



**MINISTRY OF LABOUR & SOCIAL PROTECTION
OFFICE OF THE CABINET SECRETARY**

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Social Security House, Bishops Road
P.O. Box 40326-00100
Nairobi - KENYA

When replying, please quote

Ref: No. MEACL&SP/4/21 (S)L/Vol. I/(68)

Date: 20th September 2018

- All Principal Secretary Secretaries
- All county Public Service Boards
- The Solicitor General & Department of Justice
- The Comptroller of State House
- The Inspector General National Police Service
- The Principal Administrative Secretary – DPSM
- The Clerk, National Assembly
- The National Council for Persons with Disability
- All Heads of Departments

STH/MA (Amn)
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11/10/18
Ms Muff
Age
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1/10/18

INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF LABOUR & SOCIAL PROTECTION – STATE DEPARTMENT FOR LABOUR

Applications are invited from suitably qualified serving officers in the Public Service for the advertised vacant positions shown here below.

No	Designation	J/G	No. of Posts	Vacancy No.
1	Clerical Officer II	F	47	15/2018
2	Drivers III	D	42	16/2018
3	Support Staff III	A/B	9	17/2018
4	Senior Support Staff/Subordinate Staff	D	37	18/2018

Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke or Ministry's website www.labour.go.ke

DD/HM&D
Circulate in our
noticeboards OAG
& DCS and in our
whats up platform
11/10/18

Please note:

- Candidates should NOT attach copies of academic, professional documents or transcripts. All the details requested in the advertisement should be filled in the form.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic, Professional Certificates and Transcripts during interviews.
- Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.
- Only shortlisted and successful candidates will be contacted.

Completed application forms should reach the Cabinet Secretary, Ministry of Labour and Social Protection, P.O. Box 40326-00100, NAIROBI or hand delivered to National Social Security Fund (NSSF) Building, Block 'A', Eastern Wing, 5th Floor Registry, on or before 22nd October 2018.

CLERICAL OFFICER II, JOB GROUP 'F' – FORTY SEVEN (47) POSTS, ADVERT NO.15/2018

Salary Scale: Kshs.16,890 – Kshs.20,800 p.m.

Terms of Service: **Permanent and Pensionable or Local Agreement**

For appointment to this grade an officer must

- Be a serving officer in the Public Service;
- Have a Kenyan Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- Have a Certificate in computer applications skills from a recognized institution.

Duties and Responsibilities

- Collecting statistical records
- Carrying out transactions related to accounts or personnel information
- Filing receipts
- Receiving, filing and dispatching correspondences;
- Preparing Pay Change Advices (PCAs);
- Preparing initial documents for issuance of stores;
- Photocopying and scanning documents;
- Checking general office cleaning; and
- Keeping safe custody of equipment, documents and records

DRIVER III, JOB GROUP 'D' – FORTY TWO (42) POSTS, ADVERT NO.16/2018

Salary Scale: Kshs.14,610 – Kshs.16,250 p.m.

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate must:-

- i. Be a serving officer in the Public Service;
- ii. Have a Kenyan Certificate of Secondary Education (KCSE) Mean Grade D (Plain) or its equivalent qualification from a recognized institution;
- iii. Have a valid driving license free from any current endorsement(s) for class(es) of vehicles (s) an officer is required to drive;
- iv. Have attended a First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognized institution;
- v. Have passed suitability Test for Drivers Grade III;
- vi. Passed practical Test for Drivers conducted by the respective Ministries/Departments;
- vii. A valid Certificate of good conduct from the Kenya Police; and
- viii. At least two (2) years driving experience.

Duties and Responsibilities include:

This is the entry grade into the Drivers' cadre. Duties and responsibilities at this level will entail: Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's Coling, oil, electrical and brake systems, tyre pressure etc; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicles on and off the road; safety of the passengers and/or goods therein; and maintain cleanliness of vehicle.

SUPPORT STAFF III, JOB GROUP 'A'/'B' – NINE (9) POSTS, ADVERT NO.17/2018

Salary Scale: Kshs.13,280 – Kshs.14,150 p.m.

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate must:-

- i. Be a serving officer in the Public Service;
- ii. Have a Certificate of Secondary Education (KCSE);
- iii. Have a Kenya Certificate of Education (KCE); or
- iv. Have a leaving certificate

Duties and Responsibilities include:

This is the entry grade into the Support Staff cadre. Duties and responsibilities at this level are general office cleanliness, receiving and dispatching letters, general office messenger.

SENIOR SUPPORT STAFF/SUBORDINATE STAFF, JOB GROUP 'D' – TWENTY (20) POSTS, ADVERT NO.18/2018

Salary Scale: Kshs.14,610 – Kshs.16,250 p.m.

Terms of Service: Permanent and Pensionable or Local Agreement

For appointment to this grade, a candidate must:-

- i. Be a serving officer in the Public Service;
- ii. Have a Certificate of Secondary Education (KCSE) Mean Grade D (Plain).
- iii. Have a Kenya Certificate of Education (KCE) Division IV.

Duties and Responsibilities include:

Successful candidates will be deployed in any of the station within the Ministry and assignments will include:

Carrying out cleaning and messengerial duties as instructed.



Hon. (Amb) Ukur Yatani
CABINET SECRETARY

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