

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

**Our Vision**

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

**Our Mission**

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

**VACANT POSITIONS IN THE PUBLIC SERVICE**

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

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

- (i) **online** through the Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke) or job portal [www.pscjobs.go.ke](http://www.pscjobs.go.ke)
- OR**
- (ii) by completing **ONE** PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission's websites.

Completed applications should be sent or delivered to:

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

**Please Note**

- (i) Candidates should **NOT** attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form. 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. It is a criminal offence to present fake certificates/ documents.
- (vi) 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 24<sup>th</sup> September 2018.**

## **(A) VACANT POSITION UNDER THE HEALTH ACT, 2017 - THE MINISTRY OF HEALTH**

**DIRECTOR GENERAL FOR HEALTH - ONE (1) POST - V/No.40/2018**

**Terms of Service: Five (5) years' contract (renewable once)**

**Basic Salary Scale: Kshs. 292,765 - Kshs. 576,120 p.m. (Job Group 'U')**

### **Allowances**

Entertainment allowance:	Ksh.100,000 p.m.
Extraneous allowance:	Ksh.100,000 p.m.
House allowance:	Ksh.100,000 p.m.
Domestic Staff Allowance:	Ksh.15,600 p.m.
Medical Allowance:	As provided in the Civil Service Medical Scheme

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

- (i) have experience of at least ten (10) years in management of health services, five (5) of which should have been at a senior management position;
- (ii) be a medical practitioner registered by the Medical Practitioners and Dentists Board(KMPDB);
- (iii) have at least a Master's degree in Public Health, Medicine or any other health related field;
- (iv) meet the provisions of Chapter Six of the Constitution of Kenya.

### **Duties and responsibilities**

The Director-General shall be the technical advisor to the Government on all matters relating to health within the health sector. Specific duties and responsibilities include:

- (i) being the technical advisor to the Cabinet Secretary of health;
- (ii) being responsible for preventing and guarding against the introduction of infectious diseases into Kenya;
- (iii) promoting the public health and the prevention, limitation or suppression of infectious, communicable or preventable diseases within Kenya;
- (iv) providing advice to the two levels of Government on matters of national security on public health;
- (v) promoting and facilitating research and investigations in connection with the prevention or treatment of human diseases;
- (vi) preparing and publishing reports and statistical or other information relative to the public health;
- (vii) obtaining and publishing periodically information on infectious diseases and other health matters and such procurable information regarding epidemic diseases in territories adjacent to Kenya or in other Countries as the interests of public health may require;
- (viii) providing guidelines for registration, licensing, certification and gazettement of all health facilities;
- (ix) being responsible for internship program for health workers;

- (x) supervising the directorates within the national Ministry of Health; and
- (xi) performing any other duties as may be assigned by the appointing authority and any other written law.

**NOTE:** (i) Shortlisted candidates shall be required to submit clearances from the following bodies:

- a) **Kenya Revenue Authority;**
  - b) **Higher Education Loans Board;**
  - c) **Ethics and Anti-Corruption Commission;**
  - d) **Any of the registered Credit Reference Bureaus; and**
  - e) **Directorate of Criminal Investigations (certificate of good conduct).**
- (ii) The successful candidate shall be vetted by Parliament before appointment by the Cabinet Secretary for Health.

## **(B) VACANT POSITIONS OPEN TO THE PUBLIC SERVICE AND PRIVATE SECTOR**

### **VACANCIES IN THE NATIONAL TREASURY AND MINISTRY OF PLANNING**

**DIRECTOR, PUBLIC PRIVATE PARTNERSHIP - ONE (1) POST - V/No.41/2018**

**Terms of Service: Permanent or Contract**

**Basic Salary Scale: Ksh. 164,780 - Ksh. 320,040 p.m. (Job Group 'T')**

<b>House Allowance:</b>	Kshs. 80,000 per month
<b>Commuter Allowance:</b>	Kshs. 24,000 per month
<b>Entertainment Allowance:</b>	Ksh. 65,000 per month
<b>Extraneous Allowance:</b>	Ksh. 60,000 per month
<b>Domestic Servants Allowance:</b>	Kshs. 15,000 per month

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

- (i) served for a minimum period of three (3) years in the grade of Senior Deputy Director, Job Group 'S' or in a comparable and relevant position in the public service or private sector;
- (ii) Bachelor's degree in any of the following fields: Finance, Economics, Economics and Mathematics, Economics and Statistics, Engineering, Law or any other equivalent qualification from a university recognized in Kenya;
- (iii) Master's degree in any of the following fields: finance, Economics, Engineering, Law or any other equivalent qualification from a university recognized in Kenya;
- (iv) Certificate in any of the following fields: Project Appraisal, Risk Management, Project Planning and Management, Policy Development and Formulation, Monitoring and

Evaluation, Public Private Partnership or any other equivalent qualification from a recognized institution.

- (v) Demonstrated professional competence, managerial capabilities, outstanding leadership and skills management projects;
- (vi) High organizational skills, as well as ability to deal with a variety of stakeholders; and
- (vii) Clear understanding of national development goals, values and principles of governance.

**Note:** Possession of a certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution will be considered an added advantage

### **Duties and Responsibilities**

The Director, Public Private Partnership (PPP) Unit will be responsible for overall coordination, promotion and oversight implementation of the PPP program. The specific duties and responsibilities include: -

- (i) formulating policies, standards, guidelines and procedures necessary for the sustainable implementation of the PPP program.
- (ii) ensuring requisite support is provided to contracting authorities, at both the national and county government level, to enable them to identify, select, appraise, approve, procure, negotiate and monitor PPP projects throughout their cycle;
- (iii) creating effective systems and frameworks for capacity building to contracting authorities and other parties involved in the planning, coordinating, undertaking or monitoring of PPP projects;
- (iv) establishing and maintaining an inventory/database of PPP projects with its associated documentation;
- (v) Ensuring that PPP project proposals are supported by sound analysis as to needs and value, receive the necessary approvals, ensure that private partner selection takes place as a result of a rigorous and fair process;
- (vi) Facilitating regular research and gap analysis to ensure continuous performance improvement in the implementation of PPPs;
- (vii) Assisting the National Treasury in operationalizing resource mobilization into the PPP Project Facilitation Fund (PFF) as established under section 68 of the PPP Act, 2013; and
- (viii) Ensuring fiscal accountability in the approval and management of financial and any other form of support granted by the government in the implementation of projects under the PPP Act.

**DIRECTOR, INTERGOVERNMENTAL FISCAL RELATIONS - ONE (1) POST  
V/No.42/2018**

**Terms of Service: Permanent or Contract**

**Basic Salary Scale: Ksh. 164,780 - Ksh. 320,040 p.m. (Job Group 'T')**

<b>House Allowance:</b>	Kshs. 80,000 per month
<b>Commuter Allowance:</b>	Kshs. 24,000 per month
<b>Entertainment Allowance:</b>	Ksh. 65,000 per month
<b>Extraneous Allowance:</b>	Ksh. 60,000 per month
<b>Domestic Servants Allowance:</b>	Kshs. 15,000 per month

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

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been in the grade of Senior Deputy Director - Intergovernmental Fiscal Relations, Job Group 'S' and/or Deputy Director - Intergovernmental Fiscal Relations, Job Group 'R' or in a comparable and relevant position in the public service or the private sector;
- (ii) a Bachelor's degree in any of the following disciplines:- Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option), or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Commerce (Accounting, Finance or Insurance option), Development Planning, Business Administration/ Management, or any other equivalent qualification from a university recognized in Kenya.
- (iv) certificate in any of the following fields: Public Financial Management, Intergovernmental Fiscal Relations Management, Tax Policy Analysis and Revenue Forecasting, Macro-Economic Modelling, Policy Development Formulation and Expenditure Analysis or Public Expenditure;
- (v) experience in any of the following areas: Public Financial Management, Intergovernmental Fiscal Relations, Tax Policy Analysis and Revenue Forecasting, Macroeconomic Modelling, Public Policy Formulation, Expenditure Analysis, Financial Analysis, Political Economy Analysis and Project Administration;

**Note:** Possession of a certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution will be considered an added advantage

**Duties and Responsibilities**

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

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

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

### **DEPUTY DIRECTOR, AIRCRAFT ACCIDENT INVESTIGATION (OPERATIONS) - ONE (1) POST - V/No.43/2018**

**Terms of Service: Three (3) year Contract (Renewable)**

**Basic Salary Scale: Ksh. 130,420 p.m. – Ksh. 193,040 p.m. (Job Group ‘S’)**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Aircraft Accident Investigation (Operations), Job Group ‘R’ or in a comparable and relevant position in the public service and private sector;
- (ii) a Bachelor’s degree in any of the following disciplines: Aviation Safety, Aviation Science, Airline Operations; Psychology, Business Administration, Social Science, Physical Science or equivalent qualifications from a university recognized in Kenya;
- (iii) Airline Transport Pilot License or commercial Pilot License

**OR**

- Air Traffic Controller’s License, certificate or diploma in Aerodrome and Approach control ratings, and private pilot Licence with a minimum period of three (3) years experience;
- (iv) a certificate in state safety programme/Safety Management systems from an International Civil Aviation Organization recognized institution; and

- (v) demonstrated a high level of professional competence, managerial and administrative capability in work performance.

**Note:** Possession of a Master's degree in a relevant field and a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution will be an added advantage;

### **Duties and Responsibilities**

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

- (i) conducting aircraft investigations outside Kenya; coordinating recovery of wreckage; conducting on site accident and incident assessment; managing hazards on site;
- (ii) identifying and taking witness statements; conducting witness interviewing;
- (iii) collecting, documenting, analyzing and preserving evidence; preparing preliminary accident/incident reports; preparing aircraft accident notification;
- (iv) developing, issuing and monitoring implementation of safety recommendations;
- (v) testing and analyzing aircraft components and structures; overseeing the Aircraft Accident investigation laboratory,
- (vi) promoting aircraft accident prevention programmes;
- (vii) liaising with aircraft accidents victims and their families and coordinating provision of assistance; and
- (viii) issuing accident notifications to International Civil Aviation Organization and other interested parties

### **CHIEF GRAPHIC DESIGNER - ONE (1) POST - V/No.44/2018**

**Terms of Service: Permanent or Contract**

**Basic Salary Scale: Ksh. 130,420 p.m. - Ksh. 193,040 p.m. - Job Group 'S'**

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

- (i) served for cumulative period of eighteen (18) years in Interior Design, Graphic Design, Industrial Design of which an aggregate of at least three (3) should have been at senior management level in the public service or private sector;
- (ii) a Bachelor's degree in Design or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks or in an equivalent qualification from a recognized Institution;

- (iv) demonstrated high degree of professional competence and administrative capability requirement for effective planning, direction, control and coordination of building development programmes; and
- (v) a thorough understanding of national goals, policies and programmes and the ability to translate them to the graphic design functions.

**Note:** Possession of a Master's degree in a relevant field and a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution will be an added advantage;

### **Duties and Responsibilities**

The Chief Graphic Designer will head the Graphic Design Department of the Ministry and is responsible to the Works Secretary for all activities of the Department.

Specific duties and responsibilities will include:

- (i) developing and implementing graphic and product design policies and development of design standards;
- (ii) approving colour schemes affecting interior and exterior facades of government buildings and institutions;
- (iii) advising on typography and art as a means of visual communication;
- (iv) providing advice and consultancy services on interior, graphic and product design to Ministries, Departments, Counties and other State Agencies;
- (v) coordinating graphic design work for local and international exhibitions and fairs; and
- (vi) representing the Government in the Marketing Society of Kenya (MSK).



## VACANCY IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

### INDUSTRIALIZATION SECRETARY - ONE (1) POST - V/No.45/2018

#### Terms of Service: Permanent or Contract

**Basic Salary Scale: Ksh. 164,780 - Ksh. 320,040 p.m. (Job Group 'T')**

**House Allowance:** Kshs. 80,000 per month

**Commuter Allowance:** Kshs. 24,000 per month

**Entertainment Allowance:** Ksh. 65,000 per month

**Extraneous Allowance:** Ksh. 60,000 per month

**Domestic Servants Allowance:** Kshs. 15,000 per month

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

- (i) served for a minimum period of three (3) years in the grade of Director of Industries, Job Group 'S' or in comparable and relevant positions in the public service or private sector;
- (ii) a Bachelor's 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;
- (iii) a Master's degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics from a university recognized in Kenya;
- (iv) a certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services from a recognized institution;
- (v) demonstrated professional competence, leadership and administrative capability in work performance and results; and
- (vi) thorough knowledge of the country's economic development strategies, policies and objectives and the ability to translate them into industrial development policies and programmes and Vision 2030 aspirations.

**Note:** possession of a certificate in strategic leadership development programme course lasting not less than six (6) weeks from a recognized institution will be considered an added advantage

### **Duties and Responsibilities**

The Industrialization Secretary will provide technical advice to the Principal Secretary on all industrialization matters. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing the national industrialization policies, guidelines and strategies;
- (ii) providing support for the arbitration and settlement of Industrial Property Rights and standards;
- (iii) promoting industrial research and development, innovation and technology transfer;
- (iv) coordinating the development and enforcement of quality standards;
- (v) providing support to strategic industries and revitalization of underperforming industries;
- (vi) coordinating bilateral, regional, multilateral and international matters relating to industrial development activities in conjunction with the other public and private organizations; and developing linkages with bilateral, regional and International organizations on industrialization matters.

## **VACANCY IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION**

**SECRETARY, PRODUCTIVITY - ONE (1) POST - V/No.46/2018**

**Terms of Service: Permanent or Contract**

**Basic Salary Scale: Ksh. 164,780 - 320,040 p.m.**

**(Job Group 'T')**

**House Allowance:** Kshs. 80,000 per month

**Commuter Allowance:** Kshs. 24,000 per month

**Entertainment Allowance:** Ksh. 65,000 per month

**Extraneous Allowance:** Ksh. 60,000 per month

**Domestic Servants Allowance:** Kshs. 15,000 per month

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

- (i) served for a cumulative period of twenty (20) years of which an aggregate of at least two (2) years must have been in the grade of Director, Productivity, Job Group 'S' and or Deputy Director, Productivity, Job Group 'R' or in a comparable and relevant position in the public service or in the private sector;
- (ii) a Bachelor's degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology or any other relevant Social Sciences from a recognized university;

- (iii) a Master's degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology or any other relevant Social Sciences from a university recognized in Kenya;
- (iv) an advanced certificate for productivity practitioners lasting not less than three (3) weeks from a recognized institution;
- (v) a thorough understanding and appreciation of dynamics of the productivity movement nationally, regionally and globally; and
- (vi) shown outstanding professional and executive capability in coordinating productivity improvements at organizational, sectoral and national level, matched with proper appreciation of the country's productivity management needs and strategies of meeting them.

**Note: Apart from the above requirements, an engineer must:**

- (i) be registered by the Engineers' Registration Board Kenya;
- (ii) a current annual practice license from Engineers' Registration Board of Kenya; and
- (iii) a corporate member of the Institution Engineers of Kenya;

**Note:** Possession of a certificate in Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution will be considered an added advantage.

**Duties and Responsibilities**

- (i) overseeing the formulation and implementation of national productivity policies, strategies and programmes;
- (ii) identifying and evaluating opportunities for the country's regional and global competitiveness;
- (iii) coordinating the mobilization of resources for productivity programmes and projects;
- (iv) ensuring the establishment and maintenance of productivity data bank;
- (v) providing strategic leadership and policy direction on productivity issues;
- (vi) coordination, preparation and implementation of the Centre's strategic objectives, performance appraisal systems and performance contracts; and
- (vii) overseeing the financial and asset management issues of the centre.

## **(C) NEW ENTRY POSITIONS**

### **VACANCY IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT**

**GAMING INSPECTOR II - TWENTY- FIVE (25) POSTS - V/No.47/2018**

**Basic Salary Scale: Ksh. 29, 190 – Ksh. 34,440 p.m. - (JOB GROUP 'J')**

#### **Requirements for appointment:**

**For appointment to this grade a candidate must have** a Bachelor's degree in any of the following Social Science disciplines: Hotel Administration (Gaming), Commerce, Economics, Business Administration or Sociology 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 of a more experienced officer. Specific duties and responsibilities shall include: -

- (i) processing of applications for licenses and permits for National lotteries and price competitions;
- (ii) presiding over mini draws for nationwide, public lotteries and prize competition
- (iii) Checking, monitoring and reporting on on-line Betting, Lotteries and Gaming operations;
- (iv) receiving returns and compiling data from betting, lotteries, prize competitions and public gambling
- (v) receiving recording and compiling complaints against licenses; and
- (vi) assisting in eradication of illegal gambling.

### **VACANCY IN THE MINISTRY OF HEALTH**

**CHEMIST - NINE (9) POSTS -V/No.48/2018**

**Basic Salary Scale: Kshs. 35,400 - Kshs 46,230 p. m, (JOB GROUP 'K')**

#### **Requirements for appointment:**

**For appointment to this grade, a candidate must have** Bachelor of Science Degree in any of the following disciplines: - Chemistry, Food Science and Technology, Forensic Science, Biochemistry or Environmental Science from a university recognized in Kenya.

#### **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 more experienced officer. Specific duties and responsibilities shall include:-

- (i) screening and receiving materials for analysis;
- (ii) storing, retrieving and issuing out materials of analysis;

- (iii) sampling at various sites;
- (iv) carrying out field tests;
- (v) preparing reagents for analysis;
- (vi) maintaining records; and
- (vii) carrying out relevant laboratory analysis of samples.

## VACANCIES IN THE MINISTRY OF PETROLEUM AND MINING

**PETROLEUM OFFICER II - FIVE (5) POSTS: - V/No.49/2018**

**(GEOLOGIST II -(2) POSTS; GEOPHYSICIST I - (2) POSTS & GEOCHEMIST II- (1) POST)**

**Basic Salary Scale: Ksh. 35,400 - Kshs 46,230 p.m. (Job Group 'K')**

**Requirements for appointment: -**

**For appointment to this grade, a candidate must have a Bachelor's degree in any of the following disciplines: - Petroleum Geoscience, Geology, Petroleum Geophysics, Physics, Petroleum Geochemistry, Chemistry or equivalent qualification from a university recognized in Kenya.**

### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level may be deployed in any of the following specialized fields and will work under the guidance of a more experienced officer.

#### **a) GEOLOGIST**

Specific duties and responsibilities shall include: -

- (i) Collecting petroleum related geological data;
- (ii) Assisting in planning and geological field surveys for oil and gas projects;
- (iii) Compiling geological petroleum data;
- (iv) Participating in reservoir modeling and simulations;
- (v) Participating in the preparation of petroleum related reports; and
- (vi) Disseminating oil and gas information to the relevant stakeholders.

#### **b) GEOPHYSICIST**

Specific duties and responsibilities shall include: -

- (i) Collecting petroleum related geophysical data;
- (ii) Assisting in planning and geophysical field surveys for oil and gas projects;
- (iii) Compiling geophysical petroleum data;
- (iv) Participating in reservoir modeling and simulations;

- (v) Participating in the preparation of petroleum related reports; and
- (vi) Disseminating oil and gas information to the relevant stakeholders.

### **c) GEOCHEMIST**

Specific duties and responsibilities shall include: -

- (i) Collecting petroleum related geochemical data;
- (ii) Assisting in planning and geochemical field surveys for oil and gas projects;
- (iii) Compiling geochemical petroleum data;
- (iv) Participating in reservoir modeling and simulations;
- (v) Participating in the preparation of petroleum related reports; and
- (vi) Disseminating oil and gas information to the relevant stakeholders.

### **PETROLEUM OFFICER (CIVIL ENGINEER II) - TWO (2) POSTS - V/No.50/2018**

**Basic Salary Scale: Ksh. 35,400 - Kshs. 46,230 p.m. (Job Group 'K')**

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

- (i) a Bachelor's degree in any of the following fields: Civil Engineering, Petroleum Engineering, Petroleum Engineering Technology or equivalent and relevant qualification from a university recognized in Kenya.
- (ii) been registered by the Engineers' Registration Board 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 more experienced officer. Specific duties and responsibilities shall include: -

- (i) assisting in safety and hazard assessment including technical inspection of oil and gas installations;
- (ii) assisting in undertaking plant design and operations;
- (iii) preparing construction specifications and operating instructions;
- (iv) collecting chemical engineering data; and
- (v) preparing safety notices and permits under the Petroleum Act.

### **PETROLEUM OFFICER (MECHANICAL ENGINEER II) - TWO (2) POSTS - V/No.51/2018**

**Basic Salary Scale: Ksh. 35,400 - Kshs. 46,230 p.m. (Job Group 'K')**

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

- (i) a Bachelor's degree in Mechanical Engineering or equivalent and relevant qualification from a university recognized in Kenya; and
- (ii) been registered by the Engineers' Registration Board as a Graduate Engineer.

## **Duties and Responsibilities**

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

- (i) measuring and recording of elements during development and production;
- (ii) assisting petroleum drilling and related engineering work programmes designated projects;
- (iii) participating in petroleum resource exploration;
- (iv) assisting in measurement of downhole parameters including temperature flow- rate and pressure of oil and gas;
- (v) participating in installation and maintenance of discharge test equipment; and
- (vi) Participating in oil well completion test programmes.

## **PETROLEUM OFFICER (CHEMICAL ENGINEER II) - TWO (2) POSTS - V/No.52/2018**

**Basic Salary Scale: Ksh. 35,400 - Kshs. 46,230 p.m. (Job Group 'K')**

### **Requirements for Appointment**

**For appointment to this grade, a candidate must have** a Bachelor's degree in any of the following fields:- Chemical Engineering, Environmental Science/Engineering, Physical Science, Chemistry, Physics or equivalent and relevant qualification 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 of a more experienced officer. Specific duties and responsibilities shall include: -

- (i) assisting in safety and hazard assessment including technical inspection of oil and gas installations;
- (ii) assisting in undertaking plant design and operations;
- (iii) preparing construction specifications and operating instructions;
- (iv) collecting chemical engineering data; and
- (v) preparing safety notices and permits under the Petroleum Act.

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

**ASSISTANT QUANTITY SURVEYOR II - TWELVE (12) POSTS - V/No.53/2018**

**Basic Salary Scale: Ksh.35, 400 - 46,230 p.m.**

**(Job Group 'K')**

### **Requirement for appointment**

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

- (i) a Bachelor's degree in Building Economics/Quantity Surveying or equivalent and relevant qualifications from a university recognized in Kenya; and
- (ii) been registered as a Graduate member of either the Architectural Association of Kenya or the Institute of Quantity Surveyors.

### **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. Duties and responsibilities include:

- (i) preparation of cost estimates, bills of quantities, monthly valuations on site, site re-measurements; and
- (ii) preparation of variation orders.

**ASSISTANT ARCHITECT II - EIGHT (8) POSTS - V/No.54/2018**

**Basic Salary Scale: Ksh. 40,410 - Ksh.50,810 p.m.**

**(Job Group 'L')**

### **Requirement for appointment**

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

- (i) a Bachelor's degree in Architecture or equivalent and relevant qualification from a university recognized in Kenya; and
- (ii) been registered as a Graduate member with the Architectural Association of Kenya (AAK).

### **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 an experienced officer. Duties and responsibilities include:

- (i) preparation of sketch/scheme designs and production of drawings;
- (ii) interpretation of client requirements; and
- (iii) post contract administration.



## **ASSISTANT LANDSCAPE ARCHITECT II - EIGHTEEN (18) POSTS - V/No.55/2018**

**Basic Salary Scale: Ksh.35, 400 – 46,230 p.m. - (Job Group 'K')**

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

- (i) a Bachelor's degree in Landscape Architecture or equivalent and relevant qualification from a university recognized in Kenya; and
- (ii) been registered as a Graduate member with the Architectural Association of Kenya (AAK).

### **Duties and Responsibilities**

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

- (i) preparing landscape scheme designs; and
- (ii) producing drawings and post contract supervision of simple landscape works.

## **GRAPHIC DESIGNER II - EIGHTEEN (18) POSTS -V/No.56/2017**

**Basic Salary Scale: Ksh.35, 400 – Ksh.46,230 p.m. - (Job Group 'K')**

### **Requirement for Appointment**

**For appointment to this grade, a candidate must have** a Bachelor's degree in Graphic Design or equivalent and relevant qualification from a university recognized in Kenya.

### **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) preparation of 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 BUILDING SURVEYOR II - SIXTEEN (16) POSTS - V/No.57/2018**

**Basic Salary Scale: Kshs. 35,400 – ksh.46,230 p.m. - (Job Group 'K')**

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

- (i) a Bachelor's degree in Land Economics or Real Estate or any other equivalent and relevant qualification from a university recognized in Kenya; and
- (ii) been registered as a Graduate member with the Institute of Surveyors of Kenya (Building Surveyors' Chapter).

### **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 an experienced officer. Duties and responsibilities shall include:

- (i) filling out Government building registration forms,
- (ii) carrying out public office needs assessment and audits,
- (iii) assessing suitability of public office space to be leased,
- (iv) preparation of lease agreement forms; and
- (v) management of simple lease contract agreements.

### **ARCHITECTURAL ASSISTANT III - FIFTEEN (15) POSTS - V/No.58/2018**

**Basic Salary Scale: Ksh. 23,780- Ksh.29,190 p.m. (Job Group 'H')**

### **Requirement for Appointment**

**For appointment to this grade, a candidate must have** a Diploma or Technician Certificate Part III in any of the following fields: Building/Civil Engineering, Architecture 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 work under the guidance of a senior officer. Duties and responsibilities shall include:

- (i) interpretation of Architects' sketches; and
- (ii) preparation of finished drawings, reading and interpreting engineering drawings in relation to the architects' sketches and incorporating these details in the finished drawings.

### **INSPECTOR- MECHANICAL (BUILDING SERVICES) - THIRTY (30) POSTS - V/No.59/2108**

**Basic Salary Scale: Kshs. 23,780- 29,190 p.m. -(Job Group 'H')**

### **Requirement for Appointment**

**For appointment to this grade, a candidate must have** a Diploma in Mechanical Engineering or Mechanical Technician Certificate Part III 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 on the job training and will work under the supervision of an experienced officer. Specific duties shall include inspection, repair and maintenance of mechanical installations including power generating engines, fire-fighting equipment, refrigeration and air-conditioning plants in public buildings, hospitals and institutions.

**INSPECTOR (ELECTRICAL) - SEVEN (7) POSTS -V/No.60/2018**

**Basic Salary Scale: Ksh. 23,780- 29,190 p.m. (Job Group 'H')**

**Requirement for appointment**

**For appointment to this grade, a candidate must have** a Diploma in Electrical Engineering or Electrical Technician Certificate Part III 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 on-the-job training and will work under the supervision of an experienced officer. Specific duties include:

- (i) inspection and maintenance of electrical installations in public buildings and government quarters;
- (ii) testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters and general domestic appliances; and
- (iii) inspection and maintenance of electrical controls in power generating plants and machinery.

**INSPECTOR (ELECTRONICS) - FIVE (5) POSTS - V/No.61/2018**

**Basic Salary Scale: Ksh.23,780- 29,190 p.m. - (Job Group 'H')**

**Requirement for appointment**

**For appointment to this grade, a candidate must have** a Diploma in Electronics Engineering or Electronics Technician Certificate Part III or equivalent qualification from a recognized institution.

**Duties and Responsibilities**

This is the entry and training grade to the cadre. An officer at this level will work under the supervision of an experienced officer. Specific duties shall include inspection and maintenance of electronic equipment used in lifts, public address systems, computers, electronic scoreboards, Private Automatic Branch Exchanges (PABX's) and any other electronic equipment in government buildings and institutions.

**QUANTITY SURVEY ASSISTANT III - NINE (9) POSTS - V/No.62/2018**

**Basic Salary Scale: Ksh.23, 780- Kshs. 29,190 p.m. - (Job Group 'H')**

**Requirement for appointment**

**For appointment to this grade, a candidate must have** a Diploma in any of the following disciplines: Quantity Survey, Building/ Civil Engineering or its 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 work under the guidance of a senior officer. Specific duties include:

- (i) squaring dimensions and abstracting for the preparation of bills of quantities;
- (ii) preparation of specifications; and
- (iii) assisting in the preparation of payment certificates.

**INSPECTOR (BUILDINGS) - THIRTEEN (13) POSTS - V/No.63/2018**

**Basic Salary Scale: Ksh. 23,780- 29,190 p.m. - (Job Group 'H')**

**For appointment to this grade, a candidate must have** a Diploma in any of the following disciplines: - Building/ Civil Engineering or Construction Technician Part III or equivalent and relevant qualification from a recognized institution.

**Duties and Responsibilities**

This is the entry level and training grade for this cadre. An office at this level will be deployed on Construction sites for on-the-job training under guidance of a senior officer. Specific duties include:

- (i) interpretation of Architectural and Engineering drawings; and
- (ii) checking minor repairs and alternation of existing buildings.

**INSPECTOR (FIRE SERVICES) - FOUR (4) POSTS - V/No.64/2018**

**Basic Salary Scale: Kshs. 23,780- 29,190 p.m. (Job Group 'H')**

**Requirement for appointment**

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

- (i) Diploma in Mechanical/Electrical/Chemical Engineering or equivalent and relevant qualification from a recognized institution; and

- (ii) First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.

### **Duties and Responsibilities**

This is the entry and training grade to the cadre. An officer at this level will be on-the-job training and will work under the supervision of an experience officer. Specific duties shall include inspection, repair and maintenance of fire installations in public buildings, hospitals and institutions.

**GRAPHIC DESIGN ASSISTANT III - EIGHT (8) POSTS - V/No.65/2018**

**Basic Salary Scale: Kshs. 23,780 - Kshs. 29,190 p.m. - (Job Group 'H')**

### **Requirement for appointment**

**For appointment to this grade, a candidate must have** a Diploma in Graphic Design or its approved 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. Specific duties and responsibilities shall include:

- (i) drawing sketches;
- (ii) typography setting;
- (iii) pasting artwork; and
- (iv) drawing simple illustration.

**STRUCTURAL ASSISTANT III - TWELVE (12) POSTS - V/No.66/2018**

**Basic Salary Scale: Kshs. 23,780 - 29,190 p.m. - (Job Group 'H')**

### **Requirement for Appointment**

**For appointment to this grade, a candidate must have** a Diploma in Civil Engineering/Building, Construction Technician Certificate part III or its equivalent and relevant qualification from a recognized institution.

### **Duties and Responsibilities**

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

- (i) preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas; and
- (ii) carry out simple survey works under the guidance of a senior officer.

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

### STATE DEPARTMENT FOR SHIPPING AND MARITIME

#### MARITIME AND SHIPPING OFFICER I - FOUR (4) POSTS -V/No.67/2018

Basic Salary Scale: Kshs.35,400 - Kshs.46,230 p. m, (JOB GROUP 'K')

#### Requirements for appointment:

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: - Marine Engineering, Marine Resource Management, Coastal and Marine Resources Management, Marine Biology and Oceanography, Spatial Planning, Aquatic Science or equivalent and relevant qualification 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 more experienced officer. Specific duties and responsibilities will include: -

- (i) collecting and collating data on maritime and shipping affairs;
- (ii) drafting briefs on maritime and shipping matters; and
- (iii) preparing preliminary working documents for sensitization of stakeholders on safety, security and prevention pollution of marine environment.

## VACANCY IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING

#### VALUER-FOUR (4) POSTS - V/No.68/2018

Basic Salary Scale: Ksh.35, 400 - 46,230 p.m. - (Job Group 'K')

#### Requirements for Appointment

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

#### Duties and Responsibilities

This is the basic entry grade in this cadre. An officer at this level will be responsible for performing a variety of valuation work of limited scope and complexity intended to enable the

officer gain experience under appropriate guidance of a senior officer. Specific duties and responsibilities include:

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

## VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND IRRIGATION

### TECHNICAL INSTRUCTOR III - FOUR (4 POSTS) -V/No.69/2018

**Basic Salary Scale: Kshs. 23,780 - Ksh. 29,190 p.m. (Job Group 'H')**

#### **Requirements for Appointment**

**For appointment to this grade a candidate must have** a diploma in any of the following agricultural fields:- Agriculture, Dry-land Agriculture, Biotechnology; Farm Resource Management; Home Economics; Home Science; Home Management; Agricultural Engineering; Environmental Engineering; Bio-Systems Engineering; Soil and Water Engineering; Irrigation Engineering; Structures and Process Engineering; Farm Power and Machinery; Farm Management; Food Science and Technology; Agro-processing; Agribusiness; Agricultural marketing; Agricultural Extension and Education; or Horticulture (Floriculture, Hydroponics) 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 guidance and supervision of a senior officer. Duties and responsibilities include: -

- (i) preparing schemes of work, lesson plans, lesson notes, training materials and aids;
- (ii) training, instructing and undertaking training demonstrations;
- (iii) conducting practical tests in specific subject specialization;
- (iv) setting and marking continuous assessment tests and examinations;
- (v) ensuring proper use and safe custody of training equipment and demonstration materials; and
- (vi) maintaining trainee progress records and conducting extra-curricular activities.

## **LABORATORY TECHNOLOGIST III - THREE (3) POSTS V/No.70/2018**

**Basic Salary Scale Kshs. 23,780 - Ksh. 29,190 p.m. (Job Group 'H')**

### **Requirement for appointment**

**For appointment to this grade, a candidate must have** a diploma in any of the following fields: - Applied Science (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/ Civil Engineering, Earth or Science Biotechnology from 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 responsibilities shall include;

- (i) cleaning and sterilizing laboratory glass ware, surface and equipment;
- (ii) documenting and receiving samples for analysis;
- (iii) preparing laboratory reagents;
- (iv) carrying out chemical/microbiological analysis on samples (food, waste waters and beverages);
- (v) extracting, isolating and identifying drugs pesticides and heavy metals from biological and miscellaneous samples;
- (vi) disposing laboratory waste; sampling and analyzing water, geological, industrial sediments and waste water samples for testing of chemical bacteriological levels;
- (vii) preparing culture media and reagents; and
- (viii) preparing sampling containers and equipment and recording of laboratory reports.

## **(D) PROMOTION POSITIONS**

### **VACANCIES IN THE EXECUTIVE OFFICE OF THE PRESIDENT**

**SENIOR ASSISTANT DIRECTOR, NATIONAL COHESION -FOUR (4) POSTS  
V/No.71/2018**

**Basic Salary Scale: Kshs. 97,320 - Ksh.130,420p.m. - (Job Group 'Q')**

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

- (i) served for a minimum period of fifteen (15) years, of which an aggregate of at least three (3) years should have been in the grade of Assistant Director, National Cohesion, Job Group 'P'



and/or Principal Cohesion Officer, Job Group 'N' or in a comparable and relevant position in the Public Service;

- (ii) a Bachelor's degree in any Social Science from a university recognized in Kenya;
- (iii) a Master's degree in Peace/Conflict management studies or any other relevant Social Science from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) excellent public relations and communication skills; and
- (vi) demonstrated administrative and professional competence as reflected in work performance and results.

**NOTE:** Possession of a Diploma in any of the following fields; Peace and Conflict studies, Social Cohesion or Peace building and conflict management from a recognized institution will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level will include;

- (i) formulating, implementing and reviewing policies strategies and guidelines on national cohesion;
- (ii) monitoring and evaluating programmes and activities;
- (iii) overseeing the development of information, education and communication materials;
- (iv) carrying out advocacy on national cohesion and integration;
- (v) coordinating stakeholder consultation fora.
- (vi) undertaking research on national cohesion and integration; and
- (vii) making budgetary proposals for designed programmes and activities.

### **ASSISTANT DIRECTOR, NATIONAL COHESION - THREE (3) POSTS - V/No.72/2018**

**Basic Salary Scale: Ksh. 84,080 - Ksh. 112,660 p.m. - (Job Group 'P')**

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

- (i) served for a cumulative period of twelve (12) years of which an aggregate of at least three (3) years should have been in the grade of Principal Cohesion Officer, Job Group 'N' and/or Chief Cohesion Officer, Job Group 'M' or in a comparable and relevant position in the Public Service.
- (ii) a Bachelor's degree in any Social Science from a university recognized in Kenya;
- (iii) a Master's degree in Peace /Conflict Management Studies or any other relevant Social Science from a university recognized in Kenya;

- (iv) excellent public relation and communication skills; and
- (v) demonstrated analytical skills and ability to meet deadlines as reflected in work performance and results.

**Note:** - Possession of a Diploma in any of the following fields; Peace and Conflict studies, Social Cohesion or Peace building and conflict management from a recognized institution will be considered an added advantage.

### **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 integration;
- (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 integration;
- (vi) coordinating stakeholder consultation forums.
- (vii) undertaking research and conduct sensitization campaigns on national cohesion; and
- (viii) analyzing research findings and make recommendations; initiating budgetary proposals for designed programmed and activities and supervise and guide staff.

### **SENIOR ASSISTANT INSPECTOR GENERAL (STATE CORPORATIONS) - TWO (2) POSTS V/No.73/2018**

**Basic Salary Scale: Ksh 97, 320 – Ksh. 130, 420 p.m. - (Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Inspector General (State Corporations), Job Group 'P' or in a comparable and relevant position in the Public Service.
- (ii) a Bachelor's degree in any of the following disciplines: - Economics/Statistics, Commerce (Finance, Accounting, Auditing, Business Administrations or Marketing), Public Administration, Human Resource Management or comparable and relevant qualifications from a university recognized in Kenya;
- (iii) a certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution; and
- (iv) demonstrated ability and professional competence in developing work programmes, having regard to the statutory mandate of the Inspectorate of State Corporations.

**Note:** Possession of a relevant Master's degree will be considered an added advantage.

### **Duties and Responsibilities**

- (i) supervising all activities of state corporations assigned under him.
- (ii) ensure that all the assigned state corporations comply with general or specific directives and guidelines issued from time to time
- (iii) participating in joint review exercises on specific state corporations with parent Ministries and outside agencies;
- (iv) carrying out performance contracts monitoring and evaluation exercise for assigned corporations;
- (v) ensuring that physical inspection of establishments, installations and works is done as required;
- (vi) evaluating existing procurement arrangements and procedures and report where proper tender procedures are not followed; and
- (vii) reviewing work programmes for officers under him/her.

### **ASSISTANT INSPECTOR GENERAL (STATE CORPORATIONS) - SIX (6) POSTS V/No.74/2018**

**Basic Salary Scale: Ksh. 84,080 – Ksh. 112,660 p.m. (Job Group 'P')**

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

- (i) served for a minimum period of twelve (12) years, of which an aggregate of at least three (3) years should have been in the grade of Principal Inspector - (State Corporations), Job Group 'N' and/or Chief Inspector (State Corporations), Job Group 'M' or in a comparable and relevant position in the Public Service.
- (i) a Bachelor's Degree in any of the following disciplines: - Economics/Statistics, Commerce (Finance, Accounting, Auditing, Business Administrations or Marketing), Public Administration, Human Resource Management or comparable and relevant qualifications from a university recognized in Kenya;
- (ii) a Master's degree in a relevant field from a university recognized in Kenya; and
- (ii) Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will lead a team in evaluating and monitoring the performance of assigned state corporations. Specific duties and responsibilities shall include:

- (i) monitoring and evaluating performance contracts;
- (ii) examining the organizational effectiveness of the State Corporations;- their accounting and internal audit systems and other operational details;

- (iii) organizing surcharge of persons who may have occasioned losses of State Corporations' resources
- (iv) supervision and development of staff working under him/her.

## VACANCIES IN THE NATIONAL TREASURY AND MINISTRY OF PLANNING

### **DIRECTOR, PREFERENCE & RESERVATIONS - ONE (1) POST - V/No.75/2018**

**Basic Salary Scale: Ksh. 130,420 – Ksh. 193, 410 p.m. - (Job Group 'S')**

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

- (i) served for a minimum period of three (3) years in the grade Deputy Director, Supply Chain Management Services, Job Group 'R' or in a comparable and relevant position in the Public Service;
  - (ii) a Bachelor's degree in any of the following fields: Purchasing and Supplies Management, Logistics and Supply Chain Management, or any other relevant qualification from a university recognized in Kenya;
- OR**
- a Bachelor's degree in any of the following fields: Business Administration, Commerce, finance, law, Administration, plus a Diploma in Purchasing and Supplies Management or equivalent qualification from a university recognized in Kenya;
  - (iii) a Master's degree in any of the following fields: Purchasing and Supplies Management, Business Administration, Commerce, Finance, Logistics, Entrepreneurship, Law or any other relevant qualification from a university recognized in Kenya;
  - (iv) a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from an institution recognized in Kenya;
  - (v) a certificate of membership from a recognized purchasing and supplies management professional body;
  - (vi) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the supply chain management function; and
  - (vii) a thorough understanding of national goals, policies and objectives and the ability to translate them into supply chain management and preference and reservations policies and programmes.

### **Duties and responsibilities**

The officer at this level will be responsible for the efficient management of the Preference and Reservations Secretariat: Specific duties and responsibilities shall include:

- (i) developing policies, guidelines and strategies on the administration of preference and reservation scheme;
- (ii) developing and implementing systems for effective management of preference and reservations initiatives;
- (iii) advising ministries/State Department and Agencies on matters pertaining to preference and reservations in procurement;
- (iv) providing technical assistance to the procuring entities at both national and county levels in the implementation of the preference and reservations as per the Public Procurement and Disposal Act, 2015, regulation and other statutes;
- (v) undertaking Registration, Prequalification and Certification of persons categories of persons and groups;
- (vi) building capacity for the technical officers at the National and County government levels and other stake holders;
- (vii) monitoring and evaluating access to Government Procurement Opportunities (AGPO) preference and reservations scheme and preparing reports; and
- (viii) liaising with stakeholders on Preference and Reservations matters.

**DEPUTY DIRECTOR, PREFERENCE & RESERVATIONS - ONE (1) POST - V/No.76/2018**

**Basic Salary Scale: Kshs. 118,290 - 157,160 p.m. - (Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Supply Chain Management Services, Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following fields: Purchasing and Supplies Chain Management, Logistics and Supply Chain Management, or any other relevant qualification from a university recognized in Kenya;

**Or**

- a Bachelor's degree in any of the following fields: Business Administration, Commerce, Finance, Law, Administration, plus a Diploma in Purchasing and Supplies Management or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Purchasing and Supplies Management, Logistics, Business Administration, Commerce, Finance Entrepreneurship, Law or any other relevant qualification from a university recognized in Kenya;
- (i) a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from an institution recognized in Kenya;
- (iv) a certificate of membership from a recognized Purchasing and Supplies Management Professional body;

- (v) Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of the supply chain management function; and
- (vi) A thorough understanding of national goals, policies and objectives and the ability to translate them into supply chain and preference and Reservations Management policies and programmes.

### **Duties and Responsibilities**

The officer will be responsible to the Director, Preference and Reservations in the management of the Secretariat. Specific duties will entail:

- (i) formulating, implementing and reviewing policies, guidelines and strategies on the preference and Reservations Scheme;
- (ii) providing technical assistance to stakeholders on the implementation of the preference and Reservations Scheme as per the Public Procurement and Disposal Act, 2015, regulation and other statutes;
- (iii) coordinating the Registration, Prequalification and Certification of the beneficiaries under the scheme;
- (iv) reviewing curricula and building capacity for Supply Chain Management personnel and the stakeholders on the Preference and Reservations Scheme;
- (v) building capacity on the implementation of Access to Government Procurement Opportunities (AGPO) scheme for the target group;
- (vi) preparing work, budget, procurement and disposal plans; and
- (vii) monitoring and evaluating the implementation of Preference and Reservations Scheme and preparing reports.

### **SENIOR DEPUTY DIRECTOR, RESOURCE MOBILIZATION -ONE (1) POST - V/No.77/2018**

**Basic Salary Scale: Ksh. 130,420 – Ksh. 193, 410 p.m. - (Job Group ‘S’)**

#### **For appointment to this grade, Officer must have:**

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been at the grade of Deputy Director, Resource Mobilization, Job Group ‘R’ and/or Senior Assistant Director, Resource Mobilization, Job Group ‘Q’ or in a comparable and relevant position in the public service;
- (ii) a Bachelor’s degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;

- (iii) a Master's degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from an institution recognized in Kenya;
- (v) demonstrated professional competence and managerial capabilities; and
- (vi) Demonstrated clear understanding of National goals, values and principles of governance.

**Note:-** possession of a certificate in any of the following courses will considered an added advantage; Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation , Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Restructuring, Negotiation Skills and Foreign Aid Management or equivalent qualification from a recognized institution.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director, Resource Mobilization. Specific duties and responsibilities shall include:

- (i) interpreting and implementing relevant statutes, policies and regulations on Public Finance Management;
- (ii) reviewing forecasts of external and domestic inflows in the annual national estimates
- (iii) overseeing the preparation and review of agreements and memoranda between the government and development partners;
- (iv) overseeing projects appraisal, monitoring and evaluation;
- (v) mobilizing domestic and external resources;
- (vi) liaising with Accounting Officers to ensure counterpart funding is adequately provided in the budget;
- (vii) reviewing due diligence reports on emerging debt instruments and providing guidance; and
- (viii) reviewing policy documents on primary and secondary domestic debt market

### **DEPUTY DIRECTOR, RESOURCE MOBILIZATION - FOUR (4) POSTS - V/No.78/2018**

**Basic salary Scale: Kshs. 118,290 - 157,160 p.m. ( Job Group 'R')**

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

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years should have been at the grade of Senior Assistant Director, Resource Mobilization, Job Group 'Q' and/ or Assistant Director, Resource Mobilization, Job Group 'P' or in a comparable and relevant position in the Public service;

- (ii) a Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution;
- (v) demonstrated professional competence and managerial capabilities; and
- (vi) demonstrated clear understanding of National Goals, Values and principles of Governance.

**Note:** - possession of a certificate in any of the following courses will be considered an added advantage; Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Restructuring, Negotiation Skills and Foreign Aid Management or equivalent qualification from a recognized institution.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Resource Mobilization. Specific duties and responsibilities shall include:

- (i) developing resource mobilization policies and strategies;
- (ii) interpreting and implementing and reviewing statutes, policies and regulations on Public Finance Management;
- (iii) harmonizing, aligning and coordinating aid effectiveness in line with international declarations;
- (iv) coordinating the preparation of agreements and memoranda between the government and various development partners;
- (v) recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- (vi) coordinating disbursements and reimbursements of funds;
- (vii) negotiating for domestic and external loans and grants and reviewing loan and borrowing proposals/agreements; and
- (viii) drafting/vetting the terms and conditions for guarantees.



**SENIOR ASSISTANT DIRECTOR, RESOURCE MOBILIZATION - FOUR (4) POSTS  
V/No.79/2018**

**Basic Salary Scale: Ksh. 97,320 – Ksh. 130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years should have been at the grade of Assistant Director, Resource Mobilization, Job Group 'P' and/or Principal, Resource Mobilization Officer, Job Group 'N' or in a comparable and relevant position in the Public service;
- (ii) a Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (iv) demonstrated professional competence and managerial capabilities; and
- (v) demonstrated clear understanding of National Goals, Values and principles of Governance.

**NOTE:** Possession of a relevant Master's degree; and a certificate in any of the following courses will be considered an added advantage: - Public Debt Management, International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Restructuring, Policy Formulation or equivalent qualification from a recognized institution.

**Duties and Responsibilities**

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

- (i) developing resource mobilization policies and strategies;
- (ii) interpreting and implementing statutes, policies and regulations on Public Finance Management;
- (iii) forecasting of external and domestic inflows in the annual national estimates;
- (iv) coordinating the preparation of agreements and memoranda between the government and various development partners;
- (v) mobilizing domestic and external resources;
- (vi) recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- (vii) representing Treasury in the Auction committee meetings at the CBK; and
- (viii) preparing and disseminating country memoranda to market participants.

## SENIOR DEPUTY DIRECTOR, DEBT MANAGEMENT - ONE (1) POST - V/No.80/2018

**Basic Salary Scale: Ksh. 130,420 - Ksh. 193, 410 p.m.**

**(Job Group 'S')**

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

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been in the grade of Deputy Director, Debt Management Job Group 'R' and/or Senior Assistant Director, Debt Management Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (v) demonstrated clear understanding of National development goals and objectives; and
- (vi) demonstrated professional competence as reflected in work performance and results.

**Note:-** possession of a certificate in any of the following courses will be consider an added advantage:-Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analyses and Modeling, Financial Modeling/Reporting, Policy Formulation, Public Debt Restructuring, public private partnership or any other equivalent qualification from a recognized institution.

### **Duties and Responsibilities**

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

- (i) overseeing development of policies and strategies on risk management;
- (ii) providing guidance in determining borrowing ceilings for national and county Governments;
- (iii) reviewing proposals to inform the determination of annual borrowing threshold;
- (iv) overseeing the assessment, monitoring and management of contingent liabilities including PPP programmes/projects;
- (v) overseeing budget implementation on annual borrowing plans;
- (vi) making recommendations for debt restructuring, derivative financial instruments in accordance with best international practices; and
- (vii) reviewing statutory and management reports.

Basic Salary Scale: Kshs. 118,290 - 157,160 p.m. (Job Group 'R')

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

- (i) served for a cumulative period of fifteen (15) years, of which at least three (3) years should have been in the grade of Senior Assistant Director, Debt Management Job Group 'Q' and/or Assistant Director, Debt Management Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) demonstrated clear understanding of National development goals and objectives; and
- (vi) demonstrated professional competence as reflected in work performance and results

**Note:-** possession of a certificate in any of the following courses will be consider an added advantage:- Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modeling, Financial Modeling/Reporting, Policy Formulation, Public Debt Restructuring, public private partnership or any other equivalent qualification from a recognized institution;

**Duties and Responsibilities**

An officer at this level will be responsible to the Senior Deputy Director, Debt Management, Specific duties and responsibilities will include;

- (i) Formulating and reviewing debt management policies and strategies;
- (ii) Providing guidance in determining borrowing ceilings for national and county Governments;
- (iii) Reviewing proposals to inform the determination of annual borrowing threshold;
- (iv) Reviewing reports on interest and exchange rates trends and their effects on debt servicing;
- (v) Coordinating the assessment, monitoring and management of contingent liabilities including PPP programmes/projects;
- (vi) Analyzing effects of changes in economic variables on debt and make appropriate recommendations;
- (vii) Preparing assessment reports on external vulnerability using debt and reserves adequacy indicators; and

- (viii) Monitoring risk controls and compliance with debt policy and annual debt borrowing thresholds.

**SENIOR ASSISTANT DIRECTOR, DEBT MANAGEMENT - ONE (1) POST- V/No.82/2018**

**Basic Salary Scale: Ksh.97,320 - Ksh.130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a minimum period of one (1) year in the grade of Assistant Director, Debt Management Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management, Business Administration or any other equivalent qualification from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) demonstrated clear understanding of National development goals and objectives; and
- (vi) Demonstrated professional competence as reflected in work performance and results.

**Note:-** possession of a certificate in any of the following courses will be consider an added advantage:- Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analyses and Modeling, Financial Modeling/Reporting, Policy Formulation, Public Debt Restructuring, public private partnership or any other equivalent qualification from a recognized institution.

**Duties and Responsibilities**

An officer at this level will be responsible to the Deputy Director, Debt Management, Specific duties and responsibilities shall include;

- (i) formulating, implementing and reviewing debt management policies and strategies;
- (ii) analyzing effects of changes in economic variables on debt and make appropriate recommendations;
- (iii) reviewing debt sustainability reporting formats/templates;
- (iv) preparing statutory and management reports;
- (v) preparing proposals for debt restricting;
- (vi) preparing assessment reports on external vulnerability using debt and reserves adequacy indicators;
- (vii) monitoring risk controls and compliance with debt policy and annual debt borrowing thresholds; and

- (viii) initiating proposals for transactions in derivative financial instruments in accordance with best international practices.

## VACANCIES IN THE MINISTRY OF HEALTH

### DEPUTY DIRECTOR, PHYSIOTHERAPY SERVICES - ONE (1) POST - V/No.83/2018

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m. (Job Group 'R')**

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

- (i) served for a cumulative period of fifteen (15) years of which an aggregate of at least three (3) years should have been in the grade of Senior Assistant Director, Physiotherapy Services, Job Group 'Q' and/or Assistant Director, Physiotherapy Services, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science (BSc) degree in Physiotherapy or equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (iv) a certificate of registration from the Physiotherapy Council of Kenya (PCK);
- (v) current practicing license from the Physiotherapy Council of Kenya (PCK);
- (vi) demonstrated high degree of professional competence and administrative capability required for effective planning and coordination at this level;
- (vii) a thorough understanding of National values, goals, policies and objectives; and
- (viii) ability to relate physiotherapy function and aspirations of the vision of the vision 2030.

**Note:** possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

### **Duties and Responsibilities**

Duties and responsibilities include:

- (i) formulation, implementation, interpretation and review of Physiotherapy policies, standards, guidelines and procedures;
- (ii) planning and devising appropriate Physiotherapy programmes;
- (iii) mainstreaming disability and categorizing PWDs for registration classification;
- (iv) development of health promotion and education materials;
- (v) identification of areas of research and emerging trends in Physiotherapy
- (vi) monitoring and evaluation of Physiotherapy and disability programmes
- (vii) planning and budgeting for physiotherapy and disability mainstream programme; and
- (viii) coordinating setting of performance targets and work plans.

**SENIOR ASSISTANT DIRECTOR, PHYSIOTHERAPY SERVICES - ONE (1) POST -  
V/No.84/2018**

**Basic Salary Scale: Ksh. 97,320 – Ksh. 130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years of which an aggregate of at least three (3) years should have been in the grade of Assistant Director, Physiotherapy Services, Job Group 'P' and/or Principal Physiotherapist, Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science (BSc) degree in Physiotherapy or equivalent qualification from a university recognized in Kenya;
- (iii) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (iv) a certificate of registration from the Physiotherapy Council of Kenya (PCK);
- (v) current practicing license from the Physiotherapy Council of Kenya (PCK); and
- (vi) demonstrated a high degree of professional competence and administrative capability required for effective coordination of the Physiotherapy function.

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

**Duties and Responsibilities**

Duties and responsibilities include:

- (i) developing and implementing policies, standards, guidelines and procedures in provision of Physiotherapy services;
- (ii) coordinating stakeholders in disability mainstreaming and rehabilitation;
- (iii) planning and devising appropriate Physiotherapy programmes;
- (iv) mainstreaming disability and categorizing PWDs for registration and classification;
- (v) identification of areas of research on emerging trends in Physiotherapy;
- (vi) monitoring and evaluation of Physiotherapy programmes and disability;
- (vii) planning and budgeting for Physiotherapy and disability mainstreaming; and
- (viii) coordinating setting of performance targets and work plan.

**SENIOR ASSISTANT DIRECTOR, RADIOGRAPHY SERVICES - ONE (1) POST  
V/No.85/2018**

**Basic Salary Scale: Ksh. 97,320 – Ksh. 130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years of which an aggregate of at least three (3) years should have been in the grade of Assistant Director, Radiography Services, Job Group 'P' and/or Principal Radiographer, Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science (BSc) degree in Radiography or a Bachelor of Technology in Radiography from a university recognized in Kenya;
- (iii) a relevant Master's degree from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- (v) shown a high degree of professional competence and administrative capability as well as possess broad experience in formulation of Radiography policies and programmes.

**Duties and Responsibilities**

An officer at this level will be answerable to the Deputy Director Radiography services.

Duties and responsibilities include:

- (i) formulating, implementing and reviewing Radiography policies, services and programmes;
- (ii) developing and reviewing of the training schemes and programmes for Radiographers;
- (iii) advising on the implementation of the scheme of service for Radiographers;
- (iv) handling performance appraisal and maintenance of Radiography standards and ethics, coordinate and supervise;
- (v) implementation of policies, guidelines and regulations relating to Medical Imaging/Radiography Services
- (vi) deployment and supervision of Medical Imaging/Radiotherapy personnel;
- (vii) implementation, monitoring and evaluation of Quality Control/Quality Assurance programs; and
- (viii) maintenance of radiation safety standards of regulation.

**DEPUTY DIRECTOR, MEDICAL LABORATORY SERVICES - FOUR (4) POSTS  
V/No.86/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m. - (Job Group 'R')**

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

- (i) served for a cumulative period of fifteen (15) years of which an aggregate of at least three (3) years should have been in the grade of Senior Assistant Director, Medical Laboratory Services, Job Group 'Q' and/or Assistant Director, Medical Laboratory Services Job Group 'P';
- (ii) a Bachelor of Science degree in Medical Laboratory Services or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master of Science degree in any of the following disciplines: Medical Parasitology, Medical Parasitology and entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Diseases Diagnosis, Laboratory Management, Molecular Science or equivalent qualifications from a university recognized in Kenya;
- (iv) a registration certificate issued by Kenya Medical Laboratory Technician and Technologist Board (KMLTTB);
- (v) a valid practicing licence from Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
- (vi) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- (vii) demonstrated competences, administrative capabilities and initiatives in organizing work as well as broad working experience in formulation of medical laboratory policies and programmes in the general development of laboratory services.

**Duties and Responsibilities**

Duties and responsibilities at this level will include :-

- (i) providing guidance on formulation, interpretation and implementation of medical laboratory policies, guidelines, strategies and programs;
- (ii) coordinating the preparation of work plans and budgets, coordinating the preparation and harmonization of standards operating procedures, supervising laboratory research undertaking, and advocating and lobbying for usage of research findings to influence police;
- (iii) providing advice on cost benefit analysis for new laboratory technologies to be adopted, coordinating the evaluation of laboratory logistics being procured and distributing of procured supplies to respective laboratories;
- (iv) coordinating capacity building, development and deployment of laboratory personnel;



- (v) reviewing and updating of techniques, methodologies and tools used in investigation of vectors and vector borne diseases;
- (vi) coordinating the preparation and implementation of medical laboratory services strategic plan; and
- (vii) monitoring and evaluating on-going laboratory based programmes.

**SENIOR ASSISTANT DIRECTOR, MEDICAL LABORATORY SERVICES - TWELVE (12) POSTS - V/No.87/2018**

**Basic Salary Scale: Ksh. 97,320 – Ksh. 130,420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years of which an aggregate of at least three (3) years should have been in the grade of Assistant Director, Medical Laboratory Services, Job Group 'P' and/or Principal Medical Laboratory Officer, Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science degree in Medical Laboratory Services or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master of Science degree in any of the following disciplines: Medical Parasitology, Medical Parasitology and entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Haematology, Blood Transfusion Science, Medical Microbiology, Medical Bacteriology, Virology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Diseases Diagnosis, Laboratory Management, Molecular Science or any other equivalent qualifications from a university recognized in Kenya;
- (iv) a registration certificate issued by Kenya Medical Laboratory Technician and Technologist Board (KMLTTB);
- (v) a valid practicing licence from Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
- (vi) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- (vii) demonstrated competences, administrative capabilities and initiatives in organizing work as well as broad working experience in formulation of medical laboratory policies and programmes in the general development of laboratory services.

**Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) formulating, interpreting and implementing laboratory policies, guidelines, strategies and programs;
- (ii) undertakings monitoring and evaluation of laboratory services programs, planning, supervising, directing and coordinating the preparation of work plans and technical reports;

- (iii) initiating medical laboratory collaborative research; and providing advice on cost benefit analysis for new technologies to be adopted;
- (iv) planning, budgeting and carrying out operational laboratory research on vector borne disease, communicable and non-communicable disease;
- (v) coordinating medical laboratory teams involved in the investigation of disease outbreaks in liaison with other health care providers;
- (vi) monitoring and evaluation of vector resistance to applied insecticide and rodenticides and molluscides; and
- (vii) evaluating insecticide and rodenticides before registration for public health use.

## VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND IRRIGATION

**FISHERIES AND BLUE ECONOMY SECRETARY - ONE (1) POST**      -V/No.88/2018

**Basic Salary Scale: Ksh.164, 780 – Ksh. 320,040 p.m.**      **(Job Group ‘T’)**

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

- (i) served for a cumulative period of eighteen (18) years of which an aggregate of at least three (3) should have been in the grade of Director, Fisheries Job Group ‘S’ and/or Deputy Director, Fisheries, Job Group ‘R’ or in a comparable and relevant position in the public service;
- (ii) a Bachelor’s degree in any of the following disciplines: Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Environmental Science, Food Science and Technology, Chemistry, Biological Sciences, Physical Sciences or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Master’s degree in any of the following disciplines: Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Environmental Science, Food Science and Technology, Chemistry, Biological Sciences, Physical Sciences or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development programme course lasting not less than six (6) weeks in an institution recognized in Kenya;
- (v) acquired wide experience in all aspects of fisheries management, development of policies and is fully conversant with the Fisheries Act; and
- (vi) a clear understanding of National Development goals, policies and strategies and the ability to link them to Kenya vision 2030.

### **Duties and Responsibilities**

The Secretary shall be responsible to the Principal Secretary for providing overall Legal, Regulatory and institutional framework for the Blue Economy. Specific duties and responsibilities include:

- (i) coordinating formulation and implementation of Fisheries and Blue Economy policies and programmes;
- (ii) providing guidance on development of policy framework for Kenya's Maritime Blue Economy;
- (iii) spearheading the negotiation of international fishing agreements and linkages;
- (iv) capacity building and staff development of Fisheries and Blue Economy personnel;
- (v) coordinating the activities of fisheries and blue economy technical services;
- (vi) overseeing fisheries and the Blue Economy performance management systems;
- (vii) promoting Kenya as a Centre for Agro-based Blue Economy; and
- (viii) developing linkages with fisheries and Blue Economy stakeholders for realization of government development goals and strategies.

**DEPUTY DIRECTOR, FISHERIES AND BLUE ECONOMY - TWO (2) POSTS - V/No.89/2018**

**Basic Salary Scale: Ksh. 118,290 - Ksh. 157,160 p.m. - (Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Fisheries/Blue Economy, Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Environmental Science, Biological Sciences, Food Science and Technology, Chemistry, Physical Sciences or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Aquatic Sciences, Natural Resource Management, Biochemistry, Environmental Science, Food Science and Technology, Chemistry, Biological Sciences, Physical Sciences or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development programme Course lasting not less than six (6) weeks from an recognized institution;
- (v) shown competence in planning and implementation of development and management and research of Fisheries and Blue Economy projects and programs;
- (vi) knowledge of Fisheries and Blue Economy development and management policies, Fisheries Act and other related statutes and international conventions; and
- (vii) shown merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) initiating and implementing of Fisheries and Blue Economy policies, programmes and Strategies;
- (ii) monitoring the implementation of regional and international fisheries and Blue Economy agreements;
- (iii) coordinating and strengthening of Fisheries and Blue Economy extension services;

- (iv) promoting co-operation between the fisheries, Blue Economy sectors and local and international stakeholders;
- (v) implementation of multi-lateral undertaking cost effective research to advance national and sectoral fisheries and Blue Economy priorities;
- (vi) promoting fish marketing and value addition;
- (vii) promoting sustainable use of food based aquatic resources; and
- (viii) coordinating monitoring and evaluation activities in a Fisheries and Blue Economy directorate.

**DEPUTY DIRECTOR OF AGRICULTURE (AGRICULTURE INFORMATION RESOURCE CENTRE (AIRC) - TWO (2) POSTS - V/No.90/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m.**

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Agriculture (Job Group 'Q') or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor of Science degree in any of the following fields: Food Science, Home Economic, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following fields: Food Science, Home Economic, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme course lasting not less than six (6) weeks in a recognized institution; and
- (v) demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

**Duties and Responsibilities**

An officer at this level will be answerable to the respective Director and will be deployed as head of Technical Division. Duties and responsibilities include:

- (i) implementation of the Strategic plan and objectives of the Division;
- (ii) handling technical, administrative, budgetary and assets management issues;
- (iii) addressing stakeholders concerns and instituting operational accountability;
- (iv) cost effective research to advance national and sectoral priorities;
- (v) update and rationalize technical training;
- (vi) device and apply strategies to maximize value of land and optimize its use for alternative purposes;
- (vii) promote value addition to agricultural produce, enhance synergies between the State Department and its State Corporations; and

(viii) enhance gainful cooperation between the sector and local/international stakeholders.

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (AGRICULTURE) - (AIRC) - TEN (10)  
POSTS - V/No.91/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m.**

**(Job Group 'R')**

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

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been in the grade of Principal Superintending Engineer (Agriculture) Job Group 'Q' and /or Chief Superintending Engineer (Agriculture) Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Bio-Systems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya ;
- (iii) been registered by the Engineers Board of Kenya;
- (iv) attended Strategic Leadership Development Programme course lasting not less than six (6) weeks in a recognized institution; and
- (v) demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

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

**Duties and Responsibilities**

Duties and responsibilities at this level include:

- (i) developing procedures for validation of agricultural engineering technologies in accordance with set standards;
- (ii) carrying out detailed design and preparing bills of quantities of agricultural engineering works;
- (iii) implementing of agricultural engineering design works;
- (iv) verifying and validating agricultural engineering designs in accordance with set standards;
- (v) coordinating implementation of agricultural engineering projects and programmes;
- (vi) training stakeholders in agricultural engineering technologies;
- (vii) mainstreaming of climate change adaptation and mitigation in agricultural engineering technologies; and
- (viii) developing and maintaining of database on Agricultural Engineering technologies.

**PRINCIPAL SUPERINTENDING ENGINEER (AGRICULTURE) - TEN (10) POSTS  
V/No.92/2018**

**Basic Salary Scale: Ksh. 97,320 - 130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years of which an aggregate of at least three (3) should have been in the grade of Chief Superintending Engineer (Agriculture) Job Group 'P' and /or Senior Superintending Engineer (Agriculture) Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Board of Kenya;
- (iv) a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks from a recognized institution; and
- (v) demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.

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

**Duties and Responsibilities**

- (i) carrying out detailed design and preparation of bill of quantities of agricultural engineering works;
- (ii) implementing agricultural engineering design works;
- (iii) verifying and validating agricultural engineering designs in accordance with set standards;
- (iv) implementing agricultural engineering projects and programmes ;
- (v) training agricultural engineering technologies
- (vi) monitoring and evaluating of agricultural engineering works;
- (vii) mainstreaming of climate change adaptation and mitigation in agricultural engineering technologies; and
- (viii) preparing administrative and technical reports.

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

## STATE DEPARTMENT FOR TRANSPORT

DEPUTY DIRECTOR, ROADS TRANSPORT - ONE (1) POST - V/No.93/2018

Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m.

(Job Group 'R')

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

- (i) served for a minimum period of one (1) year in the grade of Senior Assistant Director, Road Transport, Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Transport Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or equivalent qualification from a university recognized in Kenya;
- (iv) membership of a professional body in a relevant field (where applicable);
- (v) a certificate in strategic leadership development programme lasting not less than six (6) weeks from an institution recognized in Kenya;
- (vi) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

### **Duties and Responsibilities**

Specific duties and responsibilities will include:

- (i) developing and reviewing of Road Transport policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of road services and related civil works;
- (iii) monitoring and evaluation of adherence to professional standards and quality control in major road services in conjunction with the relevant agencies;
- (iv) coordinating review of regulations and guidelines on road transport services;
- (v) ensuring accuracy and safe custody of data and reports prepared in the department;

- (vi) ensuring timely development of guidelines for promotion of safe, reliable and clean road transport systems;
- (vii) liaising with relevant agencies in the modernization of road system in the country including non-motorized facilities in road designs; and
- (viii) ensuring implementation of recommendation on road traffic congestion and pollution in urban areas.

**DEPUTY DIRECTOR, RAILWAYS TRANSPORT - ONE (1) POST - V/No.94/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m. - (Job Group 'R')**

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

- (i) served for a minimum period of one (1) year in the grade of Senior Assistant Director, Railways Transport, Job Group 'Q' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Transport Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Urban Development, Transport Economics or equivalent qualification from a university recognized in Kenya;
- (iv) membership of a professional body in a relevant field (where applicable);
- (v) a certificate in strategic leadership development programme lasting not less than six (6) weeks from an institution recognized in Kenya;
- (vi) demonstrated general administrative ability required for direction, control and implementation of Road Transport Programs and Projects.

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) developing and reviewing of Railway Transport policies, regulations, standards, guidelines and procedures;
- (ii) coordinating research to inform planning and designing of railway services and related civil works;
- (iii) monitoring and evaluation of adherence to professional standards and quality control in railway services in conjunction with the relevant agencies;
- (iv) coordinating review of regulations and guidelines on road transport services;
- (v) ensuring accuracy and safe custody of data and reports prepared in the department;



- (vi) ensuring timely development of guidelines for promotion of safe, reliable and clean railway transport systems; and
- (vii) liaising with relevant agencies in the modernization of railway system in the country including development of commuter (light) railways system in major towns in the country.

## STATE DEPARTMENT FOR INFRASTRUCTURE

**CHIEF ENGINEER (MECHANICAL) ONE (I) POST** -V/No.95/2018

**Salary Scale: Ksh. 130,420 p.m. - Ksh. 193,040 p.m.**

**Job Group 'S'**

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

- (i) served for a minimum period of two (2) years in the grade of Senior Principal Superintending Engineer (Mechanical), Job Group 'R' or in comparable and relevant position in the public service;
- (ii) a Bachelor's degree in mechanical engineering or equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master's degree in a relevant field from a university recognized in Kenya;
- (iv) been registered by the Engineers Registration Board of Kenya;
- (v) current valid annual Practicing License from the Engineers Registration Board of Kenya;
- (vi) corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution;
- (viii) demonstrated a high degree of professional competence, administrative capability required for effective planning, direction, control and co-ordination of mechanical engineering development programmes; and
- (ix) A thorough understanding of National goals, policies and programmes and the ability to translate them to the mechanical engineering functions.

### **DUTIES AND RESPONSIBILITIES**

The officer at this level will head Mechanical and Transport Department and will be responsible for all matters pertaining to mechanical engineering (motor vehicles) and the Mechanical Transport Fund (MTF). Duties and responsibility include:

- (i) formulation of policy and development of standards for procurement and maintenance of vehicles, plant and mechanical equipment;
- (ii) allocation of resources to ensure the optimum utilization and working efficiency of all vehicles, plant and equipment maintained by the Department's workshops;
- (iii) assessing the future workload and planning the development of workshops, manpower and financial/resources;

- (iv) Control of the vote for both development and recurrent expenditure;
- (v) provision of technical advice and assistance to other departments, client Ministries, Government bodies, public and private sector on matters relating to mechanical engineering, motor Vehicles, plant and equipment; and
- (vi) staff management and development; management of MTF.

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (MECHANICAL)-ONE (1) POST  
V/No.96/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m.**

**(Job Group ‘R’)**

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

- (i) served for a minimum period of two (2) years in the grade of Principal Superintending Engineer (Mechanical), Job Group ‘Q’ or in a comparable and relevant position in the public service;
- (ii) a Bachelor’s degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya
- (iv) been registered by the 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) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks or equivalent course from a recognized Institution; and
- (viii) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

**Duties and Responsibilities.**

An officer at this level will be deployed to perform duties in any of the following areas:

**(a) PLANNING AND DEVELOPMENT**

Specific duties and responsibilities in this functional area include:

- (i) implementing mechanical transport and plant policies for the efficient provision of vehicles and plant services;
- (ii) controlling and supervising all activities related to planning, improvement of workshops and workshops facilities;
- (iii) preparing annual mechanical transport and plant development work programmes and budget;
- (iv) co-ordinating performance contracts of the department; and

- (v) monitoring and evaluating implementation of projects and programmes.

**(b) MECHANICAL AND TRANSPORT FUND**

Specific duties and responsibilities in this functional area include:

- (i) coordinating implementation of consultancy services, equipment utilization and maintenance policies for the efficient provision of activities of Mechanical and Transport Fund (MTF);
- (ii) supervising activities of the MTF at the department;
- (iii) budgeting for the departmental vote; and
- (iv) preparing and implementing programmes for procurement, overhaul, replacement, allocation and disposal of vehicles, plant and mechanical equipment.

**PRINCIPAL SUPERINTENDING ENGINEER [MECHANICAL] -THREE (3) POSTS  
V/No.97/2018**

**Basic Salary Scale: Ksh. 97,320 – Ksh. 130, 420 p.m. (Job Group ‘Q’)**

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

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) should have been in the grade of Chief Superintending Engineer (Mechanical), Job Group ‘P’ and/or Senior Superintending Engineer (Mechanical), Job Group ‘N’ or in a comparable and relevant position in the Public Service.
- (ii) a Bachelor’s degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the 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) a certificate in Strategic Leadership Development Course lasting not less than six (6) weeks or equivalent course from a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

**Note: A Master’s degree in a relevant field will be an added advantage.**

## **Duties and Responsibilities.**

An officer at this level will be deployed to perform duties in one of the following functional areas; Consultancy Services; Equipment Utilization; Equipment Maintenance; planning and Development; -

### **(a) CONSULTANCY SERVICES**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising activities related to consultancy services which shall include development and related to consultancy services;
- (ii) developing and reviewing of standards for vehicles, plant and equipment;
- (iii) disposal of vehicle, plant, equipment and other mechanical stores;
- (iv) standardization of procurement procedure as per the procurement act;
- (v) designing and modifying vehicle bodies, plant and equipment; and
- (vi) formulating vehicle, plant and equipment hiring strategies.

### **(b) EQUIPMENT AND UTILIZATION**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising the Equipment Utilization activities under the Mechanical and Transport Fund (MTF)
- (ii) monitoring the utilization of vehicles, plant and equipment in field under MTF preparation of progress and output departmental reports;
- (iii) recommending changes in hire rate as necessary; and
- (iv) implementing measures to improve availability of equipment.

### **(c) EQUIPMENT MAINTENANCE**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising the Equipment Maintenance activities under MTF in all the regions and the Central Workshops division which shall include coordination and supervision of the preparation expenditure forecasts on maintenance activities;
- (ii) monitoring expenditure in the regions against the department's vote;
- (iii) coordination of vehicle, plant and equipment inventory in all the regions; and
- (iv) coordination of fabrication and manufacturing in the mechanical workshop including inspection activities and testing of drivers.

### **(d) PLANNING AND DEVELOPMENT**

Specific duties and responsibilities in this functional area include:

- (i) controlling, directing and supervising programmes related to mechanical engineering, motor vehicle, plant, equipment and workshop facilities;

- (ii) preparing programmes for availability and utilization, arrangement, allocation, maintenance, replacement and disposal of vehicle, plant and mechanical equipment;
- (iii) long-term planning for equipment management and workshop development programme;
- (iv) development and training of staff which shall include interpretation of the approved plans for the development of Mechanical and Transport Development (MTD);
- (v) costing of the plans for purpose of implementing the plans by preparing realistic budgets as per the funding levels of MTD; and
- (vi) development of information technology within the department.

**DIRECTOR, KENYA INSTITUTE OF HIGHWAYS AND BUILDING TECHNOLOGY  
(KIHBT) - ONE (1) POST - V/No.98/2018**

**Basic Salary Scale: Ksh. 130,420 p.m. - Ksh. 193,040 p.m. - Job Group 'S'**

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director (KIHBT), Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following areas:- Civil Engineering, Mechanical Engineering (Automotive, Construction Plant and Industrial Plant), Architecture, Building Economics/Quantity Surveying, or Electrical Engineering (Power and Electronics) from a university recognized in Kenya;
- (iii) 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;
- (iv) corporate Membership with the Institution of Engineers of Kenya (IEK), or Institute of Surveyors of Kenya (ISK) or Architectural Association of Kenya (AAK) or Institute of Quantity Surveyors of Kenya (IQSK) for the relevant profession for degree holders with registration requirements;
- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vi) demonstrate a high degree of professional competence, administrative capability required for effective planning, direction, control and co-ordination 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

The Director will be the head of the Kenya Institute of Highways and Building Technology and will be responsible to the Infrastructure Secretary for the policy, general management and administration of the Institute's three campuses. Duties and Responsibilities include:

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

## DEPUTY DIRECTOR/ PRINCIPAL LECTURER (KIHBT) - ONE (1) POST -V/No.99/2018

**Basic Salary Scale: Ksh. 118,290 - Ksh. 157,160 p.m. - (Job Group 'R')**

### **For appointment to the grade the officer must have;**

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been in the grade of Senior Principal Lecturer I, Job Group 'Q' and/or Senior Principal Lecturer II Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following areas Civil Engineering, Mechanical Engineering (Automotive, Construction Plant and Industrial plant), Architecture, Building Economics/Quantity Surveying, Construction Management, Surveying, Photogrammetry or Electrical (Power and Electronics); Information Technology, Computer Science, Mathematics, Physics and Chemist from a university recognized in Kenya;
- (iii) 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), or a Surveyor for the relevant profession;
- (iv) Corporate Membership with the Institution of Engineers of Kenya (IEK), Institute of Surveyors of Kenya (ISK), Architectural Association of Kenya (AAK) or Institute of Quality Surveyors of Kenya (IQSK) for the relevant profession bodies for degree holders with registration requirements;

- (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vi) Demonstrated merit and ability as reflected in work performance and results.

**Note:** possession of a Masters degree in a relevant field shall be considered an added advantage

## **DUTIES AND RESPONSIBILITIES**

An officer at this level will be deployed to deputize the director at main campus or to head a constituent campus.

At the main campus, the officer will be responsible to the Director for the general management and administration of the institution. Specific duties will include:

- (i) planning, coordination and implementation of training programmes for the sectorial, national and international needs;
- (ii) initiating curriculum development and ensuring its implementation and evaluation; and
- (iii) budgeting, forecasting and administration of all staff matters and projects of the campus.
- (iv) As principal of a constituent campus, the officer will be the Head of the respective campus and will be responsible to the Director for the overall management and administration of the campus.
- (v) planning, coordinating and implementing programmes and activities; and
- (vi) handling all financial matters pertaining to the campus.

## **SENIOR PRINCIPAL LECTURER I/DEPUTY PRINCIPAL (KIHBT) - TWO (2) POSTS - V/No.100/2018**

**Salary Scale Kshs. 97,320 - Kshs. 130,420**

**(Job Group 'Q')**

For appointment to the grade the officer must have;

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years should have been in the grade of Senior Principal Lecturer II Job Group 'P' and/or Principal Lecturer Job Group 'N' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following areas Civil Engineering, Mechanical Engineering (Automotive, Construction Plant and Industrial plant), Architecture, Building Economics/Quantity Surveying, Construction Management, Surveying, Photogrammetry or Electrical (Power and Electronics)); Information Technology, Computer Science, Mathematics, Physics and Chemist from a university recognized in Kenya;
- (iii) 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), or a Surveyor for the relevant profession;
- (iv) corporate Membership with the Institution of Engineers of Kenya (IEK), Institute of Surveyors of Kenya (ISK), Architectural Association of Kenya (AAK) or Institute of Quality Surveyors of Kenya (IQSK) for the relevant profession bodies for degree holders with registration requirements;
  - (v) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
  - (vi) Demonstrated merit and ability as reflected in work performance and results.

**Note:** possession of a Master's degree in a relevant field shall be considered an added advantage

## **DUTIES AND RESPONSIBILITIES**

An officer at this level will be deployed at the main campus or any of the institute's constituent campuses.

At the main campus, the officer will be deployed to head any of the two (2) divisions: Training / Curriculum Development, or Research and Consultancy in roads (Highways, Bridges, Materials and Transport/Mechanical) and Buildings (Architecture, Structural Engineering, Quantity Surveying and Building Services).

At the constituent campuses, the officer will be responsible to the Principal for the general management and administration of the activities of the campus. This will include:

- (i) initiating curriculum development and ensuring its implementation and evaluation;
- (ii) planning, coordination and implementation of training programmes; and
- (iii) being a resource person on training of professionals in the infrastructure sector.

## **SENIOR PRINCIPAL SUPERINTENDING ENGINEER (ROADS/MATERIALS)-ONE (1) POST V/No.101/2018**

**Basic Salary Scale: KSH. 118,290 - 157,160 p.m.**

**(Job Group 'R')**

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

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of three (3) years should have been in the grade of Principal Superintending Engineer (Roads/Materials), Job Group 'Q' and/or Chief Superintending Engineer (Roads/Materials), Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in Civil Engineering or equivalent and relevant qualification from a university recognized in Kenya;



- (iii) been registered by the 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) attended a Strategic Leadership Development Course lasting not less than six (6) weeks in a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

**NOTE: Possession of a relevant Master's degree will be considered an added advantage.**

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of a Division at Headquarters or as the Regional Roads Engineer. Specific duties and responsibilities include:

- (i) reviewing and formulating general policies on procurement of works;
- (ii) ensuring efficiency in the repair and maintenance of all road works;
- (iii) carrying out Quality Assurance of Roads Services;
- (iv) direction and co-ordination of roads and research activities;
- (v) supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- (vi) preparation of tender documents; and
- (vii) monitoring and execution of roads development projects and execution of roads development projects and supervision and training of engineers and technical staff.

### **PRINCIPAL SUPERINTENDING ENGINEER (ROADS/MATERIALS)- TWO (2) POSTS - V/No.102/2018**

**Basic Salary Scale: KSH. 97,320 – 130,420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of three (3) years should have been in the grade of Chief Superintending Engineer (Roads/Materials Job Group 'P' and/or Senior Superintending Engineer (Roads/Materials Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in Civil Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the 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);
- (viii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks in a recognized Institution;

- (ix) demonstrated general administrative ability required for direction, implementation of civil engineering programmes.

**NOTE: Possession of Master's degree in a relevant field will be an added advantage**

### **Duties and Responsibilities**

Specific duties and responsibilities include:

#### **At the headquarters:**

- (i) planning, controlling and coordinating of design;
- (ii) supervision of construction, repair and maintenance of roads;
- (iii) checking of engineering consultant's designs and fees;
- (iv) co-coordinating of improvements of road services; and
- (v) certifying and recommending payment of contractors.

#### **As a Regional Roads Engineer:**

- (i) supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- (ii) preparation of tender documents; and
- (iii) monitoring the execution of roads development projects and supervision and training of engineers and technical staff.

### **CHIEF SUPERINTENDING ENGINEER (ROADS/MATERIALS) - TWO (2) POSTS V/No.103/2018**

**Basic Salary Scale: Ksh.84,080 - 112, 660 p.m. (Job Group 'P')**

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

- (i) served for a cumulative period of twelve (12) years, of which an aggregate of three (3) years should have been in the grade of Senior Superintending Engineer (Roads/Materials), Job Group 'N' and/or Superintending Engineer (Roads/Materials) Job Group 'M' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Civil Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya;
- (iv) current valid annual Practising 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, implementation of civil engineering programmes.

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

### **Duties and Responsibilities**

An officer at this level may be deployed in any of the units at the Ministry Headquarters, as a Regional Roads Engineer or a Resident Engineer. Specific duties and responsibilities include:

#### **At the headquarters**

- (i) planning, controlling and coordinating of design, construction, repair and maintenance of roads;
- (ii) checking and recommending for approval of engineering consultants designs including evaluation, certifying and recommending fees submitted by consultants and contractors; and
- (iii) coordination of improvements of road services.

#### **As a Regional Roads Engineer**

- (i) direction and coordination of roads and research activities within the regions;
- (ii) supervision of construction, rehabilitation and maintenance of classified and unclassified roads;
- (iii) preparation of tender documents, monitoring the execution of roads development projects and supervision and training of engineers and technical staff.

#### **As a Resident Engineer**

- (i) supervision of the construction works;
- (ii) site measurements and valuation;
- (iii) arranging for materials testing;
- (iv) preparation of payment certificates; and
- (v) analysis of contractual claims.

## **STATE DEPARTMENT FOR HOUSING, URBAN DEVELOPMENT AND PUBLIC WORKS**

**SENIOR PRINCIPAL SUPERINTENDING ENGINEER (STRUCTURAL) - ONE (1) POST  
V/No.104/2018**

**Basic Salary Scale:** Ksh. 118,290 – Ksh. 157,160 p.m.

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Principal Superintending Engineer (Structural), Job Group 'Q' or a comparable and relevant position in the Public Service;

- (ii) a Bachelor's degree in Civil Engineering or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) registered with Engineers Board of Kenya (EBK);
- (iv) a current valid annual practicing license from the Engineers Registration Board of Kenya;
- (v) corporate membership with the Institution of Engineers of Kenya (IEK);
- (vi) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
- (vii) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of structural and civil engineering development programmes.

**Note:** Possession of a relevant Master's degree will be considered as an added advantage

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of a Division at Headquarters or as a Regional Works Officer.

Duties and responsibilities at this level will include monitoring and execution of the work in specialized fields of engineering in one of the following;

#### **Structural**

- (i) planning, design, supervision of construction, contracts, materials investigation and research related to buildings and other structures like swimming pools;
- (ii) direction, control and supervision of maintenance of various structures; and
- (iii) control and supervision of staff and financial control in the division.

#### **Marine**

- (i) direction, control and supervision of design and construction; and
- (ii) marine works which include interalia, river training, jetties, dockyard, seawalls, footbridges and entails planning, design, construction, contracts, materials investigation and research related to marine works.

#### **Administration and Planning**

- (i) administrative matters, procurement, financial control and supervision of staff;
- (ii) ensuring sufficiency of design and contract drawings;
- (iii) implementation of the specifications and quality control;
- (iv) formulation of design standards and procedures;
- (v) development of research on materials in buildings/civil and marine works technology;

- (vi) registration of civil engineering contractors; and
- (vii) research activities, administration and supervision of staff working under him/her.

**PRINCIPAL SUPERINTENDING ENGINEER (STRUCTURAL) - SEVEN (7) POSTS  
V/No.105/2018**

**Basic Salary Scale: Ksh. 97, 320 - 130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Chief Superintending Engineer (Structural), Job Group 'P' or a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Civil Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Registration Board of Kenya (EBK);
- (iv) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- (vi) a current valid annual practicing license from the Engineers Registration Board of Kenya;
- (vii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- (vii) demonstrated a high degree of professional competence and administrative capability required for direction, control and coordination of structural development programmes.

**Note: Possession of a relevant Masters degree will be considered as an added advantage**

**Duties and Responsibilities**

An officer at this level may be deployed as a head of a unit at Headquarters. The duties and responsibilities at this level will include monitoring and execution of the work in specialized fields of engineering in one of the following:

**Building (Design and Construction)**

- (i) in charge of design teams;
- (ii) dealing with structural design;
- (iii) detailing and supervision of Government building, hospitals, schools, housing estates and other structures in different materials and various forms of construction;
- (iv) distribution of the workload and supervision of execution; and
- (v) liaison with Architects and client Ministries on problems connected with projects under department and also checking and monitoring work produced by consulting engineers.

## **Marine**

- (i) planning, design, detailing, preparation of specifications and bills of quantities, contract documents, supervision of bridges, jetties, seawall, dykes, berthing and docking facilities and other structures pertaining to sea, rivers and lakes;
- (ii) distribution of the workload and supervision of execution;
- (iii) preliminary and final estimates;
- (iv) financial control of projects and settlement of the contractual disputes;
- (v) Liaison with client Ministries and Counties on technical problems in connection with the projects under the department;
- (vi) Checking and monitoring work prepared by consultant engineers;
- (vii) Formulation of comprehensive training programmes for engineers; and
- (viii) Checking and certifying payment certificates and other contract documents in liaison with Architects, Roads Engineers and Government agencies and advising on all problems involving structural, civil and marine engineering.

## **Civil**

- (i) team dealing with design detailing, preparing of the specifications, bill of quantities, supervision and maintenance of all civil works which include the sewerage disposal scheme, surface water disposal, roads, parking areas, paved areas for the Government buildings, prisons, schools, hospitals and military establishment;
- (ii) distribution of workload and supervision of execution;
- (iii) liaison with the Architects and client Ministries on problems connected with projects under the department;
- (iv) checking and monitoring work produced by the consulting engineers;
- (v) coordination of planning and execution of the projects under the Ministry of Water and Irrigation and counties; and
- (vi) checking and certifying payment certificates and other contract documents in liaison with the Architects, Roads Engineers and Government agencies and advising on all problems involving structural, civil and marine engineering.

## **SENIOR PRINCIPAL SUPERINTENDING ENGINEER (ELECTRICAL) - THREE (3) POSTS V/No.106/2018**

**Basic Salary Scale:** Ksh. 118,290 – Ksh. 157,160 p.m.

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Principal Superintending Engineer (Electrical), Job Group 'Q' or a comparable and relevant position in the Public Service;

- (ii) a Bachelors degree in Electrical Engineering or its equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Board of Kenya (EBK);
- (iv) a current valid annual practicing licence from the Engineers Registration Board of Kenya;
- (v) corporate membership with the Institution of Engineers of Kenya (IEK);
- (vi) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of fire services programmes.

**Note: Possession of a relevant Masters degree will be considered as an added advantage.**

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of a Division at Headquarters or as a Regional Electrical Engineer. Duties and responsibilities include:

- (i) coordination of the review and upgrading of policies, systems and procedures for design and installation of electric/electronic services;
- (ii) formulation and review of general policies on procurement of spare parts to ensure efficiency in the repair and maintenance of all equipment and plant;
- (iii) carry out quality assurance on electrical/electronic;
- (iv) coordinate the evaluation and monitoring adherence and compliance with the set commitments and indicators in the Departmental Performance contract;
- (v) approval of consultants design;
- (vi) overall planning, controlling and coordination or electrical/electronics engineering services designs, installation and maintenance; and
- (vii) coordination of design and supervision of construction and maintenance of public buildings, civil and other public works.

### **PRINCIPAL SUPERINTENDING ENGINEER (ELECTRICAL) - SEVEN (7) POSTS - V/No.107/2018**

**Basic Salary Scale: Ksh. 97, 320 - 130,420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Chief Superintending Engineer (Electrical), Job Group 'P' or a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in Electrical Engineering or its equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineers Board of Kenya (EBK);

- (iv) a current valid annual practicing licence from the Engineers Registration Board of Kenya;
- (v) corporate membership with the Institution of Engineers of Kenya (IEK);
- (vi) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of fire services programmes.

**Note: Possession of a relevant Masters degree will be considered as an added advantage.**

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of a unit at Headquarters or as a Regional Electrical Engineer. Duties and responsibilities shall include:

- (i) planning, controlling and coordinating electrical and electronic designs for government building and construction works;
- (ii) repair and maintenance of electric/electronic installations in government institutions;
- (iii) checking and recommending for approval of engineering consultants' designs;
- (iv) evaluation, certifying and recommending fees submitted by consultants;
- (v) coordination of improvements of electrical and electronic services;
- (vi) rural electrification programmes and lightning protection of government installations;
- (vii) preparing and implementation of department's performance reporting and appraisal systems; and
- (viii) research activities, administration and supervision of all staff working under him/her.

### **SENIOR PRINCIPAL SUPERINTENDING ENGINEER, MECHANICAL (BUILDING SERVICES) - ONE (1) POST - V/No.108/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh. 157,160 p.m.**

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Principal Superintending Engineer (Mechanical-Building Services), Job Group 'Q' or a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a registered with Engineers Board of Kenya (EBK);
- (iv) a current valid annual practicing license from the Engineers Registration Board of Kenya;
- (v) corporate membership with the Institution of Engineers of Kenya (IEK);



- (vi) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- (vii) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

**Note: Possession of a relevant Masters degree will be considered as an added advantage.**

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of Division at Headquarters or as a Regional Works Officer. Specific duties and responsibilities include:

- (i) coordination of the review and updating of policies, systems and procedures for design and installation of mechanical and fire services;
- (ii) formulation and review of general policies on procurement of spare parts to ensure efficiency in the repair and maintenance of all equipment and plant;
- (iii) carry out quality assurance of fire and mechanical services;
- (iv) coordinate the evaluation and monitoring the adherence and compliance with the set commitments and indicators in the departmental performance and contract;
- (v) approval of consultants designs;
- (vi) overall planning, controlling and coordination of mechanical and fire engineering services designs, installation and maintenance;
- (vii) coordinate general administration, control and discipline of departmental staff, staff recruitment, training and development;
- (viii) design and supervision of construction and maintenance of public buildings, civil and other public works.

**PRINCIPAL SUPERINTENDING ENGINEER, MECHANICAL- (BUILDING SERVICES)- SEVEN (7) POSTS - V/No.109/2018**

**Basic Salary Scale: Ksh. 97, 320 - 130,420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Chief Superintending Engineer (Mechanical-Building Services), Job Group 'P' or a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in Mechanical Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a registered with Engineers Board of Kenya (EBK);
- (iv) a current valid annual practicing license from the Engineers Registration Board of Kenya;

- (v) corporate membership with the Institution of Engineers of Kenya (IEK);
- (vi) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution;
- (vii) attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized Institution; and
- (viii) demonstrated general administrative ability required for direction, control and implementation of mechanical building services programmes.

**Note: Possession of a relevant Masters degree will be considered as an added advantage.**

### **Duties and Responsibilities**

An officer at this level may be deployed as a head of a Unit at Headquarters. Duties and responsibilities at this level include:

- (i) planning, controlling and co-coordinating mechanical engineering services design for government buildings and construction works;
- (ii) maintenance for mechanical and fire services in government institutions;
- (iii) checking and recommending for approval of engineering consultants' designs;
- (iv) evaluation, certifying and recommending fees submitted by consultants;
- (v) co-ordination of improvements of mechanical services of government buildings and installations; and
- (v) in-charge of the preparation and implementation of the department's performance reporting and appraisal systems.
- (vi) for research activities, administration and supervision of all staff working under him/her.

**PRINCIPAL SUPERINTENDING ARCHITECT - FIVE (5) POSTS -V/No.110/2018**

**Basic Salary Scale: Ksh. 97, 320 – 130,420 p.m. (JOB GROUP 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years must have been in the grade of Chief Superintending Architect, Job Group 'P' and/or Senior Superintending Architect, Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Architecture or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) been Registered with the Board of Registration or Architects and Quantity Surveyors;
- (iv) Corporate membership with the Architectural Association of Kenya (AAK);

- (v) attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) a certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks in a recognized institution; and
- (vii) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of landscape development function;

**Note: Possession of a relevant Masters degree will be considered as an added advantage**

### **Duties and Responsibilities**

An officer at this level may be deployed as a Head of a Section at Headquarters or in the Regional office. Specific duties and responsibilities shall include:

- (i) monitoring of expenditure on a Government Building Development Programme and progress on projects;
- (ii) design and supervision of construction and maintenance of public building, civil and other public works.
- (iii) checking of sketches/schemes designs done by commissioned consultants and making recommendations for approval;
- (iv) scrutiny of consultants' fees and making recommendations for payments;
- (v) formulation of research priorities and briefs, presentation of research findings and liaison
- (vi) with other Institutions on research related matters;
- (vii) Monitoring and co-ordination of departmental resources and activities in the research section; and
- (viii) Research activities, administration and supervision of all staff working under him/her.

**Note: Possession of a relevant Masters degree will be considered as an added advantage**

### **PRINCIPAL SUPERINTENDING QUANTITY SURVEYOR- FOUR (4) POSTS - V/No.111/2018**

**Basic Salary Scale: Ksh.97,320 – Ksh.130,420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of at least three (3) years must have been at the grade of Chief Superintending Quantity Surveyor, Job Group 'P' and/or Senior Superintending Quantity Surveyor, Job Group 'N' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Building Economics, Quantity Surveying or equivalent and relevant qualifications from a university recognized in Kenya;

- (iii) been registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as Quantity Surveyor;
- (iv) corporate membership of the Institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);
- (v) attended Strategic Leadership Development programme lasting not less than six (6) weeks in a recognized institution; and
- (vi) demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of quantity surveying function.

### **Duties and responsibilities**

An officer at this level may be deployed as the head of a unit at the Headquarters or as Regional Quantity Surveyor. Duties and responsibilities shall include:

#### **At the Headquarters**

- (i) evaluating and reporting on contractual claims from contractors,
- (ii) checking valuations for payments to contractors,
- (iii) resolving disputes on cases requiring litigation or arbitration;
- (i) preparing cost hand books
- (ii) providing cost information services, and
- (iii) implementing tendering and procuring procedures for construction projects,
- (iv)

#### **As a Regional Quantity Surveyor.**

- (i) preparation of cost of estimates and bills of quantities;
- (ii) undertaking monthly valuation on site;
- (iii) preparation of variation orders and final accounts
- (iv) implementing development projects for various ministries and government agencies;
- (v) coordinating Quantity Surveying services in the region
- (vi) administration and supervision of all staff working under him/her; and
- (vii) coordination of design, supervision of construction and maintenance of public building for research activities.

## VACANCIES IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

**DIRECTOR, KENYA INSTITUTE OF BUSINESS TRAINING (KIBT) - ONE (1) POST - V/No.112/2018**

**Basic Salary Scale: Ksh. 130,420 – Ksh. 193, 410 p.m. (Job Group ‘S’)**

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

- (i) served for a cumulative period of eighteen (18) years, of which an aggregate of at least three (3) years should have been in the grade of Deputy Director, (KIBT), Job Group ‘R’ and /or Senior Principal Lecturer I, Job Group ‘Q’ or in a comparable and relevant position in the Public Service;
  - (ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification from a university recognized in Kenya, with a Diploma/Post Graduate Diploma in Education from a recognized institution;
- OR**
- (iii) a Bachelors of Education degree in any of the following disciplines: Economics, Counseling, Business Studies, Information Technology or equivalent qualification from a university recognized in Kenya;
  - (iv) attended Strategic Leadership Development Programme Course lasting not less than six (6) weeks in a recognized institution; and
  - (v) demonstrated professional competence and a thorough understanding of national goals, policies and programmes and the ability to translate them to the institute, function.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the overall planning, management, development and administration of the institute. Specific duties and responsibilities include:

- (i) overseeing the formulation, design, analysis, interpretation, implementation and review of the institute policies and programmes;
- (ii) coordinating provision of business training, counseling and extension services to Micro, Small and Medium Enterprise (MSMEs);
- (iii) liaising with stakeholders in the development implementation, and review of MSMEs curriculum;
- (iv) overseeing the development of business counseling standards of the institute’s stakeholders and clientele;
- (v) disseminating business information to stakeholders and clientele;
- (vi) organizing business exhibitions and trade fairs to promote and benchmark on business counseling standards;
- (vii) planning development of new entrepreneurship training programmes, business counseling and extension service activities; and

- (viii) spearheading negotiation, budgeting and realization of performance targets, development discipline, mentorship and counseling programmes.

## **DEPUTY DIRECTOR, WEIGHTS & MEASURES - ONE (1) POST - V/No.113/2018**

**Basic Salary Scale: Ksh.118,290 - Ksh.157,160 p.m. - (Job Group 'R')**

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

- (i) served for a minimum period of eighteen (18) years, of which an aggregate of three (3) years should have been in the grade of Senior Assistant Director, Weights and Measures, Job Group 'Q' and /or Assistant Director, Weights and Measures, Job Group 'P' or in a comparable and equivalent position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Physics, Mathematics, Law, Legal Metrology, Chemistry, Computer Science, Information Communication Technology, Instrumentation, Engineering (Mechanical/Electrical/Electronics). Micro-processors or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Instrumentation, Computer Science, Physics, Mathematics, Chemistry, Law, Engineering Mechanical/ Electrical/ Electronics), Micro-processors, Business Administration or equivalent qualification from a university recognized in Kenya;
- (iv) an Advanced Certificate offered by the Institute of Trade Standards Administration (Kenya);
- (v) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution;
- (vi) a certificate of membership of the Institute of Trade Standards Administration (Kenya); and
- (vii) demonstrated professional competence administration and management of weights and measures activities.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director, Weights and Measures for interpretation and implementation of the statutes relating to Weights and Measures and consumer protection in any of the following divisions. Duties and responsibilities include:

#### **ENFORCEMENT OF SERVICES**

- (i) formulating, monitoring and evaluating the implementation of laws and regulations relating to legal metrology;
- (ii) consumer protection in liaison with the Attorney General;
- (iii) monitoring registration of cases in courts with the Director of Public Prosecutions;
- (iv) analyzing and reviewing Regional and International Legal Metrology recommendations and documents for adoption;
- (v) reviewing of laws, regulations and rules relating to legal metrology in liaison with the State Law Office;
- (vi) receiving and acting on complaints arising from trade malpractices and consumer protection;
- (vii) appraising inspection, investigation and prosecution of returns from the County offices; and

- (viii) overseeing enforcement of the Road Traffic Act (Cap 403) on axle load, the Anti-counterfeits Act, 2008 on combating sale of counterfeit goods and Petroleum Act (Cap 308) on installation of underground storage tanks and fuel dispensers for sale of petroleum products and related products in liaison with relevant institutions;

#### **TECHNICAL SERVICES**

- (i) formulating and developing policies relating to technical matters;
- (ii) development and promotion of appropriate technology transfer linkages in liaison with manufacturers of weighing and measuring equipment;
- (iii) developing and assurance schemes for testing and calibrating laboratories in the department;
- (iv) ensuring calibration of Primary Reference Standards, Secondary Standards and Secondary Reference Standards;
- (v) overseeing reviewing technical specifications of weighing and measuring equipment and regulating the manufacture of weighing and measuring equipment for use of trade and for ensuring human and animal health, safety and protection of environment;
- (vi) designing suitable systems and test procedures for checking pre-packages;
- (vii) coordinating the assessment, auditing and certification of quality management systems; and
- (viii) liaising with relevant regional and international institutions on accreditation and certification.

#### **FIELD SERVICES**

In this Division a Deputy Director will be responsible for handling administrative, human resource budgetary and asset management issues in liaison with relevant departments/ division. Specific duties and responsibilities include:

- (i) developing, implementing, monitoring and evaluating performance contracts for County heads of weights and measures department;
- (ii) coordinating the implementation of performance appraisal systems in the department;
- (iii) ensure effective linkages between the department's headquarters and County offices;
- (iv) liaising with the ministerial human resource department on staff training and development;
- (v) establishment and maintenance of optional staffing levels in the department;
- (vi) preparing the department's draft estimates and overseeing collection and accounting of Appropriation-in-Aid (A.I.A); and
- (vii) identify impediments and constraints to the implementation of policies and programmes in the counties.

#### **RESEARCH, TRAINING AND DEVELOPMENT**

Duties and responsibilities at this level include:

- (i) carrying out regular training needs assessment for the department staff and developing the appropriate training programmes;
- (ii) coordinating training programmes and capacity building workshops and review;
- (iii) liaising with educational and other training institutions in the development of appropriate training packages for traders;

- (iv) coordinating research programmes and developing appropriate software for application in legal metrology work and for data processing of measuring results;
- (v) promoting and facilitating the use of Information Communication Technology in the department's activities;
- (vi) developing systems for measuring data transfer technology and maintain a data processing;
- (vii) coordinating the servicing, care and maintenance of the weights and measures equipment; and
- (viii) analyze reports and recommendations relating to weights and measures activities and appropriate action.

## **SENIOR ASSISTANT DIRECTOR, WEIGHTS & MEASURES - FOUR (4) POSTS**

**V/No.114/2018**

**Basic Salary Scale: Ksh. 97,320 – Ksh. 130, 420 p.m. - (Job Group 'Q')**

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

- (i) served for a minimum period of fifteen (15) years, of which an aggregate of three (3) years should have been in the grade of Assistant Director, Weights and Measures, Job Group 'P' and /or Principal Weights and Measures Officer, Job Group 'N' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Physics, Mathematics, Law, Legal Metrology, Chemistry, Computer Science, Information Communication Technology, Instrumentation, Engineering (Mechanical/Electrical/Electronics). Micro-processors or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Instrumentation, Computer Science, Physics, Mathematics, Chemistry, Law, Engineering (Mechanical/Electrical/ Electronics), Micro-processors, Business Administration or equivalent qualification from a university recognized in Kenya;
- (iv) an Advanced Certificate offered by the Institute of Trade Standards Administration (Kenya);
- (v) attended Strategic Leadership Development Programme Course lasting not less than six (6) weeks in a recognized institution;
- (vi) a certificate of membership of the Institute of Trade Standards Administration (Kenya); and
- (vii) demonstrated a high degree of professional competence, administrative and managerial capability required for effective planning, organization and administration of weights and measures activities.

### **Duties and Responsibilities**

An officer at this level will be deployed at the Headquarters in any of the four divisions or to head a County. Specific duties include: implementation of the Weights and Measures activities of the respective Division/County.

### **At the County, specific duties and responsibilities include:**

- (i) developing and implementing work programmes;



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

**At the headquarters, specific duties and responsibilities include:**

- (i) analyzing weights and measures and reports and making appropriate recommendations;
- (ii) carrying out bi-annual comparison of working standards with Secondary Reference Standards;
- (iii) undertaking research in specific areas of legal metrology and consumer protection;
- (iv) mentoring, guiding and supervising staff;
- (v) initiating the review of the relevant acts and Statutes and their subsidiary legislation;
- (vi) developing rules and regulations in the field of trade measurement in liaison with the State Law Office; and
- (vii) liaising and collaborating with national, regional and international organizations in formulating, harmonizing and customizing legal metrology legislation, recommendations and documents.

## VACANCY IN THE MINISTRY OF DEVOLUTION, ARID & SEMI ARID LANDS

### SENIOR ASSISTANT DIRECTOR, HUMANITARIAN AND SOCIAL MOBILIZATION (COMMUNITY MOBILIZATION) - ONE (1) POST -V/No.115/2018

**Basic Salary Scale: Ksh. 97, 320 - Ksh. 130,420 p.m. - Job Group 'Q'**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director, Humanitarian and Social Mobilization (Community Mobilization), Job Group 'P' or in a comparable and equivalent position in the Public Service.
- (ii) a Bachelors degree in any of the following disciplines:- Community Development, Social Studies, Development Studies, Business Administration, International Development, Counselling, Psychology, Gender Studies, Commerce, Entrepreneurship, Sociology, Economics, Project Planning, Disaster Management and Conflict Resolution, Rehabilitation Studies or equivalent qualification from a university recognized in Kenya;

- (iii) a Masters Degree in any of the following disciplines: - Community Development, Social Studies, Development Studies, Business Administration, International Development, Counselling, Psychology, Gender Studies, Commerce, Entrepreneurship, Sociology, Economics, Policy analysis, Project Planning, Disaster Management and Conflict Resolution, Rehabilitation Studies or equivalent qualification from a university recognized in Kenya;
- (iv) attended a Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; 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) reviewing and monitoring implementation of community mobilization policies, strategies, procedures and programmes;
- (ii) liaising with communities to identify relevant micro-projects;
- (iii) collaborating with relevant stakeholders in resource mobilization for socio economic development developing community mobilization frameworks;
- (iv) sensitizing the community on various government projects;
- (v) undertaking capacity building and leadership development programmes for the community;
- (vi) ensuring validation of special projects for the promotion of socio economic development; and
- (vii) facilitating promotion of community based natural resource management.

## **VACANCIES IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION**

### **SENIOR ASSISTANT DIRECTOR, PRODUCTIVITY - TWO (2) POSTS - V/No.116/2018**

**Basic Salary Scale: Ksh. 97,320 – 130, 420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director of Productivity, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information and Communication Technology or any other relevant Social Sciences from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines:- Economics, Commerce, Accounts, Business Administration, Entrepreneurship Development, Education, Environmental Science, Human Resource Development/Management, Engineering, Information Technology or any other relevant Social Sciences from a university recognized in Kenya;

- (iv) advanced certificate for productivity practitioners lasting not less than three (3) weeks from a recognized institution;
- (v) attended a Strategic Leadership Development course lasting not less than six (6) weeks in a recognized institution;
- (vi) a Certificate of Training of Trainers (TOT) from a recognized institution; and
- (vii) have developed and implemented a comprehensive productivity improvement programmes in an organization/enterprise.

**Note: Apart from the above requirements, an engineer must:**

- (i) be registered by the Engineers' Registration Board Kenya;
- (ii) a current annual practice license from Engineers' Registration Board of Kenya; and
- (iii) a corporate member of the Institution Engineers of Kenya;

**Duties and Responsibilities**

- (i) overseeing the formulation of productivity oriented policies for specific sectors of the economy;
- (ii) implementing productivity studies and diagnostic surveys;
- (iii) guiding the development and deployment of organizational strategic/corporate plans;
- (iv) managing the activities of several productivity development teams; and
- (v) overseeing staff development.

**DEPUTY DIRECTOR, NATIONAL HUMAN RESOURCE PLANNING AND DEVELOPMENT  
- ONE (1) POST - V/No.117/2018**

**Basic Salary Scale: Ksh. 118,290 - Ksh.157,160 p.m.**

**(Job Group 'R')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director of Human Resource Management, Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management /Planning Development, Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science or Law from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Education, Demography, Sociology, Business Administration, Human Resource Management/Planning/Development, Applied Statistics, Information Management Systems, Labour Economics, Curriculum Development, Economics, Development/Entrepreneurship Studies or Philosophy (M.Phil) in Economics or equivalent qualification from a university recognized in Kenya;

- (iv) attended Strategic Leadership Development Programme course lasting not less than six (6) weeks in a recognized institution;
- (v) a clear understanding of the National Development goals, Vision 2030 Millennium Development Goals and the role of Human Resource Planning in achievement of the same; and
- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

### **Duties of Responsibilities**

- (i) developing, implementing and reviewing labour markets policies, programmes and strategies;
- (ii) developing and maintaining an efficient Labour Market Information System (LMIS);
- (iii) monitoring and vetting operations and performance of the private human resource development and consultancy agencies to ensure competency and credibility;
- (iv) developing and maintaining national long-term skills development strategies for the country;
- (v) guiding education and training providers to align their programmes to changes in the labour market;
- (vi) assisting various sectors and other stakeholders to determine their training needs;
- (vii) identifying gaps and deficiencies in available skills in the labour market; and
- (viii) disseminating information on research findings to the specific sectors on a regular basis.

### **SENIOR ASSISTANT DIRECTOR, NATIONAL HUMAN RESOURCE PLANNING AND DEVELOPMENT - TWO (2) POSTS - V/No.118/2018**

**Basic Salary Scale: Ksh. 97,320 - Ksh.130, 420 p.m.**

**(Job Group 'Q')**

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

- (i) served for a minimum period of three (3) year in the grade of Assistant Director, Human Resource Planning and Development, Job Group 'P' or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in any of the following disciplines: Human Resource Management /Planning Development, Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science or Law from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Education, Demography, Sociology, Business Administration, Human Resource Management/Planning/Development, Applied Statistics, Information Management Systems, Labour Economics, Curriculum Development, Economics, Development/Entrepreneurship Studies or Philosophy

- (M.Phil) in Economics from a recognized institution. any other relevant qualification from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
  - (v) demonstrated professional competence and managerial capability as reflected in work performance and results.

### **Duties of Responsibilities**

Duties and responsibilities at this level shall include;

- (i) planning, coordinating and harmonizing of training and other Human Resource Development activities in identified sectors of the economy;
- (ii) identifying training needs assessment, determining and reviewing policies and programmes relating to training and other human resources development activities;
- (iii) administering, managing and efficiently operating the Human Resource Planning functions;
- (iv) overseeing the development of a National Occupational Classification System (NOCS);
- (v) initiating of National Human Resource Development plans;
- (vi) designing, implementing and evaluating Human Resource development programmes to meet specific Human Resource demands; and
- (vii) evaluating the labour market situation in the economy to determine any deficiencies and supply/demand gaps in skills.

## **VACANCIES IN THE MINISTRY OF ENVIRONMENT AND FORESTRY**

### **DIRECTOR OF METEOROLOGICAL SERVICES - ONE (1) POST - V/No.119/2018**

**Basic Salary Scale: Ksh.130, 420 - 193, 410 p.m. (Job Group 'S')**

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director of Meteorological Services, Job Group 'R';
  - (ii) a Bachelors degree in Meteorology or equivalent qualification from a university recognized in Kenya;
- OR**
- (iii) a Bachelors degree in Mathematics and Physics or equivalent qualification from a university recognized in Kenya plus a post graduate Diploma in Meteorology equivalent qualification from a recognized institution;

- (iv) a Masters degree in Meteorology or any other related field from a university recognized in Kenya;
- (v) certificate in Operational Training lasting not less than six (6) months from a recognized institution;
- (vi) certificate in strategic leadership lasting not less than six (6) weeks from a recognized institution;
- (vii) clear understanding of national development goals, policies and programmes, and ability to relate them to the meteorological functions; and
- (viii) demonstrated competence and leadership capability in work performance and results

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for the general and professional administration of Kenya Meteorological Service. Specific duties and responsibilities at this level include:

- (i) providing general and professional administration of the Kenya Meteorological Service;
- (ii) formulating policy for National Meteorological Planning in consultation with the relevant Ministries;
- (iii) maintaining international Meteorological Standards in the country as laid down by the World Meteorological organization;
- (iv) providing linkage between Kenya and the World Meteorological Organization; and
- (v) liaising with relevant authorities in the country on matters concerning the work of the World Meteorological Organization.

### **DEPUTY DIRECTOR, FOREST CONSERVATION - ONE (1) POST - V/No.120/2018**

**Basic Salary Scale: Ksh. 118,290 - Ksh.157,160 p.m.**

**(Job Group R)**

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

- (i) served for a minimum period of fifteen (15) years of which an aggregate of three at least (3) years should have been in the grade of Senior Assistant Director, Forest Conservation, Job Group 'Q' and/or Assistant Director, Forest Conservation, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental Science, Forestry, Natural Sciences, Environmental Studies, or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental Science, Forestry, Natural Sciences, Environmental Studies, or equivalent qualifications from a university recognized in Kenya;

- (iv) attended Strategic Leadership Development Programme lasting not less than six (6) weeks in a recognized institution; and
- (v) demonstrated professional competences in work performance and results; and

### **Duties and Responsibilities**

Duties at this level shall include;

- (i) formulating, implementing and reviewing forest policies, programmes and strategies;
- (ii) assessing the impact and relevance of forest policies and strategies;
- (iii) overseeing county coordination on forestry matters; and
- (iv) reporting on forest conservancy management matters.

## **DEPUTY DIRECTOR, MULTI-LATERAL ENVIRONMENTAL AGREEMENTS AND DOMESTICATION (NATIONAL, REGIONAL AND INTERNATIONAL) - ONE (1) POST - V/No.121/2018**

**Basic Salary Scale: Ksh. 118,290 – Ksh,157,160 p.m.**

**(Job Group R)**

For appointment to this grade, a candidate must have:

- (i) served for a cumulative period of fifteen (15) years, of which an aggregate of three (3) years should be in the grade of Senior Assistant Director, Multilateral Environmental Agreements and Domestication, Job Group 'Q' and/or Assistant Director, Multilateral Environmental Agreements and Domestication, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental science, Environmental Law, Natural Sciences or any other related field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental science, Environmental Law, Natural Sciences or any other related field from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Shown professional and managerial capability in work performance and results

### **Duties and Responsibilities**

Specific Duties and Responsibilities include:

- (i) designing and review strategies for domestication of Multi-Lateral Environmental Agreements, Protocols and Conventions;
- (ii) coordinating issues related to environmental conventions, international agreements and regional protocols, in liaison with other ministries, lead agencies and stakeholders;
- (iii) ensure domestication of environmental agreements in line with national policies, legislation, development plans and programmes;

- (iv) Preparing of country position papers for presentation in national and international fora;
- (v) Preparation of status reports on ratification of MEAs and their implications;
- (vi) Mainstream environmental conventions and international agreements in liaison with other ministries, lead agencies and stakeholders;
- (vii) coordinating all activities of MEAs focal points and desk officers and enabling effectiveness;
- (viii) support mainstreaming of international protocols and environment agreements in the national environment agenda(policies, strategies, national environmental action plans); and
- (ix) support liaison between the Ministry between the Ministry, UNEP and office of the Permanent Representative to UNEP(Kenya), and other UN agencies collaborating in development and implementation of MEAs.

**SENIOR ASSISTANT DIRECTOR, MULTI-LATERAL ENVIRONMENTAL AGREEMENTS AND DOMESTICATION (NATIONAL, REGIONAL AND INATERNATIONAL) - ONE (1) POST - V/No.122/2018**

**Basic Salary Scale: Ksh.97,320 – Ksh.130,420 p.m.**

**(Job Group ‘Q’)**

For appointment to this post, a candidate must have:

- (i) served for a cumulative period of twelve (12) years, of which an aggregate of three (3) years should be in the grade of Assistant Director, Multilateral Environmental Agreements and Domestication, Job Group ‘P’ and/or Principal Multilateral Environmental Agreements and Domestication Officer, Job Group ‘N’ or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental science, Environmental Law, Natural Sciences or relevant field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental science, Environmental Law, Natural Sciences or relevant field from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and
- (v) Shown professional and managerial capability in work performance and results

**Duties and responsibilities**

Specific duties and responsibilities include:

- (i) developing, reviewing and implementing policies and legislation in terms of potential impacts on environment and advice on remedial/mitigation measures;
- (ii) administration, direction, control and liaising between the ministry and its agencies on environmental and natural resources management matters and promoting linkages with other government, civil society and private agencies;



- (iii) Preparing of country position papers for presentation in national and international fora;
- (iv) coordinating issues related to regional protocols, Environmental conventions on international agreements in liaison with other Ministries, lead agencies and stakeholders;
- (v) facilitate the development of mechanisms for the country's effective representation and reporting in international meetings or processes;
- (vi) implement results of analysis in evolving/emerging regional and international environment governance issues to inform policy and political process;
- (vii) domestication of environmental agreements in line with national policies, legislation, development plans and programmes; and
- (viii) support liaison between the Ministry between the Ministry, UNEP and office of the Permanent Representative to UNEP(Kenya), and other UN agencies collaborating in development and implementation of MEAs.

**SENIOR ASSISTANT DIRECTOR, PROGRAMMES, PROJECTS AND STRATEGIC INITIATIVES - ONE (1) POST - V/No.123/2018**

**Basic Salary Scale: Ksh.97, 320 - Kshs. 130,420 p.m. - (Job Group 'Q')**

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

- (i) served for a cumulative period of twelve (12) years, of which an aggregate of three (3) should have been in the grade of Assistant Director, Programmes, Projects and Strategic Initiatives, Job Group 'P' and/or Principal Programmes, Projects and Strategic Initiatives Officer, Job Group 'N' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Environmental science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Studies and Community Development, Agriculture, Climate Change, Environmental Law, Aquatic Science, Meteorology, Environmental Planning and Management, Water Resource and Management, Waste Management, or relevant field from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Environmental science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Studies and Community Development, Agriculture, Climate Change, Environmental Law, Aquatic Science, Meteorology, Environmental Planning and Management, Water Resource and Management, Waste Management, or relevant field from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) a certificate in computer applications from a recognized institution
- (vi) demonstrated professional competences in work performance and results;

### **Duties and responsibilities**

Specific duties and responsibilities include:

- (i) administration, direction, control and supervision of operations of a large and complex projects and programmes funded by the ministry;
- (ii) macro and micro levels planning, coordinating and monitoring the implemented projects within the ministry and its parastatals to ensure impact and accountability;
- (iii) pursuing strategic engagements and investment proactively through emerging international funding opportunities in the field of environment; and
- (iv) pursuing strategic partnerships and collaborative ventures in environment and natural resource management sector and support coordination of donor support to the ministry.

## **VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING**

**SECRETARY, LANDS - ONE (1) POST - V/No.124/2018**

**Basic Salary Scale: Kshs. 164,780 - Ksh. 320,040 p.m.**

**(JG 'T')**

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

- (i) served for a minimum period of three (3) years in the grade of either Director, Physical Planning, Land Surveys, Land Adjudication & Settlement or Senior Deputy Commissioner of Lands or Senior Deputy Chief Land Registrar, Job Group 'S' or in a comparable and relevant position in the Public Service;
- (ii) a degree in any of the following disciplines: Urban Management, Urban/regional Planning, Valuation and Property Management, Land Surveying, Land Economics, Economics, Sociology, Environmental Studies, Community Development or any other relevant qualification from a university recognized in Kenya;
- (iii) attended Strategic Leadership Development programme lasting not less than six (6) weeks in a recognized institution;
- (iv) competence in work performance necessary for the effective management of the functions of the directorate; and
- (v) ability to articulate, interpret and implement National and International policies and development goals.

**NOTE: A Masters degree in a relevant field will be an added advantage.**

## **Duties and Responsibilities**

The Secretary, Lands will be responsible to the Principal Secretary for organization, coordination and management of all technical activities in Lands Directorate. Specific duties and responsibilities include:

- (i) acting as a link between the Principal Secretary and the technical departments in the Directorate;
- (ii) coordinating the preparation, updating and reviewing of the legislations in the respective departments;
- (iii) ensuring effective work performance and proper utilization of capital and human resources in the directorate; and
- (iv) overall management and administration of the Directorate and coordinating the preparation and implementation of the directorates work plans and budgets.

## **DIRECTOR, KENYA INSTITUTE OF SURVEYING AND MAPPING - ONE (1) POST V/No.125/2018**

**Basic Salary Scale: Kshs. 130, 420 - Ksh. 193, 410 p.m.**

**(Job Group 'S')**

### **For appointment to this, the candidate must have:**

- (i) served for a minimum period of one (1) year in the grade of Deputy Director, Surveying and Mapping, Job Group 'R' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying, Engineering Surveying, Geomatics/Geomatic Engineering, Cartography, Remote Sensing, Photogrammetry, Printing, Mathematics, Physics, Geography, Environmental Science and education or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Land Surveying, Engineering Surveying, Geomatics/Geomatic Engineering, Geographical Information Systems (GIS), Environmental Science, Cartography, Remote Sensing, Photogrammetry, Printing, Regional and Urban Planning, Geophysics, Physics or its equivalent qualifications from a university recognized in Kenya;
- (iv) attended Strategic Leadership Development programme lasting not less than six (6) weeks in a recognized institution;
- (v) demonstrated a high degree of administrative and professional competence and managerial capability required for the effective planning, organization and administration of training programmes; and
- (vi) a thorough understanding of national goals, policies and programmes and the ability to relate them to the training function.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for general management and administration of the Institute. Specific duties and responsibilities will include:

- (i) interpreting policy objectives, planning and implementing the Institute's programs and activities;
- (ii) advising the Principal Secretary on training policy;
- (iii) handling all financial matters pertaining to the Institute;
- (iv) planning, coordination and implementation of training programmes for both sectoral and national needs; and
- (v) handling all staff matters in the Institute.

**SECRETARY/CEO**

**PUBLIC SERVICE COMMISSION**