



REPUBLIC OF KENYA
OFFICE OF THE DEPUTY PRESIDENT
STATE DEPARTMENT FOR DEVOLUTION
Office of the Principal Secretary

Fax No.: 2217869
Telephone: +254-020-22152450645
Info@devolution
Email:ps@devolution.go.ke

Telposta Towers
Kenyatta Avenue
P.O. Box 30004- 00100
NAIROBI

Ref No. MDP/DD/CONF/1006/A/VOL.11/(80)

18th October, 2023

The Secretary/CEO, PSC (k)
All Principal Secretaries
All County Public Service Boards
All County Governments
All County Commissioners
The Solicitor General
The Comptroller of State House
The Inspector General of Police Service
The Executive Director, National Council For Persons with Disabilities
All Heads of Department

RE-ADVERTISEMENT OF VACANCIES IN THE STATE DEPARTMENT FOR DEVOLUTION

The State Department for Devolution invites applications from qualified serving officers in the Public Service for the post in the grade of Senior Devolution Officer, Job Group 'L' (CSG 9) through advertisement under delegated authority as shown below;

S/No.	Post	Grade & JG	V/No.	No. of Vacancies
1.	Senior Devolution Officer	CSG 9/ JG 'L'	01/08/2023	10
	Total			10

V/ No. 01/08/2023: SENIOR DEVOLUTION OFFICER – TEN (10) POSTS

Office of the Deputy President
State Department for Devolution

Post	:	Senior Devolution Officer, Job Group 'L' (CSG 9)
No. of Posts	:	Ten (10)
Salary Scale	:	Kshs.44,400×1,920 -46,320×2,000 -48,320×2,290 - 50,610×2,350 -52,960×2,550-55,510×2,850- 58,360 ×2,750- 61,110 p.m.
House Allowance	:	Kshs. 28, 000 p.m.
Commuter Allowance	:	Kshs. 6,000 p.m.
Leave Allowances	:	Kshs. 6,000 p.a
Leave Entitlement	:	30 days per financial year excluding weekends and Public holidays
Medical Benefits	:	As existing in the Civil Service
Terms of Service	:	Permanent and Pensionable

1. SENIOR DEVOLUTION OFFICER, CSG 9

(a) Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Devolution Officer 1 CSG 10 for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- ii. Bachelor degree in any of the following disciplines: Development Studies, Public Administration, Economics, Sociology, Education, Entrepreneurship, Political Science or equivalent qualifications from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibility will entail:

- i. Collecting, collaborating and analyzing data and preparation of reports on various devolution sector issues;

- ii. Implementing regulations, framework, guidelines, standards and procedures for devolution and intergovernmental relations;
- iii. Planning and coordinating Capacity Building, Civic Education and Citizen Participation program and activities;
- iv. Conducting research, monitoring and evaluation of devolution programs and projects; and
- v. Coordinating inter-governmental relations sector forums and activities

Suitably qualified candidates are required to make their applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website www.publicservice.go.ke

Please Note:

Candidates should **Not** attach any document to the application form. All the details requested in the advertisement should be filled in the form.

- Only shortlisted and successful candidates will be contacted.
- Those who had previously applied **SHOULD NOT RE-APPLY**.
- Canvassing in any form will lead to automatic disqualification.
- The **STATE DEPARTMENT FOR DEVOLUTION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.**
- **WOMEN, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES WHO MEET THE REQUIREMENTS OF THE ADVERTISED POSITIONS ARE ENCOURAGED TO APPLY.**

Completed application (PSC 2 form) should reach the:

Principal Secretary
State Department for Devolution
P.O. Box 30004-00100
NAIROBI
OR
Email Address: ps@devolution.go.ke

Or hand delivered to our offices, Telposta Building, 1st Floor, HRM Registry on or before **Monday, 6th November, 2023.**

Ms. Teresia Mbaika
PRINCIPAL SECRETARY

