh.99,900 - Ksh.169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Tourism Research, Policy and Innovation Officer , CSG 8 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelor's degree in Tourism, Hospitality, Economics, Research & Statistics, Public Policy and Administration or relevant Social Sciences from a University recognized in Kenya;

(iii) demonstrated strong leadership qualities, managerial capacity and professional competence as reflected in work performance;

(iv) demonstrated a clear understanding and application of tourism development of destination experience offerings, tourism policy, planning and regulations, tourism research, innovation and knowledge management; and

(v) demonstrated compliance with the requirements of Chapter Six of the Constitution of Kenya and Leadership and Integrity Act, 2012.

**Duties and Responsibilities**

The Deputy Director of Tourism Research, Policy and Innovation will be a change and inspirational leader to transform the Kenya's tourism landscape through innovative approach. He/She will ensure the realization of the National Tourism Blueprint (NTB2030) vision of Vibrancy & Innovation that characterize our booming & sustainable tourism industry, where local, African & International visitors freely explore iconic Kenya & experience connectedness with our unique people. He/She will be deployed to head any of the three (3) divisions in the directorate. Specific duties and responsibilities will include:

**a) Tourism Policy, Planning and Regulations/Standards Division**

Specific duties and responsibilities will include:-

(i) formulating and reviewing national tourism blueprint, tourism policies and programmes,

(ii) coordinating implementation of set national goals, targets and indicators for sustainable tourism development

(iii) coordinating mainstreaming of tourism issues in sectoral policies and strategies

(iv) developing and implementing the national tourism plans and strategies

(v) developing and coordinating the implementation of five (5) years tourism strategies.

(vi) developing, reviewing and implementing regulations and standards;

(vii) developing and implementing framework and criteria for vetting expartriates working in the sector;

(viii) developing and proposing oversight incentives in the tourism sector including policy, fiscal, tax administrative and regulatory incentives;

(ix) developing and monitoring the implementation of tourism standards for quality assurance; and

(x) developing, populating and maintaining a database and dynamic tourism portal to harness information of all tourism establishment and industry sector.

**b) Research, Product Development & Knowledge Management Division**

(i) coordinating tourism research issues in the industry;

(ii) coordinating development of diverse tourism product across the supply chain;

(iii) ensuring tourism product diversification;

(iv) identifying gaps in tourism product mix and service delivery;

(v) preparing and updating Kenya's tourism product directory;

(vi) promoting transfer of technologies for competitive development of tourism products and services;

(vii) developing and implementing service excellence standards;

(viii) supporting and inspiring tourism product innovation and change;

(ix) ensuring alignment of KM strategies and projects with the vision and mission of the Ministry, mobilize resources for implementation of KM and identify champions of KM who help in successful implementation and maintenance of KM projects;

(x) selecting relevant tourism data, information, and knowledge on a continuous basis keeping with the Ministry strategy, cataloguing and storing information and placing the information where all members of the ministry can access;

(xi) building and maintaining technological KM infrastructure as identified by the Ministry's needs in knowledge resources

(xii) building a knowledge portal, virtual knowledge platform that is accessible via the Ministry's wide intranet to share tacit knowledge without being face to face through means such as email, discussion groups, chat rooms, audio and videoconference;

(xiii) building and maintaining external interactions by creating e-Tourism that involves improved relationships between public agencies and other public and private sector; and
(xiv) addressing the knowledge gaps through knowledge conversion and generation of new knowledge through training.

**c ) Capacity Building Division**
(i) supporting the development of tourism in devolved government
(ii) conducting capacity audits and advising on the appropriate skills for the tourism sector;
(iii) promoting development of relevant human capital for the tourism sector;
(iv) coordinating and monitor deployment of appropriate human capital in the tourism sector;
(v) promoting quality and competitiveness in tourism service delivery;
(vi) promoting implementing efficient and effective service excellent initiatives; and
(vii) developing and maintaining a database of tourism human capital

**DIRECTOR, TOURISM INVESTMENT AND FINANCE – ONE (1) POST**
**V/No. 247/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

**For appointment to this grade, an officer must have: -**
(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director of Tourism Investment and Finance, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in Tourism, Hospitality, Economics, Finance, Investment Banking, Business Administration, Project Management, Entrepreneurship, Actuarial Science or relevant Social Sciences from a University recognized in Kenya;
(iii) a Masters degree in any of the following fields: Tourism, Hospitality, Business Administration, Project Management, Public Finance Management, Investment Banking, Economics, Finance, Research and Statistics, Public Policy and Governance, Policy Development, Strategic Management and Business Policy, Financial Management, Financial Risk Management, Commerce (Finance Option), Investment and Securities, Credit Management, Finance and Accounting, Entrepreneurship or other relevant discipline from a university recognized in Kenya;

(iv) demonstrated strong leadership qualities, managerial capacity and professional competence as reflected in work performance;

(v) demonstrated a clear understanding and application of tourism development of destination experience offerings, tourism policy, planning and regulations, tourism research, innovation and knowledge management; and

(vi) demonstrated compliance with the requirements of Chapter Six of the Constitution of Kenya and Leadership and Integrity Act, 2012.

**Duties and Responsibilities**

The Director of Tourism Investment and Finance will be a change and inspirational leader to transform the Kenya's tourism landscape through innovative approach. He/She will ensure the realization of the National Tourism Blueprint (NTB2030) vision of Vibrancy & Innovation that characterize our booming & sustainable tourism industry, where local, African & International visitors freely explore iconic Kenya & experience connectedness with our unique people. Specific duties and responsibilities will include:

(i) interpreting and overseeing implementation of tourism policies on investments and finance;

(ii) determining the process of profiling investment opportunities in the tourism sector;

(iii) overseeing the organization of meetings with stakeholders on tourism investment and finance;

(iv) development and formulation of frameworks for tourism partnerships and entrepreneurships;

(v) coordinating the implementation of tourism incentives and disincentives schemes;

(vi) developing, formulating and implementing special financing schemes for the tourism sector;

(vii) building capacity through offering business and investment advisory services for tourism development;

(viii) coordinating and promoting programmes funded under Tourism Funds;

(ix) establishing and maintaining a database on tourism investments; and

(x) overseeing monitoring and evaluation on the effectiveness of the implementation of tourism investment and finance policies, plans and strategies.

**DEPUTY DIRECTOR, TOURISM INVESTMENT AND FINANCE - ONE (1) POST – V/No. 248/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh.169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve(12) years and currently serving at the grade of Principal Tourism Investment and Finance Officer, CSG 8 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelor's degree in Tourism, Hospitality, Economics, Finance, Investment Banking, Business Administration, Project Management, Entrepreneurship, Actuarial Science or relevant Social Sciences from a University recognized in Kenya;

(iii) demonstrated strong leadership qualities, managerial capacity and professional competence as reflected in work performance;

(iv) demonstrated a clear understanding and application of tourism development of destination experience offerings, tourism policy, planning and regulations, tourism research, innovation and knowledge management; and

(v) demonstrated compliance with the requirements of Chapter Six of the Constitution of Kenya and Leadership and Integrity Act, 2012.

**Duties and Responsibilities**

The Deputy Director of Tourism Investment and Finance will be a change and inspirational leader to transform the Kenya's tourism landscape through innovative approach. He/She will ensure the realization of the National Tourism Blueprint (NTB2030) vision of Vibrancy & Innovation that characterize our booming & sustainable tourism industry, where local, African & International visitors freely explore iconic Kenya & experience connectedness with our unique people. Specific duties and responsibilities will include:

(i) profiling of investment opportunities in the tourism sector;
(ii) promoting investment opportunities in the tourism sector;
(iii) developing and implementing a framework for tourism partnerships and entrepreneurship;
(iv) implementing of tourism incentives and disincentives schemes;
(v) designing and implementing special financing schemes for the tourism sector;
(vi) providing business and investment advisory services for tourism development; and

(vii) designing, implementing, promotion and monitoring programmes and initiatives that utilize funds established under tourism such as tourism transformation fund.

## STATE DEPARTMENT FOR WILDLIFE

**SECRETARY, WILDLIFE - ONE (1) POST V/No. 249/2020**

| | | |
|---|---|---|
| **Salary Scale:** | **Ksh. 169,140 - Ksh.324,430 p.m.** | **(CSG 4)** |
| **House Allowance:** | **80 ,000 p.m** | |
| **Entertainment Allowance:** | **Ksh. 65,000 p.m.** | |
| **Commuter Allowance:** | **Ksh. 12, 000p.m** | |
| **Leave Allowance:** | **As existing in the Civil Service** | |
| **Extraneous allowance:** | **Ksh.60,000 p.m.** | |
| **Domestic Servant Allowance:** | **Ksh.15.600** | |
| **Annual Leave:** | **30 working days per financial year** | |
| **Medical Cover:** | **As provided by the government** | |
| **Terms of Service:** | **Permanent or Local Agreement** | |

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

(i) served for a minimum period of fifteen (15) years and currently serving at the level of Deputy Director - Wildlife, CSG 6 and above or in a comparable and relevant position in the wide public service or private sector;

(ii) a Bachelor's Degree in any of the following disciplines:- Wildlife Management, Natural Resource Management, Marine Resource Management, Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Environmental Planning and Management, Range Management, Bio Resource Conservation and Management, Coastal and Marine Resource Management, Conservation Biology, Ecology, Zoology, or any other related qualifications from a university recognized in Kenya;

(iii) a Master's Degree from a recognized University in any of the following disciplines: Biology of Conservation, Wildlife Conservation, Environmental Economics, Environmental Science, Natural Resource Management, Environmental Governance, Environmental Policy, Environmental Planning and Management/Studies/Agro-forestry and Rural Development/Environmental Education/Health/Environment Management and Legislation, Marine Science, Biological Science(Botany/Zoology/Aquatic/Ecology/Biology of Conservation), Management of Agro-ecosystems and Environment, Natural Resource Management, , Biodiversity Conservation and Range Management or any other related qualifications from a university recognized in Kenya; and

(iv) 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 proper management of wildlife function

**Duties and Responsibilities**

The overall functions of the Secretary Wildlife will be to provide leadership on strategy and policy direction in Wildlife service and management and supervise the Technical Directorates in the State Department. Specific duties and responsibilities of the officer at this level will include:-

(i) developing and strengthening of linkages among local, regional and international stakeholders on wildlife matters;
(ii) formulating, interpretation and review of wildlife policies, legislation and standards on the protection, conservation and management of wildlife and their habitats in accordance with the Wildlife conservation and management Act;
(iii) ensuring compliance with Wildlife Act, other relevant regulations and guidelines on conservation and management of wildlife;
(iv) overseeing development of the national wildlife conservation and management strategy and other sustainable strategies for utilization of wildlife resources;
(v) overseeing research, training and innovations in wildlife management and conservation;
(vi) promoting sustainable exploration , utilization , management and conservation of wildlife resources and equitable sharing of accruing benefits;
(vii) spearheading designing of mechanisms for management of alien invasive species;
(viii) ensuring public participation and involvement in the management and protection of Wildlife resources;
(ix) oversee and facilitate establishment of National Parks, National reserves, Marine Parks, marine reserves in private, community and public lands;
(x) coordinating negotiations and implementation of Multilateral Environment Agreements (MEAS) on wildlife protection, conservation and management;
(xi) overseeing monitoring and reporting on wildlife sector performance including biodiversity status, threats, human wildlife conflicts status and income returns among others;
(xii) promoting use of emerging technology in wildlife conservation and management and overseeing research in new and emerging technologies; and
(xiii) overseeing preparation of bills and responses to parliament queries on wildlife conservation and management and keeping abreast with legislative concerns relating to wildlife conservation.

**DIRECTOR, WILDLIFE RESEARCH, POLICY AND INNOVATION- ONE (1) POST - V/No. 250/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh.133,870 – Ksh.197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

**For appointment to this grade a candidate must have:**

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Assistant Director Wildlife Research, Policy and Innovation, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelor's Degree in any of the following disciplines:- Wildlife Management, Natural Resource Management, Marine Resources Management, Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Environmental Planning and Management, Range Management, Bio Resource Conservation and Management, Coastal and Marine Resource Management, Conservation Biology, Ecology, Zoology, or any other related qualifications from a university recognized in Kenya;

(iii) a Masters degree in Natural Resources Management, Wildlife Management, Range Management, Environmental Science, or any other related discipline from a university recognized in Kenya.

(iv) 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 proper management of wildlife function.

**Duties and Responsibilities**

The officer at this level will be answerable to the Secretary Wildlife for providing leadership in the Directorate. Specific duties and responsibilities will include:-

(i) developing, implementing and reviewing the national wildlife management and conservation policies, strategies, regulations and guidelines on research, training and innovation;

(ii) developing and implementing strategy for promoting innovation and strategic investments for sustainable use of wildlife resource including bioprospecting;

(iii) implementing the international treaties, protocols and agreements on wildlife management and conservation;

(iv) establishing data integration and sharing platform for wildlife sector;

(v) establishing wildlife innovation hubs, forming collaborations and partnerships with relevant stakeholders in support of research, training and innovations;

(vi) facilitating research in new and emerging technologies in wildlife conservation and management;
(vii) designing strategies for disaster management and disaster mitigation and reduction in wildlife conservation;
(viii) developing a framework for monitoring and implementing the national wildlife strategy and policy;
(ix) spearheading preparation of regulations and guidelines for granting concessions, permit and licenses for wildlife user rights;
(x) preparing bills and responses to parliamentary queries on wildlife conservation and management
(xi) developing and implementing strategies and guidelines on establishment and conservation of national parks, national reserves, marine parks, marine reserves in community and public lands; and
(xii) implementing and reviewing of the division's strategic plans, budgets, procurement plans and performance targets, training and development of staff;

**DEPUTY DIRECTOR- WILDLIFE RESEARCH, POLICY AND INNOVATION - TWO (2) POSTS V/No. 251/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i). served for a minimum period of twelve (12) years and currently serving at the grade of Principal Wildlife Research, Policy and Innovation Officer, CSG 8 and above or in a comparable and relevant position in the wider public service or private sector;
(ii). a Bachelor's Degree in any of the following disciplines:- Wildlife Management, Natural Resource Management, Marine Resources Management, Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Environmental Planning and Management, Range Management, Bio Resource Conservation and Management, Coastal and Marine Resource Management, Conservation Biology, Ecology, Zoology, or any other related qualifications from a university recognized in Kenya;

(iii). 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 proper management of wildlife function.

**Duties and Responsibilities**

The officer at this level will assist the director in the overall management of the directorate or be deployed to be in-charge of a division. Specific duties and responsibilities will include:-

(i) coordinating the development and implementation of national wildlife management and conservation policies, strategies, regulations and guidelines on research , training and innovation;
(ii) coordinating the implementation of international treaties, protocols and agreements on wildlife management and conservation;
(iii) coordinating development of monitoring and implementation framework for National Wildlife strategy;
(iv) preparing regulations and guidelines for granting concession , permits and licenses for wildlife user rights;
(v) preparing proposals for mobilization of resources for implementation of the National Wildlife strategy and other projects;
(vi) preparing Bills and responses to parliamentary queries on Wildlife Conservation and management and keeping abreast with the legislative concerns to Wildlife Conservation;
(vii) coordinating the development and implementation of a strategy of promoting innovation and strategic investments for sustainable use of wildlife resources including bio-prospecting;
(viii) coordinating the development and implementation of regulations and guidelines for species recovery and maintenance;
(ix) designing strategies for disaster management and disaster mitigation and reduction in wildlife conservation
(x) coordinating the development and implementation of guidelines for capacity building and provision of extension services to broaden the scope of sustainable wildlife utilization; and
(xi) maintaining data-base on all wildlife research activities

**DEPUTY DIRECTOR, PARTNERSHIP AND WILDLIFE CO-EXISTENCE TWO (2) POSTS V/No. 252/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Partnership and Wildlife Co-Existence Officer, CSG 8 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelor's Degree in any of the following disciplines:- Wildlife Management, Natural Resource Management, Marine Resources Management, Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Environmental Planning and Management, Range Management, Bio Resource Conservation and Management, Coastal and Marine Resource Management, Conservation Biology, Ecology, Zoology, or any other related qualifications from a university recognized in Kenya;

(iii) 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 proper management of wildlife function.

**Duties and Responsibilities**

The officer at this level will assist the director in the overall management of the directorate or be deployed to be in-charge of a division. Specific duties and responsibilities will include:-

(i) coordinating the development and the implementation of policies and strategies for collaborative wildlife management and human-wildlife conflict management;

(ii) coordinating development of frameworks and platforms for promotion of cooperation between the national and county governments, private sector, NGOs and such other institutions engaged in wildlife protection, conservation and management;

(iii) coordinating the implementation of strategies for effective mitigation of human wildlife conflicts and adverse processes and activities affecting wildlife conservation;

(iv) coordinating establishment of effective wildlife compensation schemes in consultation with relative stakeholders;

(v) coordinating development of frameworks and mechanisms for resolution of disputes, complaints and alternative dispute related to human wildlife conflicts;
(vi) coordinating the implementation of strategies and guidelines on exploration,
(vii) coordinating, designing and implementation strategies for monitoring, evaluation and securing wildlife corridor and dispersal areas;
(viii) coordinating development and implementation of a framework for sensitization, education, public outreach and involvement of relevant stakeholders in wildlife conservation and management; and
(ix) coordinating development and implementation of a monitoring and evaluation strategy for mainstreaming community engagement in natural resource management.

**WILDLIFE OFFICER - SIX (6) POSTS - V/No. 253/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**For appointment to this grade, a candidate must have** a Bachelors Degree in any of the following disciplines: Wildlife Management, Natural Resource Management, Marine Resource Management, Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Resource Conservation, Environmental Management and Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Environmental Planning and Management, Range Management, Bio Resource Conservation and Management, Coastal and Marine Resource Management, Conservation Biology, Ecology, Zoology, or any other related qualifications from a university recognized in Kenya

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior wildlife officer. Specific and responsibilities at this level include:-
(i) collecting and compiling information on wildlife resources and products;
(ii) participating in forums for sensitizing the public on wildlife matters;
(iii) creating awareness on regulations and guidelines on conservation and management of wildlife;
(iv) identifying alien invasive species for conservation and management;

(v) developing and maintaining a database on individual's and community-based organization;
(vi) participating in dissemination of information, education and communication materials on wildlife conservation and management;
(vii) identifying areas for wildlife conservation , education and awareness;
(viii) identifying species or areas for wildlife biodiversity and conservation;
(ix) updating inventory of individuals and community based organization; and
(x) implementing community-based natural resource management programmes

## VACANCY IN THE MINISTRY OF ENVIRONMENT AND FORESTRY

**DEPUTY DIRECTOR, CLIMATE CHANGE ADAPTATION – ONE (1) POST**
**V/No. 254/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Principal Climate Change Adaptation Officer, CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Management or any other related field from a university recognized in Kenya;
(iii) a track record of teamwork, leadership, good knowledge of international, government policies and regulations relating to climate change;
(iv) shown professional competence, high integrity and leadership capability in work performance and results.

**Duties and Responsibilities**

(i) planning and implementation adaptation projects, programmes activities across various sectors;
(ii) preparing guidelines on National and County adaptation planning and implementation;
(iii) coordinating technology development and transfer , research required for adaptation across the different sectors;

(iv) spearheading development of adaptation projects for domestic and international
(v) mainstreaming climate change adaptation into national development planning processes;
(vi) participating in the preparation and reporting in National Communications and other international and national reporting requirements related to adaptation;
(vii) developing and disseminating climate change programmes and projects communication, outreach and public education strategy;
(viii) liaising with the relevant sectors and other climate change stakeholders on issues relating to climate change adaptation programmes;
(ix) tracking climate change adaptation programmes, trends, impacts and implications at the national and county level; and
(x) capacity building and awareness creation for institutions and stakeholders on climate change adaptation programmes and projects.

## VACANCIES IN THE MINISTRY OF ENERGY

**CHIEF ENGINEER (MECHANICAL) -ONE (1) POST - V/No. 255/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently in the grade of Chief Superintending Engineer (Mechanical), CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
(iv) be registered by Engineers Registration Board of Kenya;
(v) current valid annual practicing licence from the Engineers Registration Board of Kenya
(vi) corporate membership with the Institution of Engineers of Kenya (IEK);
(vii) demonstrated general administrative ability required for direction, control and implementation of power generation projects; and
(viii) a thorough understanding of national goals, policies and programmes and the ability to translate them towards achieving the power generation plans.

**Duties and Responsibility**

Specific duties and responsibilities at this level will include:

(i) formulating and developing of electrical energy policies
(ii) sourcing financing for power generation projects
(iii) formulation of policy and development of technical standards on matters pertaining to power generation;
(iv) coordinating and reviewing of appraisal of energy generation projects;
(v) coordinating the preparation of budgets, strategic plan, work plans, procurement plans and progress reports
(vi) developing and formulating of technical standards in collaboration with Kenya Bureau of Standards (KEBS);
(vii) facilitating power generation planning under the Least Coast Power Development Plan;
(viii) facilitating and reviewing of feasibility studies on power generation projects
(ix) overseeing of the management, monitoring and appraisal of staff in the department
(x) overseeing monitoring and evaluation of power generation projects; and
(xi) facilitating and coordinating activities of the Kenya Nuclear Electricity Board (KNEB).

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (MECHANICAL) - TWO (2) POSTS – V/No.256/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Senior Superintending Engineer (Mechanical), CSG 8 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
(iii) be registered by Engineers Registration Board of Kenya;
(iv) current valid annual practicing licence from the Engineers Registration Board of Kenya
(v) corporate membership with the Institution of Engineers of Kenya (IEK);
(vi) demonstrated general administrative ability required for direction, control and implementation of power generation projects; and

(vii) a thorough understanding of national goals, policies and programmes and the ability to translate them towards achieving the power generation plans.

**Duties and Responsibility**

Specific duties and responsibilities at this level will include:

(i) participating in formulating and articulation of policy on matters pertaining to power generation;
(ii) assisting in mobilizing of resources for thermal, nuclear, geothermal and major wind power generation projects;
(iii) coordinating and reviewing of pre-investment feasibility studies on power generation projects to determine their technical and economic viability;
(iv) spearheading the development of a comprehensive legal and regulatory framework for Kenya's nuclear power programmes;
(v) coordinating, monitoring, supervision and evaluation of petroleum and natural gas pipeline construction
(vi) coordinating and reviewing of appraisal of energy generation projects;
(vii) developing and formulating of technical standards in collaboration with Kenya Bureau of Standards (KEBS);
(viii) facilitating power generation planning under the Least Coast Power Development Plan;
(ix) facilitating and reviewing of feasibility studies on power generation projects; and
(x) facilitating and coordinating activities of the Kenya Nuclear Electricity Board (KNEB).

**CHIEF SUPERINTENDING ENGINEER (MECHANICAL) - TWO (2) POSTS - V/No.257/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have:**

(i) served for a minimum period of nine (9) years and currently serving at the grade of Engineer I (Mechanical), CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
(iii) be registered by Engineers Registration Board of Kenya;

(iv) current valid annual practicing licence from the Engineers Registration Board of Kenya
(v) corporate membership with the Institution of Engineers of Kenya (IEK);
(vi) demonstrated general administrative ability required for direction, control and implementation of power generation projects; and
(vii) a thorough understanding of national goals, policies and programmes and the ability to translate them towards achieving the power generation plans.

**Duties and Responsibilities**

Duties and responsibilities include:

(i) monitoring and evaluation of power generation projects;
(ii) reviewing environmental impact assessment report studies related to thermal, geothermal, hydro and major wind power generation projects;
(iii) participating in the development of technical standards on power generation sector in collaboration with Kenya Bureau of Standards (KEBS);
(iv) supervising implementation of technical standards related to power generation projects;
(v) reviewing feasibility studies on power generation projects;
(vi) carrying out pre-investment studies on power generation projects
(vii) assisting in the energy policy formulation;
(viii) assisting in tariff studies;
(ix) participating in the least coast power development plan; and
(x) appraising of power general projects.

**CHIEF ENGINEER (ELECTRICAL) – ONE (1) POST – V/No.258/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently in the grade of Chief Superintending Engineer (Electrical), CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors degree in Electrical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in Electrical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya.
(iv) be registered by Engineers Registration Board of Kenya;
(v) current valid annual practicing licence from the Engineers Registration Board of Kenya
(vi) corporate membership with the Institution of Engineers of Kenya (IEK);
(vii) demonstrated a high degree of professional competence; administrative capability required for effective planning, direction, control and coordination of power sector programmes; and
(viii) a thorough understanding of national goals, policies and programmes and the ability to translate them towards achieving the power generation plans.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:

(i) formulating energy policy in the electricity sub sector;
(ii) enhancing, reinforcing and upgrading of the power sector infrastructure;
(iii) mobilizing of fund for power transmission and distribution projects;
(iv) coordinating the national electrification strategies towards achieving universal access to electricity;
(v) coordinating the development of the National Electricity Master Plan;
(vi) coordinating following up and reviewing of feasibility studies on national transmission and distribution projects
(vii) coordinating power tariff study;
(viii) developing energy sector cooperation frameworks and protocols with regional Governments and international bodies;
(ix) promoting of strategies that will minimize international energy trade barriers, attract investments and facilitate exchange of information and data;
(x) coordinating the development of a new and robust national grid system;
(xi) coordinating the development and review of budgets of the Directorate; and
(xii) coordinating the monitoring and evaluation of power transmission and distribution projects.

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (ELECTRICAL) – TWO (2) POSTS - V/No. 259/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 99,900 - Ksh. 169,140 p.m (CSG 6)** |
| **House Allowance:** | **Ksh.20, 000 – 50,000 p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.16, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of twelve (12) years and currently serving at the grade of Senior Superintending Engineer (Electrical), CSG 8 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in Electrical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;

(iii) be registered by Engineers Registration Board of Kenya;

(iv) current valid annual practicing licence from the Engineers Registration Board of Kenya;

(v) corporate membership with the Institution of Engineers of Kenya (IEK); and

**(vi)** demonstrated general administrative ability required for direction, control and implementation of electrical services programmes.

**Duties and Responsibilities**

(i) participating in Energy Policy formulation in electricity subsector;

(ii) developing framework to enhance, reinforce and upgrade of the electricity grid network;

(iii) assisting in mobilization of funds for power transmission and distribution projects;

(iv) developing and coordinating electrification strategies towards achieving universal access to electricity;

(v) participating in development of the National Electricity Master Plan;

(vi) identifying, transmission line projects that will serve the projected power demand;

(vii) reviewing of feasibility studies on national transmission and distribution projects;

(viii) coordinating of power tariff study;

(ix) participating in development of energy sector cooperation frameworks and protocols with regional Governments and International bodies;

(x) promoting of strategies that will minimize international energy trade barriers, attract investments and facilitate exchange of information and data; and

(xi) supervising the development and review of budgets for the Directorate.

**CHIEF SUPERINTENDING ENGINEER (ELECTRICAL) – TWO (2)-POSTS**
**V/No. 260/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Engineer I (Electrical), CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in Electrical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
(iii) be registered by Engineers Registration Board of Kenya;
(iv) current valid annual practicing licence from the Engineers Registration Board of Kenya;
(v) corporate membership with the Institution of Engineers of Kenya (IEK); and
(vi) demonstrated general administrative ability required for direction, control and implementation of electrical services programmes.

**Duties and Responsibilities**

Specific duties and responsibilities will entail:

(i) assisting in facilitating and coordinating customer connectivity and electricity access;
(ii) participating in updating Least Cost Power Development Plan;
(iii) developing in distribution network through the national electrification fund to increase connectivity;
(iv) updating rural electrification (RE) Master Plan;
(v) participating in preliminary designing and cost estimating of rural electrification projects;
(vi) assisting in mobilizing financial resources for establishment of revolving funds to fiancé power distribution and rural electrification projects;
(vii) developing a prudent and financially sustainable customer connection policy to accelerate consumer connections towards achieving universal access;
(viii) reviewing of Environmental Impact Assessment (EIA) reports studies related to rural electrification projects;
(ix) participating in promotion of strategies that will minimize international energy trade barriers, attract investments and facilitate exchange of information and data;
(x) participating in formulation of strategies to ensure that there is reliable power to customers; and

(xi) carrying out monitoring, supervision and evaluation of Rural Electrification projects including rural electrification and mini grid development.

**CHIEF GEOLOGIST (ENERGY) - ONE (1) POST – V/No. 261/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)** |
| **House Allowance:** | **Ksh.48, 000 – 60,000p.m (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.20, 000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable or Local Agreement** |

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

(i) served for a minimum period of fifteen (15) years and currently in the grade of Chief Superintending Geologist, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;

(ii) a Bachelor of Science degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Geo-science or equivalent qualification from a recognized institution;

(iii) a Master's degree in any of the following disciplines: Geology, Engineering Geology, Physics, Geophysics, Geochemistry, Geo-Science, Environmental Geology or its equivalent qualification from a university recognized in Kenya;

(iv) be registered by the Geologists Registration Board of Kenya and be a member of the Geological Society of Kenya;

(v) demonstrated professional competence in work performance and results; and

(vi) a clear understanding of the role of geo-energy section in national development.

**Duties and Responsibilities**

(i) formulating and reviewing of policies, laws, regulations, standards and guidelines in geo-energy sector

(ii) developing a master plan and strategies for development of geo-energy sector

(iii) reviewing and approving proposals and reports in geo-energy sector;

(iv) planning and budgeting for geo-energy functions;

(v) initiating negotiations for bilateral agreements related to geo-energy resources

(vi) initiating engagements for public private partnerships in geo-energy sector;

(vii) participating in national, regional and global conferences and conventions related in geo-energy sector;

(viii) domesticating provisions of treaties and conventions related to geo-energy sector;

(ix) reviewing and approving contract specifications for geo-energy resources;

(x) liaising with relevant environmental agencies for approval of environmental and social impact assessment reports related to geo-energy sector projects;

(xi) implementing performance management system and evaluating its impact on service delivery;

(xii) providing technical advice to Government agencies and the public on matters relating to geo-energy resources; and
(xiii) ensuring prudent management of financial and non-financial resources

**CHIEF SUPERINTENDING GEOLOGIST (ENERGY) - TWO (2) POSTS**
**V/No. 262/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Geologist I, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelor of Science degree in any of the following disciplines: Geology, Engineering Geology, Geophysics, Geochemistry, Geo-science or equivalent qualification from a recognized institution;
(iii) be registered by the Geologists Registration Board of Kenya and be a member of the Geological Society of Kenya; and
(iv) demonstrated professional competence in work performance and results.

**Duties and Responsibilities**

(i) monitoring and reviewing geological exploration activities in coal, geothermal and nuclear energy;
(ii) coordinating the design of geo-exploration field projects in coal, geothermal and nuclear energy;
(iii) developing geological exploration standards and guidelines in geo-energy sector;
(iv) reviewing geological exploration reports;
(v) verifying exploration contract documents for compliance;
(vi) monitoring conformity to legislation and statutes related to geological exploration activities in geo-energy sector;
(vii) ensuring implementation of environmental and social impact assessment recommendations for geo-energy sector projects; and
(viii) ensuring proper management of resources.

**CHIEF SUPERINTEDNING GEOPHYSICIST – TWO (2) POSTS – V/No. 263/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360 - Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have:**

(i) served for a minimum period of nine (9) years and currently serving at the grade of Geophysicist I (Energy), CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Geophysics, Physics, Geology, Geo-Science or equivalent qualifications from a university recognized in Kenya;
(iii) demonstrated professional competence in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities will include:

(i) overseeing design of geophysical field projects;

(ii) coordinating and managing geophysical field projects;

(iii) overseeing the analysis of geophysical data;
(iv) reviewing geophysical exploration reports;
(v) developing geophysical exploration standards and guidelines in geo-energy sector
(vi) monitoring conformity to legislation and statutes related to geophysical exploration activities in geo-energy sector;
(vii) ensuring implementation of Environmental and Social Impact Assessment recommendations for geo-energy sector projects; and
(viii) ensuring proper management of resources.

**CHIEF SUPERINTENDING GEOCHEMIST - TWO (2) POSTS – V/No. 264/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360 - Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Geochemist I, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Geochemistry, Geology, Chemistry, Geo-Science or equivalent qualifications from a university recognized in Kenya; and
(iii) demonstrated professional competence in work performance and results.

**Duties and Responsibilities**

(i) overseeing designing of geochemical field projects;
(ii) coordinating and managing geochemical field projects in geo-energy sector;
(iii) reviewing geochemical exploration reports;
(iv) overseeing the analysis of geochemical samples/data;
(v) developing geochemical exploration standards and guidelines in geo-energy sector;
(vi) monitoring conformity to legislation and statutes related to geochemical exploration activities in geo-energy sector;
(vii) ensuring implementation of Environmental and Social Impact Assessment recommendations for geo-energy sector projects; and
(viii) ensuring proper management of resources.

# VACANCIES IN THE MINISTRY OF PETROLEUM AND MINING

## STATE DEPARTMENT FOR PETROLEUM

**SECRETARY PETROLEUM - ONE (1) POST - V/No. 265/2020**

| | | |
|---|---|---|
| **Salary Scale:** | **Ksh. 169,140 - Ksh.324,430 p.m.** | **(CSG 4)** |
| **House Allowance:** | **80 ,000 p.m** | |
| **Entertainment Allowance:** | **Ksh. 65,000 p.m.** | |
| **Commuter Allowance:** | **Ksh. 12, 000p.m** | |
| **Leave Allowance:** | **As existing in the Civil Service** | |
| **Extraneous allowance:** | **Ksh.60,000 p.m.** | |
| **Domestic Servant Allowance:** | **Ksh.15.600** | |
| **Annual Leave:** | **30 working days per financial year** | |
| **Medical Cover:** | **As provided by the government** | |
| **Terms of Service:** | **Permanent or Local Agreement** | |

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

(i) served for a minimum period of fifteen (15) years and currently serving at the grade of Deputy Commissioner, Petroleum, CSG 6 and above or in a comparable and relevant position in the wider public service or private oil and petroleum sector;

(ii) a Bachelors degree in any of the following disciplines:- Petroleum Engineering, Petroleum Engineering Technology, Petroleum Geophysics, Petroleum Geochemistry, Petroleum Geo-Science, Mechanical Engineering, Civil Engineering, Chemical Engineering, Petroleum Economics, Geology, Physics, Chemistry or its equivalent from a university recognized in Kenya;

(iii) a Masters degree in any of the following fields: Petroleum Engineering, Petroleum Engineering Petroleum Geophysics, Petroleum Geochemistry, Petroleum Geo-Science, Petroleum Economics or its equivalent from a university recognized in Kenya;

(iv) registration and valid membership in any of the following professional bodies: - Geological Society of Kenya (GSK); Geologists Registration Board (GRB); Engineers Board of Kenya (EBK) or any other relevant professional body (where applicable);

(v) demonstrated outstanding professional competence and managerial ability as reflected in work performance and results; and

(vi) a thorough understanding of the global, regional and national developmental goals, policies and programs and the ability to relate them to the ministry's mandate.

**Duties and Responsibilities**

An officer at this level will be responsible for overall coordination of the Petroleum function. Specific duties and responsibilities include:

(i) advising the Government on decisions for non-compliance relating to international bodies on matters relating to oil and gas;
(ii) initiating development and review of modalities and strategies for licensing of petroleum blocks;
(iii) initiating development of systems for monitoring and evaluation of programmes and projects in the oil and gas sector, ensuring maintenance and management of petroleum data;
(iv) ensuring compliance with environmental protection and management regulations in liaison with the relevant agencies;
(v) ensuring local content capacity building in line with national policy goals;
(vi) overseeing execution of agreements with purchasers for the export of crude oil and natural gas; and
(vii) ensuring security of supply of petroleum products in Kenya and regional markets.

**ASSISTANT COMMISSIONER, PETROLEUM (GEOCHEMIST) - ONE (1) POST**
**V/NO. V/No. 266/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360 - Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving in the grade of Senior Petroleum Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors of Science degree in any of the following disciplines: Geochemistry, Geology, Chemistry, Geo-science or equivalent qualification from a university recognized in Kenya; and
(iii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include: -

(i) overseeing development, implementation and reviewing of policies, strategies and programs in the oil and gas sector; advising the government on the commercial and economic value of oil and gas fields;
(ii) overseeing implementation of environment and social impact assessment report;

(iii) coordinating and analyzing geochemical and exploration reports;
(iv) analyzing and preparing geochemical models for oil and gas exploration and production projects;
(v) coordinating all geochemical operations relating to petroleum exploration and production;
(vi) reviewing geochemical reports;
(vii) interpreting geochemical survey and data;
(viii) analyzing and preparing geochemical models for oil and gas exploration and production projects; and
(ix) coordinating all geochemical operations relating to petroleum exploration development and production.

**ASSISTANT DIRECTOR, PETROLEUM ECONOMIC ANALYSIS - ONE (1) POST - V/No. 267/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360 - Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade, an officer must: -**
(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Petroleum Economic Analyst, CSG 9 and above or in a comparable and relevant position in the wider Public Service;
(ii) a Bachelor's degree in any of the following disciplines: Economics, Economics and Mathematics, Economics and Statistics, Petroleum Economics or its equivalent qualification from a university recognized in Kenya; and
(iii) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include: -
(i) undertaking economic modeling and forecasting;
(ii) reviewing petroleum projects proposals on oil and gas;
(iii) undertaking economic evaluation on opportunities in exploration, development and production in oil and gas;
(iv) monitoring and evaluation of petroleum projects;
(v) ensuring adequate stock of petroleum products;
(vi) liaising with various agencies involved in scheduling of imports and distribution of petroleum products;
(vii) monitoring of petroleum operational stocks and build-up; and
(viii) undertaking research on economics of oil and gas.

**ASSISTANT DIRECTOR, PETROLEUM AUDIT AND RISK ANALYSIS - ONE (1) POST V/No. 268/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and be currently serving at the grade of Senior Petroleum Audit and Risk Analyst, CSG 9 and above or in a comparable and relevant position in the wider public service;
(ii) a Bachelors degree in any of the following disciplines: Commerce (Accounting option or Finance option), Business Administration (Accounting option) or equivalent qualifications from a university recognized in Kenya;
(iii) a Part III of the Certified Public Accountant (CPA) examination or Part III of the Association for Certified Chartered Accountant (ACCA) or equivalent qualifications from a recognized institution;
(iv) be a Certified Information System Auditor (C.I.S.A.);
(v) been registered with relevant professional body; and
(vi) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) interpreting petroleum cost audit for sound audit principles and controls in line with the best practices of oil and gas industries;
(ii) developing risk assessment and management framework for oil and gas projects;
(iii) preparing and submitting audit reports;
(iv) reporting on implementation of annual audit work plan;
(v) reviewing audit reports and verifying credibility of petroleum cost claims posted by licensed oil companies; and
(vi) preparing oil and gas audit inspection programs.

**ASSISTANT DIRECTOR, PETROLEUM FINANCIAL ANALYSIS - ONE (1) POST V/No. 269/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Petroleum Finance Analyst, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelors degree in any of the following disciplines:- Commerce (Accounting option or Finance option), Business Administration (Accounting option) or equivalent qualifications from a university recognized in Kenya;

(iii) a Part III of the Certified Public Accountant (CPA) examination or Part III of the Association for Certified Chartered Accountant (ACCA) or equivalent qualifications from a recognized institution;

(iv) registered with relevant professional body; and

(v) demonstrated merit and ability as reflected in work performance and results

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) coordinating monitoring and evaluation of oil and gas projects and reviewing implementation of petroleum projects;

(ii) co-coordinating the design and financial aspects for new petroleum projects;

(iii) undertaking financial management research on petroleum related activities.

(iv) evaluating quarterly expenditure forecasts for oil and gas projects;

(v) monitoring expenditure of projects and programmes on a periodic basis and ensuring that timely corrective measures are taken;

(vi) verifying proposals seeking funds for additional expenditures and re-allocation of voted funds during the financial year; and

(vii) consolidating budgets for the recurrent and development votes

**ASSISTANT DIRECTOR, PETROLEUM COMMUNICATIONS AND MARKETING ONE (1) POST - V/No. 270/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

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

(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Petroleum Communications and Marketing Officer, CSG 9 and above or in a comparable and relevant position in the wider public service;

(ii) a Bachelor's degree in any of the following disciplines: - Journalism, Mass Communication, Marketing, Public Relations, International Relations, Communication and Media or equivalent qualification from a university recognized in Kenya;

(iii) a Membership to relevant professional body; and

(iv) demonstrated professional competence and managerial ability as reflected in work performance and results.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

(i) implementing communication and marketing policies, strategies and programmes for petroleum exploration, development and production;

(ii) coordinating awareness programmes on issues related to oil and gas operations;

(iii) initiating development of a communications and marketing framework in oil and gas operations;

(iv) designing communications and marketing programmes;

(v) identifying innovative communications and marketing trends that are relevant in the oil and gas sector and updating emerging developments in oil and gas sector;

(vi) approving publications on oil and gas operations;

(vii) monitoring and evaluating the impact of communication and marketing strategies in the oil and gas sector;

(viii) liaising with relevant stakeholders in information sharing on oil and gas operations;

(ix) coordinating research for best practices in petroleum communication and marketing;
(x) participating in negotiations on Corporate Social Responsibility (CSR) programmes to be undertaken by the oil companies;
(i) coordinating the implementation and evaluating the Corporate Social Responsibility (CSR) programmes as undertaken by oil companies; and
(ii) developing and implementing Corporate Social Responsibility (CSR) policies and programmes and ensuring compliance with existing laws on oil and gas, ethical standards, national and international norms relating to Corporate Social Responsibility (CSR) programmes

**ASSISTANT DIRECTOR, PETROLEUM LEGAL AND COMPLIANCE - ONE (1) POST**
**V/No. 271/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 87,360- Ksh.121,430 p.m. (CSG 7)** |
| **House Allowance:** | **Ksh.16, 800 – 45,000p.m (depending on duty station)** |
| **Commuter Allowance:** | **Ksh. 12,000p.m** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Permanent and Pensionable** |

**For appointment to this grade an officer must have: -**
(i) served for a minimum period of nine (9) years and currently serving at the grade of Senior Petroleum Legal and Compliance Officer, CSG 9 and above or in a comparable and relevant position in the wider public Service;
(ii) a Bachelor of Laws (LLB) degree from a university recognized in Kenya;
(iii) a Diploma in Law from the Council of Legal Education;
(iv) been an Advocate of the High Court of Kenya;
(v) a Valid Practicing Certificate from Law Society of Kenya;
(vi) demonstrated merit and ability as reflected in work performance and results.

**Duties and Responsibilities**
Duties and responsibilities at this level will include: -

(i) ensuring petroleum legal framework is aligned to the Constitution and other related statutes;
(ii) ensuring compliance with statutory petroleum legislations and policies;
(iii) Assessing and reviewing oil and gas contracts and agreements in line with existing legal framework;
(iv) undertaking research on petroleum related legal developments;
(v) providing advice on legal aspects of oil and gas policies and standards;

(vi) interpreting and implementing court orders, judgements, rulings, arbitration awards and other court documents in liaison with the State Law Office;
(vii) issuing instructions in litigation and arbitration proceedings relating to oil and gas where necessary;
(viii) providing legal guidance for licensing and acquisition of oil and gas exploration blocks;
(ix) developing legal mechanisms for contractual management of petroleum agreements;
(x) conducting due diligence on upstream, midstream and downstream legal transactions;
(xi) initiating review of petroleum legal documents in consultation with relevant stakeholders, where necessary;
(xii) determining the appropriate dispute resolution mechanisms including alternative dispute resolution; and
(xiii) ensuring compliance with legal obligations on the licenses.

**INSPECTOR OF EXPLOSIVES – TEN (10) POSTS V/No. 272/2020**

| | |
|---|---|
| **Basic Salary Scale:** | **Kshs 38,270 - Kshs 51,170 p.m. (CSG 10)** |
| **House Allowance:** | **Ksh.7500 - 16, 500 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.5, 000** |
| **Leave Allowance:** | **As existing in the Civil Service** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

**Requirements for appointment**

For appointment to this grade, a candidate must have a Bachelors degree in any of the following fields: Explosives Science/Engineering, Mining Engineering, Chemical Engineering, Environmental Science/Engineering, Chemistry and Physics for a university recognized in Kenya.

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An inspector at this level will undergo an intensive two-year on-the-job training and will be supervised by an experienced officer. Duties at this level include:-

(i) carrying out safety and technical inspections of explosives magazines;
(ii) writing reports;
(iii) preparing safety notices; and
(iv) preparing permits under the Explosives Act.

## VACANCY IN THE MINISTRY OF PUBLIC SERVICE & GENDER AFFAIRS (STATE DEPARTMENT FOR PUBLIC SERVICE)

**OFFICE ADMINISTRATOR II – TWO HUNDRED AND FIFTY (250) POSTS – V/No.273/2020**

| | |
|---|---|
| **Salary Scale:** | **Ksh. 31,270 – Ksh. 41,260 p.m. (CSG 11)** |
| **House Allowance:** | **Ksh.4,200 - 10, 000 (Depending on duty station)** |
| **Commuter Allowance:** | **Ksh.4, 000p.m.** |
| **Annual Leave:** | **30 working days per financial year** |
| **Medical Cover:** | **As provided by the government** |
| **Terms of Service:** | **Three (3) years contract renewable subject to satisfactory performance** |

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

Bachelors degree in Secretarial Studies or Business and Office Management from a university recognized in Kenya;

**OR**

Bachelors degree in Social Sciences from a university recognized in Kenya plus a Diploma in Secretarial Studies from a recognized institution.

**Duties and responsibilities**

This is the entry and training grade for this cadre. duties and responsibilities at this level include: -

(i) taking oral dictation;
(ii) word and data processing;
(iii) managing e-office;
(iv) operating office equipment;
(v) handling telephone calls and appointments;
(vi) maintaining office diary and travel itinerates;
(vii) maintaining office protocol;
(viii) ensuring security of office records, documents and equipment;
(ix) maintaining an up to date filing system in the office; and
(x) supervision of office cleanliness.

**SECRETARY/CEO**
**PUBLIC SERVICE COMMISSION**