

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 or job portal 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.

Applications should reach the Commission **on or before 23rd April 2019 (Latest 5.00PM)**

VACANCIES IN THE MINISTRY OF DEFENCE

COUNSELLOR II - FIVE (5) POSTS - V/No. 2/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - 34,400 p.m.

(Job Group 'J')

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in Counselling from a university recognized in Kenya;
OR
a Bachelors degree in any of the Social Sciences from a university recognized in Kenya plus a Post Graduate Diploma in Counselling from a recognized institution; and
- (ii) been registered with the Kenya Counselling Association (KCA).

Duties and Responsibilities

This is the entry and training grade for counsellors. Duties at this level include:

- (i) conducting client intake and individual counselling sessions; and
- (ii) keeping appropriate records.

VACANCIES IN THE NATIONAL TREASURY AND PLANNING

PENSIONS OFFICER II - THIRTY-ONE (31) POSTS - V/No.3/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - Ksh.34,440 p.m.

(Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or 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 senior officer. Duties and responsibilities include:

- (i) verifying retirement documents;
- (ii) capturing pensioners data into the pensions management information system (PMIS)
- (iii) scrutinizing and processing of pension claims;
- (iv) checking of pensions and gratuity awards;
- (v) general correspondence on pensions and gratuity matters; and

(vi) offering customer care services and responding to public inquiries.

PENSIONS ASSISTANT III - SIXTY-SIX (66) POSTS -- V/No. 4/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must:

- (i) be in possession of Kenya Certificate of Secondary Examination (KCSE) mean Grade C (Plain); and
- (ii) have a Diploma in any of the following disciplines: Law, Economics, Commerce, Insurance, Business Administration, Human Resource Management or relevant qualification from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be deployed in the Pensions Offices in Ministries/State Department and will work under the guidance and supervision of a senior officer. Duties and responsibilities include:

- (i) Capturing pensions data; and
- (ii) Compiling statistical records based on routine or special sources of information.

ECONOMIST II/STATISTICIAN II - TWO HUNDRED (200) POSTS - V/No. 5/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Bachelors degree in any of the disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) collecting, collating and analyzing data in the relevant sectors;
- (ii) compiling sector-specific draft reports;
- (iii) providing support in the preparation of policy briefs and reports on the relevant sectors;
- (iv) capturing data on budgetary requirements; and
- (v) uploading information in the National Integrated Monitoring and Evaluation System (NIMES).

STATE DEPARTMENT FOR LIVESTOCK

VETERINARY OFFICER - TWENTY-THREE (23) POSTS - V/No.7/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.40,410- Ksh.50810 p.m. (Job Group 'L')

For appointment to this grade, a candidate must:

- (i) be in possession of Bachelor of Veterinary Medicine (BVM) degree from a university recognized in Kenya; and
- (ii) be registered by the Kenya Veterinary Board.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be deployed in training institutions, vet labs, veterinary production farms, border points or zoological and efficacy training centers. He/she will work under the guidance of a senior officer. Duties and responsibilities include:

- (i) undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations, participating in the training of stakeholders in vector control programmes;
- (ii) treating sick animals,
- (iii) advising on good veterinary practices,
- (iv) collecting data and preparing reports on animal health, products and markets.
- (v) advising on animal breeding and welfare; and
- (vi) undertaking postmortem examination and other diagnostic tests.

LECTURER II - THIRTY (30) POSTS - V/No. 8/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Bachelors degree in any of the following fields:- Animal Production, Agriculture, Dairy Science, Range Management, Food Science and Technology, Agricultural Economics, Agribusiness Management, Leather Technology, Animal Health Management, Human Ecology, Education (Chemistry/Biology/Mathematics/Physics/Sociology/Community Development/Psychology/Home Economics), Agricultural Extension Education, Food Nutrition and Dietetics, Natural Resource Management, Computer Science, Information Communication Technology, Environmental Science, Dairy Science and Technology, Dairy Technology and Management or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) preparing training materials and schemes of work for the training;
- (ii) lecturing and assessing performance in areas of specialization;
- (iii) collecting data for research purposes;
- (iv) setting and marking examination papers; and
- (v) guiding and assessing students in their course work.

INSTRUCTOR III - THIRTY (30) POSTS - V/No. 9/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines: Animal Husbandry, Animal Health, Dairy Technology, Dairy Management, Range Management, Ranch Management, Hides and Skins, Leather Technology, agriculture and Home Economics, Food Technology, animal Production, Animal Health and Production, Agriculture Education, Horticulture, Veterinary Public Health, Meat Technology, Leather Science/Manufacturer, Leather Footwear, Laboratory science, Information Communication Technology or its equivalent 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 include:

- (i) undertaking training demonstration; and
- (ii) preparing and maintaining dairy/farm/laboratory/Veterinary materials and equipment for use in instructional duties in the relevant field.

VACANCY IN THE MINISTRY OF SPORTS, CULTURE AND HERITAGE (STATE DEPARTMENT FOR CULTURE AND HERITAGE)

MUSIC OFFICER II - TEN (10) POSTS - V/No. 10/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 – Ksh.34,400 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Music, Arts (Music) in Education, Musical Arts in Education, Musical Arts, Performing/Creative Arts, Leisure and Recreation or any other 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 will work under the supervision and guidance of a senior officer. Duties and responsibilities include:

- (i) collecting music and dance material that are of national significance for posterity;
- (ii) participating in the preparation of research materials and identification of music and dance talents.

MINISTRY OF WATER AND IRRIGATION - STATE DEPARTMENT FOR WATER SERVICES

ASSISTANT ENGINEER II – TWENTY (20) POST - V/No. 11/2019

**(WATER, SEWERAGE AND SANITATION DEVELOPMENT- FIFTEEN (15) POSTS;
WATER INFRASTRUCTURE - FIVE (5) POSTS)**

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must:

- (i) have a Bachelors degree in Civil Engineering from a university recognized in Kenya; and
- (ii) be registered by the Engineers Registration Board of Kenya as a Graduate Engineer.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be deployed in either of the two directorates and will work under the guidance of a senior officer.

(a) Water, Sewerage and Sanitation Development

Specific duties and responsibilities include:

- (i) carrying out feasibility studies;
- (ii) data collection and analysis for water, sewerage and sanitation projects;
- (iii) planning and design;
- (iv) supervision;
- (v) monitoring and evaluation of water, sewerage and sanitation projects; and
- (vi) assist the water service boards in project identification and preparation.

(b) Water Infrastructure

Specific duties and responsibilities include:

- (i) feasibility studies for projects under Public Private Partnership arrangement;
- (ii) planning and design for cross county projects;
- (iii) preparation of investment pipeline; and
- (iv) planning for projects

HYDROLOGIST II - TEN (10) POSTS - V/No. 12/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: - Hydrology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Hydrogeology or Water Resource Engineering 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 normally be regarded as being on-the-job training. Duties and responsibilities include:

- (i) assisting in preparation of hydrometeorological maps and assessment of surface water resource potential;
- (ii) installing and maintaining hydro-meteorological stations; and
- (iii) collecting, monitoring and analyzing hydro-meteorological data.

WATER RESEARCH OFFICER - THREE (3) POSTS - V/No. 13/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Bachelor of Science degree in any of the following disciplines: Hydrology, Chemistry or any other equivalent qualification from a University recognized in Kenya;

OR

a Bachelor of Science degree in any of the following disciplines: Computer Science, Information Communication and Technology, Geospatial Information Communication and Technology, Geospatial Information Systems (GIS) from a university recognized in Kenya plus a post-graduate Diploma in operational hydrology, Hydrogeology or any other equivalent qualification from a recognized institution.

Duties and Responsibilities

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

- (i) collecting and compiling secondary data in the area of specialization from stakeholders in the water sector; and
- (ii) collecting and analyzing field samples under pilot projects in the area of specialization.

TRANSBOUNDARY WATER RESOURCES OFFICER - FOURTEEN (14) POSTS - V/No. 14/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

(Job Group 'K')

For appointment to this grade, a candidate must a Bachelors degree in any of the following disciplines: Geology, Hydrology, Environmental Science, Water and Environmental Engineering, Chemistry, Water Resources or equivalent qualifications from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) collecting data according to area of specialization on transboundary water resources;
- (ii) disseminating information on transboundary water resources;
- (iii) liaising with the relevant institutions to ensure implementation of transboundary water projects and programmes with a view to ensure compliance on the agreed protocols, agreements and treaties; and
- (iii) carrying out assessment on benefits accrued from transboundary water resources cooperation.

VACANCIES IN THE MINISTRY OF LANDS AND PHYSICAL PLANNING

LAND REGISTRAR II - ONE HUNDRED (100) POSTS - V/No. 15/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

(Job Group 'K')

For appointment to this grade, a candidate must be an advocate of the High Court of Kenya or a Land Surveyor, a Land Economist or an expert in any other relevant field.

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. Specific duties and responsibilities include:

- (i) receiving and recording applications for land registration;
- (ii) processing of land title searches;
- (iii) verifying land registration documents;
- (iv) capturing data for land registration purposes;
- (v) verifying scanned titles and other related documents;

- (vi) processing application for Land Control Board consents; and
- (vii) collecting information on public complaints on land registration matters.

LAND SURVEYOR II - FIFTY-EIGHT (58) POSTS - V/No. 16/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.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 any of the following disciplines: Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering, Technology in Geomatics, Technology in Geoinformatics, Geo-spacial Engineering, Philosophy in Technology, (Survey) or equivalent qualifications from a university recognized in Kenya; and
- (ii) been a registered a member of Institution of Surveyors of 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 senior officer. Duties and responsibilities include carrying out angular and distance measurements and computation for medium and high density topographical, general engineering, subdivisions schemes, medium area cadastral and photo-control surveys

VACANCIES IN THE MINISTRY OF PETROLEUM AND MINING

PETROLEUM AUDITOR (PETROLEUM AUDIT AND RISK ANALYST) -TWO (2) POSTS - V/No. 17/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

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

- (i) a Bachelors degree in any of the following disciplines: Commerce (Accounting option or Finance option), Business Administration (Accounting option) or its equivalent qualification from a recognized institution; and
- (ii) Part III of the Certified Public Accountant (CPA) examination or Part III of the Association for Certified Chartered Accountant (ACCA) or equivalent qualifications from a recognized institution.

Duties and Responsibilities

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

- (i) collecting and compiling petroleum audit statistical data;
- (ii) examining upstream petroleum operations books of account;

- (iii) verifying accounting entries, material records and inventories, vouchers, payrolls, invoices and any other documents, correspondences and records;
- (iv) inspecting site plants, facilities and warehouses of petroleum operations; and
- (v) preparing reports on investigations and preliminary audits.

PETROLEUM ENVIRONMENTAL AUDITOR II (PETROLEUM ENVIRONMENTAL ANALYST)- (2 POSTS) - V/No. 18/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.35,400 – Ksh.46,230 p.m. (Job Group ‘K’)

For appointment to this grade, a candidate must have Bachelors degree in any of the following disciplines: - Environment, Environmental Science, Environmental Geology, Environmental Management and Natural Resources, or its equivalent qualification from a recognized institution.

Duties and Responsibilities

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

- (i) collecting environmental health and safety data related to oil and gas;
- (ii) reporting on oil and gas Health Safety and Environment matters; and
- (iii) participating in reviewing Environmental and Social Impact Assessment Reports related to oil and gas operations.

PETROLEUM TECHNOLOGIST III - (4 POSTS) - V/No. 19/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines: - Analytical Chemistry, Applied Chemistry, Earth Science, Civil Engineering or equivalent qualification from a recognized institution.

Duties and Responsibilities

This is the entry and learning grade for this cadre. Duties and responsibilities will entail:

- (i) collecting, recording and analyzing petroleum drilling core samples;
- (ii) preparing of laboratory specimens;
- (iii) participating in petroleum geological field surveys;
- (iv) undertaking analytical /diagnostic work on rock, water, oil and gas; and
- (v) assisting in maintenance of laboratory equipment for geological petroleum activities.

VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS - STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER II - NINETY-EIGHT (98) POSTS - V/No. 20/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - Ksh.34,400 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the Social Sciences such as Human Resource Management, Public/Business Administration, Government, Sociology, Economics or any other relevant qualification from a university recognized in Kenya.

Duties and Responsibilities

This is the entry and learning grade for this cadre. An officer at this level will perform a variety of human resource management and development duties under the guidance and supervision of a senior officer. Duties and responsibilities include:

- (i) verifying information relating to recruitment, appointments, transfers and human resource management information systems;
- (ii) implementing human resource decisions within existing rules, regulations and procedures;
- (iii) collecting and collating data for assessing training needs;
- (iv) preparing training projections; and
- (v) preparing agenda and minutes for Human Resource Management Advisory Committee.

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT ASSISTANT III - NINETY-TWO (92) POSTS - V/No. 21/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution;

OR

Part I of the Certified Public Secretaries Examination.

Duties and Responsibilities

This will be 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) processing human resource matters such as appointments, promotions and leave applications within existing rules, regulations and procedures; and
- (ii) capturing and updating human resource data in HRIS and drafting letters.

VACANCIES IN THE OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE

STATE COUNSEL II - FORTY (40) POSTS - V/No. 22/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh. 40,410- Ksh. 50,810 p.m. - SLG 1/Job Group 'L'

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

- (i) a Bachelor of Laws Degree (LLB) from a university recognized in Kenya;
- (ii) a Post Graduate Diploma in Law from the Kenya School of Law; and
- (iii) been admitted as an Advocate of the High Court of Kenya.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under a more senior and experienced Counsel in the performance of legal duties pertaining to the Department. Specific duties and responsibilities include:

- (i) handling preliminary enquiries and writing correspondence to complainants and advocates;
- (ii) interviewing complainants;
- (iii) assisting in civil litigation matters;
- (iv) appearing in court under supervision of a senior and experienced officer;
- (v) assisting in drafting bills and subsidiary legislations;
- (vi) drawing up of pleadings.
- (vii) registration of grants of representation.
- (viii) preparation of statutory declaration.
- (ix) preparation and registration of caveats/caution, orders of prohibition and Trust deeds; and
- (x) drafting local agreements, international documents, contracts and treaties.

VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY AND REGIONAL DEVELOPMENT - STATE DEPARTMENT FOR EAST AFRICAN COMMUNITY

REGIONAL PRODUCTIVE AND SERVICES INTEGRATION OFFICER - TWO (2) POSTS - V/No. 23/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: - Civil/Agricultural/Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Agricultural Economics, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Meteorology, Mineralogy/Geology, Hydrogeology or its 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 will work under the guidance of a senior officer. Duties and responsibilities include:

- (i) collecting and analyzing data and information on Infrastructure Development, Transport, Communication, Meteorology, Energy, Environment and Natural Resources, Tourism, Wildlife management, Environmental Disaster Management, Agriculture and Food security; and
- (ii) organizing and preparing briefs in preparatory meetings of relevant Ministries, Departments and Agencies (MDAs) to inform the country position papers.

REGIONAL ECONOMIC INTEGRATION OFFICER - TWO (2) POSTS -

V/No. 24/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or its 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 will work under the guidance of a senior officer. Duties and responsibilities include:

- (i) gathering and collating data and information on East African Community (EAC) integration process and other existing programmes specifically focusing on trade,

- industry, investment, fiscal monetary, customs, standards, competition and private sector development;
- (ii) supporting compilation of sector-specific draft reports;
 - (iii) generating initial policy briefs and speeches on economic issues on EAC integration and participating in preparatory meetings;
 - (iv) compiling data on the impact of economic affairs programmes and projects; and
 - (v) participating in consultative meetings to prepare country's position papers.

**REGIONAL LIAISON INTEGRATION OFFICER II - FOUR (4) POSTS -
V/No. 25/2019**

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - Ksh.34,400 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Government/Political Science, Commerce, Marketing, Entrepreneurship, Sociology, Public/Business Administration, International Relations/Studies, Development Studies, Peace and Conflict Studies, Gender Studies, Communications or its equivalent qualifications from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) gathering and collating data on regional integration and co-operation matters; and
- (ii) preparing consultative meeting on country's position papers with Ministries, Departments and Agencies (MDAs) and other stakeholders.

**REGIONAL SOCIAL INTEGRATION OFFICER II - TWO (2) POSTS-
V/No. 26/2019**

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - Ksh.34,400 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Sociology, Social Work, Culture and Sports Science, Development Studies, Gender Studies, Education, Anthropology, International Relations/Studies, Entrepreneurship, Public/Business Administration, Human Resource Management/Planning Development or its equivalent qualifications from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) gathering and collating information on East African Community (EAC) integration programmes and projects related to social sectors; and
- (ii) generating initial briefs and speeches on social integration issues.

**REGIONAL POLITICAL INTEGRATION OFFICER II - ONE (1) POST-
V/No. 27/2019**

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - Ksh.34,400 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Government/Political Science, International Studies/Relations, Public/Business Administration, Peace and Conflict Studies, Education, Human resource Management/ Planning/ Development or its equivalent qualifications from a university recognized in Kenya.

Duties and responsibilities

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

- (i) collecting data on East African Community political integration activities;
- (ii) promoting East African cooperation in political integration through awareness programmes; and
- (iii) compiling an inventory of stakeholders to represent Kenya's interests through effective participation at key integration meetings.

VACANCY IN THE MINISTRY OF FOREIGN AFFAIRS

**FOREIGN SERVICE CADET/THIRD SECRETARY CADET-ONE HUNDRED
SIXTEEN (116) POSTS - V/No. 28/2019**

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Kshs.24,662 - Kshs.29,918 p.m. - (Job Group 'J')

For appointment to this grade, a candidate must:

- (i) have a Bachelors degree from a University recognized Kenya;
- (ii) possess good communications skills; and
- (iii) be results oriented and committed to continuous learning.

Note:

proficiency in one of the following United Nation languages, viz: French, Spanish, Chinese, Russian and Arabic, in addition to English, or any other relevant international language will be an added advantage.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be considered to be on-the-job training and will undertake the Foreign Service Entry Course at the Foreign Service Institute lasting not less than three (3) months. Specific duties and responsibilities include;

- (i) participating in and reporting on meetings with foreign diplomats and/or dignitaries and preparing reports;
- (ii) undertaking guided research on foreign Services issues;
- (iii) drafting briefs, speeches and diplomatic notes and messages; and
- (iv) performing general protocol duties.

VACANCIES IN THE MINISTRY OF EDUCATION -STATE DEPARTMENT FOR EARLY LEARNING AND BASIC EDUCATION

ADULT EDUCATION INSTRUCTOR - HUNDRED (100) POSTS - V/No. 29/2019

Three (3) years contract (Renewable subject to satisfactory performance)

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

For appointment to this grade, a candidate must have:

a Bachelor of Education/ Adult Education degree from a university recognized in Kenya;

OR

a Bachelor of Arts or Science degree from a university recognized in Kenya plus a Diploma in Education from a recognized institution.

Duties and Responsibilities

This is the entry grade for Adult Education instructors. Specific duties and responsibilities include:

- (i) initiating and organizing Adult and Continuing Education centres;
- (ii) analyzing learners' needs;
- (iii) preparing schemes of work and lesson plans;
- (iv) preparing teaching/learning aids;
- (v) teaching and evaluating learners' progress;
- (vi) maintaining class records initiating and guiding operations of class committees;
- (vii) organizing programmes for out of school youth and adults; and
- (viii) participating in the production of teaching/learning materials and preparing learners for Kenya Certificate of Secondary Education (KSCE) national examination or its equivalent.

SCHOOLS AUDITOR II - SIXTY (60) POSTS - V/No. 30/2019

Three (3) years contract (Renewable subject to satisfactory performance)

Basic Salary Scale: Ksh.29,190 - Ksh 34,440 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have:

a Bachelor of Commerce (Accounting/Finance option), Business Administration/Management (Accounting/Finance Option) or its equivalent qualification from a university recognized in Kenya;

OR

a Bachelors degree in any of the following disciplines:- Economics, Actuarial Science, Statistics, Mathematics from a university recognized in Kenya and passed Certified Public Accountants Part I or Part I of Association of Chartered Accountants (ACCA) or its equivalent qualification from a recognized institution.

Duties and responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer.

Specific duties and responsibilities include:

- (i) executing audit programs;
- (ii) collecting and documenting evidence on audit issues;
- (iii) reviewing internal control systems in public educational institutions; and
- (iv) verifying assets and liabilities.

VACANCY IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT (STATE DEPARTMENT FOR CORRECTIONAL AND REHABILITATION SERVICES)

PROBATION OFFICER II - ONE THOUSAND (1000) POSTS - V/No. 31/2019

Basic Salary Scale: Ksh.29,190 - Ksh 34,440 p.m. (Job Group 'J')

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Social Work, Sociology, Criminology, Guidance and Counselling, Social Psychology or any other relevant and equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities include:

- (i) interviewing accused persons for bail reports;

- (ii) conducting and presenting social inquiry reports on probation and community service offenders as required by the Courts;
- (iii) making pre-trial and post-trial social enquiry reports for the Courts on referred offenders;
- (iv) conducting and submitting social enquiry reports to Correctional Institutions and Discharge Boards; and
- (v) keeping updated records of the offenders under supervision.

**Ag. SECRETARY/CHIEF EXECUTIVE OFFICER
PUBLIC SERVICE COMMISSION**