



PUBLIC SERVICE COMMISSION

Our Vision

“A values-driven citizen-centric public service”

Our Mission

“To ensure an efficient, effective, ethical and inclusive public service for delivery of quality services to the citizenry”

ADVERTISEMENT - VACANT POSITIONS IN THE PUBLIC SERVICE

Applications are invited from qualified persons for the positions shown below. Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.pscjobs.go.ke

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional **certificates** not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful applicants 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 Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present or provide fake certificates/documents/Information.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.
- (viii) **Beware of fraudsters soliciting bribes from the public while masquerading as Commission staff. Public Service Commission does not charge any fees for job applications, shortlisting, interviews or appointments.**

Applications should reach the Commission **on or before 9th January, 2026 latest 5.00 p.m. (East African Time)**

MINISTRIES AND STATE DEPARTMENTS

a) Promotional Positions

VACANCIES IN THE EXECUTIVE OFFICE OF THE PRESIDENT

CHIEF OF STAFF AND HEAD OF PUBLIC SERVICE

SECRETARY GOVERNMENT DELIVERY UNIT (1) POST –V/NO 157/2025

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Local Agreement/Permanent and pensionable	

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

- (i) served for a minimum period of eighteen (18) years, three (3) years of which should have been at the grade of Director, CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Masters Degree in any of the following disciplines: Economics, Public Policy, Public Administration, Business Administration, Social Services or related field from a university recognized in Kenya;
- (iii) a Bachelors Degree in any of the following disciplines: Arts, Economics, Public Policy, Public Administration, Business Administration, Social Services or related field from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) demonstrated managerial, administrative and professional competence and a thorough understanding of national goals, national priorities, policies and objectives.

Personal Attributes and Core Competencies

In addition to the above requirements, the applicant must also possess the following key personal attributes and core competencies;

Personal Attributes

- (i) Integrity and accountability
- (ii) Strategic thinking resilience and adaptability
- (iii) Result-oriented mindset
- (iv) Collaboration and influence
- (v) Empathy and emotional intelligence
- (vi) Innovation and problem solving

Core Competencies

- (i) Leadership and team management
- (ii) Program and project management
- (iii) Performance monitoring and evaluation (M&E)

- (iv) Stakeholder engagement and communication
- (v) Policy and operational alignment
- (vi) Data-driven decision making
- (vii) Change management
- (viii) Risk management

Duties and Responsibilities

The Government Delivery Unit (GDU) is a strategic office within the Executive Office of the President, tasked with the responsibility to monitor and ensure timely and effective implementation of key government programs and priorities.

The position holder will be answerable to the Deputy Chief of Staff Delivery and Government Efficiency for executing the following duties: -

- (i) liaising with Government agencies in implementing National Government Priorities, Projects and programmes;
- (ii) ensuring stake holders engagements in the implementation of National Governments priorities, projects and programmes;
- (iii) ensuring risk assessment of National Government projects and programmes is undertaken;
- (iv) ensuring tracking, monitoring and reporting on implementation of National Government priorities, flagship projects, programmes and presidential Directives;
- (v) facilitating the design and review of strategies and plans on the National Government Development Agenda that are responsive to the needs of stakeholders;
- (vi) ensuring replication of best practices in implementation of national Government projects and programmes;
- (vii) overseeing the preparation of progress reports on implementation of National Government projects and programmes;
- (viii) facilitating engagement and networking among Government, Private Sector and Civil Society in building capacity to facilitate implementation of the National Socia-Economic Development Agenda;
- (ix) ensuring maintenance and continuous improvement of the delivery information management system;
- (x) facilitating research on emerging issues and best practices in delivery of services for National Government priorities, projects, programmes and services;
- (xi) communicating to the public the progress and successes of National Government programmes and projects, in liaison with the stakeholders;
- (xii) overseeing the development and implementation of the Government Delivery Service's work plans, budgets, performance contracts and staff performance appraisal;
- (xiii) ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- (xiv) overseeing financial and assets management issues of the Government Delivery Services

STATE DEPARTMENT FOR ECONOMIC PLANNING

SECRETARY ECONOMIC PLANNING- FOUR (4) POSTS - V/NO. 158/2025

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of eighteen (18) years, three (3) years of which must have been in the grade of Director, Economic Planning, CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Economics, Statistics, Economics and Mathematics, Economics and Finance, Economics and Statistics, or any related field from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development or Rural Economics from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) a Membership to a relevant professional body (where applicable);
- (vi) demonstrate professional competence and managerial capability as reflected in work performance and results; and
- (vii) demonstrate a clear understanding of the National development policies, goals, and objectives and the ability to integrate them into the Economic Planning Function

Duties and Responsibilities

The Economic Planning Secretary will be responsible to the Director General for Economic Planning. Duties and responsibilities will include: -

- (i) coordinating the formulation, implementation and review of economic Planning, policies, strategies, legislations, standards, guidelines and procedures;
- (ii) coordinating the linkage between economic policies, planning and budgeting;
- (iii) developing frameworks for sector collaborations and stakeholder engagements to promote the realization of the national plans and policies;
- (iv) coordinating the formulation, domestication, implementation, tracking and reporting on regional and international economic partnerships and frameworks,

- including Sustainable Development Goals (SDGs), African Union (AU) Agenda 2063 and East African Community (EAC) vision 2050;
- (v) coordinating the implementation of donor-funded multisectoral programmes and projects;
 - (vi) coordinating intergovernmental development planning affairs, and integration of the county and national economic planning;
 - (vii) coordinating technical assistance to Ministries, Department, Agencies and Counties (MDACs) on economic planning;
 - (viii) coordinating socio-economic research, modelling and forecasting, public policy analysis, adoption of technology and innovation;
 - (ix) coordinating national and sectoral statistics, and population management;
 - (x) ensuring the formulation and review of policies, guidelines, norms, standards frameworks, procedures and toolkits for monitoring and evaluation, and project management at the National and County governments;
 - (xi) coordinating management of the National Intergrated Monitoring and Evolution System (NIMES);
 - (xii) coordinating strategic planning, budgeting, performance and risk management;
 - (xiii) establishing and maintaining programmes and projects portfolio; and
 - (xiv) providing liaison with Central Planning and Project Monitoring Departments (CPPMD)s across Ministries, departments, and Agencies (MDAs) on economic planning functions

VACANCIES IN THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS

STATE DEPARTMENT FOR FOREIGN AFFAIRS

DIRECTOR, FOREIGN SERVICE/MINISTER II- THIRTY-SEVEN (37) POSTS - V/NO. 159/2025

Basic Salary Scale:	Ksh 146,360 p.m. – 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of fifteen (15) years, one (1) year of which should have been at the grade of Deputy Director, Foreign Service/Minister Counsellor, CSG 6, or in a comparable and relevant position in the wider public service;
- (ii) successfully served 48 months on a Tour of Duty in a Kenya Mission abroad;
- (iii) a Bachelors Degree from a university recognized in Kenya;
- (iv) a Masters Degree in either International Relations, International Studies, Business Administration, Law, Economics, or any other equivalent discipline from a university recognized in Kenya;

- (v) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (vi) demonstrated outstanding professional competence and managerial/administrative capabilities;
- (vii) be visionary, a team leader, innovative, results oriented, and committed to continuous learning;
- (viii) effective leadership, negotiation, analytical and communication skills;
- (ix) a thorough understanding of Kenya's Foreign Policy and other key national policies, objectives and strategies and the role of Foreign Service in the achievement of the National Development Goals; and
- (x) demonstrated respect for national values and principles of governance.

Duties and Responsibilities

An officer at this level will be deployed in either Ministry Headquarters or Kenya Mission.

At Ministry Headquarters

An officer at this level will be responsible for the Deputy Director General, Foreign Service. Duties and responsibilities will include:-

- (i) assisting in the coordination and management of a Directorate;
- (ii) contributing to formulation, analysis, interpretation and review of Kenya's foreign policy;
- (iii) coordinating preparation of Kenya's position for bilateral and multilateral engagements and conferences;
- (iv) providing of technical backstopping on foreign policy to Kenya Missions;
- (v) coordinating preparation of briefs, statements, speeches, toasts, aide-mémoires and other diplomatic communications;
- (vi) coordinating and facilitation of consultations, meetings, and briefings on foreign policy;
- (vii) following up on the implementation of reports from Kenya Missions, as well as meetings and conferences;
- (viii) representing the State Department in international events, meetings and conferences;
- (ix) promoting of Nairobi as a Hub for multilateral diplomacy and host for International Organizations;
- (x) lobbying for Kenya's candidatures and candidates in strategic regional and international organizations;
- (xi) networking with inter-governmental organizations and diplomatic Missions accredited to Kenya;
- (xii) undertaking research and analysis of international issues and trends and recommending appropriate policy interventions;
- (xiii) contributing to development of Foreign Service Academy's training programmes;
- (xiv) mentoring and coaching of junior officers; and
- (xv) coordinating performance management, and administrative issues within the Directorate

At Kenya Mission

At the Mission, an officer at this level will be deployed as Head of Chancery responsible to the Head of Mission. Duties and responsibilities will include:

- (i) assisting in coordinating the technical and administrative work of the Mission;
- (ii) projecting, promoting, and protecting Kenya's foreign policy;
- (iii) designing strategies for achieving Kenya's bilateral & multilateral foreign policy priorities;
- (iv) assisting in the formulation of Kenya's position for bilateral and multilateral engagements;
- (v) assisting in the coordination and/or facilitation of multilateral & bilateral engagements;
- (vi) analyzing political, economic and social trends, collating and submitting reports;
- (vii) assisting in the promotion and protection of interests of the Kenya diaspora;
- (viii) assisting in the formulation and implementation of the Mission's public diplomacy and stakeholder engagement strategies;
- (ix) lobbying for Kenya's candidatures and candidates in strategic regional and international organizations;
- (x) networking with inter-governmental organizations and diplomatic Missions in the countries of posting;
- (xi) assisting in the coordination of state and official functions and programs for Kenya delegations;
- (xii) mentoring and coaching for junior officers;
- (xiii) participating in meetings and conferences in countries/ international organizations of accreditation and prepare appropriate reports;
- (xiv) preparing briefs, statements and diplomatic notes and official messages;
- (xv) assisting in the preparation of the Mission's budget, annual work plans, procurement plans and cash flow projections; and
- (xvi) chairing and/or member of Mission's functional committees

DEPUTY DIRECTOR, FOREIGN SERVICE/MINISTER COUNSELLOR – TWENTY-SIX (26) POSTS - V/NO. 160/2025

Basic Salary Scale:	Ksh 105,570 p.m. – 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, an officer must have:

- (i) cumulative service period of twelve (12) years, one (1) year of which should have been at the grade of Assistant Director, Foreign Service/Counsellor, CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) successfully served 48 months on a Tour of Duty in a Kenya Mission a broad or commensurate international experience;
- (iii) a Bachelors Degree from a university recognized in Kenya;

- (iv) demonstrated professional competence, and managerial/administrative skills;
- (v) be a team player, results-oriented, innovative, and committed to continuous learning;
- (vi) effective negotiation, analytical, and communication skills;
- (vii) a clear understanding of Kenya's Foreign Policy and other key national policies, objectives, and strategies, including the role of Foreign Service in the achievement of the National Development Goals; and
- (viii) demonstrated respect for national values and principles of governance.

Duties and Responsibilities

An officer at this level will be deployed in either Ministry Headquarters or Kenya Mission.

At Ministry Headquarters

An officer at this level will be deployed as the Deputy Head of a Department. Duties and responsibilities will include:

- (i) coordinating and supervising the work in the Department;
- (ii) participating in the formulation, analysis, interpretation, and articulation of Kenya's foreign policy;
- (iii) coordinating preparation of Kenya's position for bilateral and multilateral negotiations, meetings, and conferences;
- (iv) analyzing and implementing recommendations from reports of international meetings, conferences, and Kenya Missions;
- (v) networking with Ministries, Departments, inter-governmental organizations, and diplomatic missions accredited to Kenya;
- (vi) contributing to development of Foreign Service Academy's training programmes;
- (vii) maintaining a database on vacancies in international and intergovernmental organizations and facilitating lobbying for Kenya's candidatures and candidates;
- (viii) coordinating provision of protocol services;
- (ix) coordinating development of performance targets, annual work plans, budgets, and performance reporting for the Directorate;
- (x) supervising, mentoring, and guiding staff; and
- (xi) any other duty as may be assigned by the Authorized Officer.

At Kenyan Mission

At a Kenyan Mission, an officer at this level will be deployed as the Head of Chancery, responsible to the Head of Mission. Duties and responsibilities will include:-

- (i) providing administrative support services and financial oversight at the Mission;
- (ii) monitoring and analyzing political, economic, and social developments in the host country and preparing reports;
- (iii) projecting, promoting, interpreting, and defending Kenya's foreign policy;
- (iv) coordinating Kenya's participation in bilateral and multilateral negotiations, meetings, and conferences;

- (v) coordinating trade, cultural, diaspora, and public diplomacy activities to promote Kenya's interests;
- (vi) organizing official functions and programmes for Kenyan delegations and dignitaries;
- (vii) coordinating consular and protocol services;
- (viii) preparing briefs, statements, diplomatic notes, and official communications;
- (ix) coordinating preparation of annual work plans, budgets, procurement plans, and performance reports for the Mission;
- (x) supervising, mentoring, and developing staff in the Mission; and
- (xi) chairing and/or member of Mission's functional committees

ASSISTANT DIRECTOR, FOREIGN SERVICE/COUNSELLOR – TWENTY-THREE (23) POSTS – V/NO. 161/2025

Basic Salary Scale:	Ksh 92,030 - Ksh 133,410 p.m.	(CSG 7)
House Allowance:	Ksh 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of ten (10) years, **one (1) year** of which should have been at the grade of Principal, Foreign Service Officer, CSG 8, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree from a university recognized in Kenya;
- (iii) demonstrated professional competence, and managerial/administrative skills;
- (iv) be a team player, results-oriented, innovative, and committed to continuous learning;
- (v) effective negotiation, analytical, and communication skills;
- (vi) a clear understanding of Kenya's Foreign Policy and other key national policies, objectives, and strategies, including the role of Foreign Service in the achievement of the National Development Goals; and
- (vii) demonstrated respect for national values and principles of governance.

Duties and Responsibilities

An officer at this level will be deployed in either Ministry Headquarters or Kenyan Mission.

At Ministry Headquarters

An officer at this level will be deployed as a Section Head of a Directorate. Duties and responsibilities will include:-

- (i) coordinating and supervising the work in the Section;
- (ii) researching emerging international events and recommending appropriate policy interventions;
- (iii) preparing of Kenya's position for bilateral and multilateral negotiations, meetings, and conferences;

- (iv) analyzing and initiating implementation of recommendations from reports of international meetings, conferences, and Kenya Missions;
- (v) networking with Ministries, Departments, inter-governmental organizations, and diplomatic missions accredited to Kenya;
- (vi) tracking and maintaining a database on vacancies in international and intergovernmental organizations;
- (vii) coordinating provision of protocol services;
- (viii) coordinating development of performance targets, annual work plans, budgets, and performance reporting for the Directorate; and
- (ix) supervising, mentoring, and guiding staff

At a Kenyan Mission

At a Kenya Mission, an officer at this level may be deployed as the Head of Chancery, responsible to the Head of Mission. Duties and responsibilities will include:

- (i) providing administrative support services and financial oversight at the Mission;
- (ii) monitoring and analyzing political, economic, and social developments in the host country and preparing reports;
- (iii) projecting, promoting, interpreting, and defending Kenya's foreign policy;
- (iv) coordinating Kenya's participation in bilateral and multilateral negotiations, meetings, and conferences;
- (v) coordinating trade, cultural, diaspora, and public diplomacy activities to promote Kenya's interests;
- (vi) organizing official functions and programmes for Kenyan delegations and dignitaries;
- (vii) coordinating consular and protocol services;
- (viii) preparing briefs, statements, diplomatic notes, and official communications;
- (ix) coordinating preparation of annual work plans, budgets, procurement plans, and performance reports for the Mission;
- (x) supervising, mentoring, and developing staff in the Mission; and
- (xi) chairing and/or member of Mission's functional committees

SECRETARY, TECHNICAL, VOCATIONAL EDUCATION AND TRAINING- TWO (2) POSTS –V/NO. 162/2025 (*Secretary, Technical Training Skills Development (1) post & Secretary TVET Tutors Management (1) post*)

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of eighteen (18) years, three (3) of which must have been in the grade of Director, Vocational and Technical Education, CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) Kenya National Qualification Framework (KNQF) level seven (7) (Higher National Diploma/Bachelor's degree) in Education or Education Technology from a university recognized in Kenya;
OR
a KNQF level seven (7)/a Bachelors degree in any of the following disciplines:-Pure/Applied Sciences, Home Economics, Agriculture Economics, Entrepreneurship, Computer Science, Engineering, Building Sciences, Petroleum Studies, Geophysical Sciences, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management, Business Administration/Management with post graduate diploma in Education/Pedagogy or its equivalent qualification from a university recognized in Kenya;
- (iii) a KNQF level nine (9)/ (Masters degree) in any of the following disciplines: - Education, Education Technology, Pure Applied Science, Business Administration, Project Planning and Management, Policy Planning, Entrepreneurship, Computer Science, Engineering Built Environment, Information and Communication Technology, Textiles/Clothing Technology, Hospitality Management or its equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) good understanding of National and International trends and Policies in Technical Training Function; and
- (vi) conversant with the current trends in Technical Vocational Education and Training.

Duties and Responsibilities

An officer at this level will be deployed to head any of the following Directorates:

(a) TVET Tutors Management

The Secretary TVET, Tutors Management Services will be the head of the Directorate and will be responsible to the Principal Secretary for the overall coordination of the function. Duties and responsibilities will include:-

- (i) advising and reviewing the standards of education and training for persons joining the trainer management service;
- (ii) developing, implementing and reviewing induction, training and professional development of Vocational and Technical Trainers;
- (iii) advising on deployment and transfer of Vocational and Technical Trainers and institutional administrators of public TVET institutions;
- (iv) developing, implementing and reviewing master plan on Vocational and Technical Trainers' industrial attachment, linkages and continuous professional development for TVET Trainers;
- (v) maintaining data on Vocational and Technical Trainers performance management in public TVET institutions;
- (vi) advising on Curriculum Based Establishment (CBE) and workload for Vocational and Technical Trainers;
- (vii) maintaining a national register and database for Vocational and Technical Trainers;
- (viii) managing Vocational and Technical Trainers support services (guidance and Counselling) and psychosocial support;
- (ix) developing and implementing guidelines on Trainer- Trainee ratio, Trainer workload and Trainer-Trainee contact hours;
- (x) coordinating and designing implementation and reviewing capacity building programmers for Vocational and Technical Trainers;
- (xi) advising on Vocational and Technical Trainers delivery capacity;
- (xii) coordinating staff development, training needs and impact assessment for Vocational and Technical Trainers; and
- (xiii) advising on disciplinary control of Vocational and Technical Trainers in public TVET Institutions.

OR

(b) Technical Training Skills Development

The Secretary TVET, Technical Training Skills Development will head the Technical Training Skills Directorate and will be responsible to the Principal Secretary for the overall coordination of the function. Duties and responsibilities will include:-

- (i) overseeing the formulation, coordination and review of National Technical Training Policies and Strategies;
- (ii) overseeing the implementation of the National Technical Training Policies, Strategies and Guidelines;
- (iii) providing policy and strategic direction for the growth of the technical training;
- (iv) planning for development of technical training in Kenya;
- (v) promoting Science, Technology, Research and Innovation in technical training;
- (vi) building capacity of technical training officers;

- (vii) coordinating resource mobilization and allocation for development of the technical sector;
- (viii) promoting technical training co-curricular and promotional activities;
- (ix) fostering strategic collaborations, linkages, partnerships and agreements in technical training;
- (x) promoting entrepreneurship and industrial incubation in technical trainings.
- (xi) coordinating the promotion of entrepreneurial culture in the technical training-system;
- (xii) overseeing monitoring and evaluating technical training programmes and projects; and
- (xiii) coordinating performance management in the Directorate

VACANCIES IN THE MINISTRY OF ROADS AND TRANSPORT

STATE DEPARTMENT FOR ROADS

CHIEF ENGINEER (MATERIALS)- ONE (1) POST - V/NO. 163/2025

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of fifteen (15) years three (3) years of which should have been in the grade of Senior Principal Engineer Materials, CSG 6 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in Civil Engineering or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Civil Engineering, Structural Engineering, Construction Engineering and Management or its equivalent qualification from a university recognized in Kenya;
- (iv) registration by Engineers Board of Kenya (EBK) as a Professional Engineer;
- (v) registration as a Corporate Member of the Institution of Engineers of Kenya (IEK);
- (vi) valid annual practicing License from the Engineers Board of Kenya;
- (vii) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (viii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the engineering (roads) function; and
- (ix) thorough understanding of national goals, policies and objectives and ability to relate them to engineering (roads) function and aspirations of vision 2030.

Duties and Responsibilities

The Chief Engineer (Materials) will be responsible to the Principal Secretary for providing strategic leadership and direction in the implementation and management of the Engineering (Materials) Function.

- (i) overseeing formulation, implementation and review of policies, legislation, regulations, strategies, standards, manuals, guidelines, procedure and frameworks pertaining to testing and research on roads and other construction materials and delivery methods;
- (ii) overseeing establishment, expansion and maintenance of materials testing and investigations laboratories and advising on their usage;
- (iii) overseeing provision of laboratory and testing facilities for investigation and testing of materials and advise on usage;
- (iv) overseeing prospection, mapping and testing of roads and other construction materials;
- (v) facilitating development of specifications and provision of oversight on quality control and assurance in roads construction and maintenance;
- (vi) spearheading geotechnical investigations of foundation designs for highways and other structures;
- (vii) overseeing monitoring and evaluation of functional and structural performance of completed roads and other infrastructure;
- (viii) overseeing planning, designing, construction and maintenance of pavement structure for roads and other infrastructure;
- (ix) overseeing provision of consultancy, capacity building, technical support and advisory services to ministries, departments, counties and agencies (mdcas) on roads and other construction materials testing and research and delivery methods;
- (x) facilitating research innovation, best practices and application of new technologies in roads and other construction materials testing and delivery methods;
- (xi) approving road design manuals, construction standards, consultants' designs, payment certificate and fee notes;
- (xii) ensuring compliance with environmental, occupational health and safety regulations in the provision of laboratory services;
- (xiii) facilitating preparation and implementation of disposal plans for laboratory waste in liaison with the relevant government agencies;
- (xiv) facilitating certification of engineering technicians and administration of craft grade/test examination in liaison with other government agencies,
- (xv) facilitating designing, implementation and review of relevant professional development, graduate internship and industrial attachment programs in consultation with other key stakeholders;
- (xvi) ensuring maintenance of up to date information, laboratory records, test reports stores and inventory pertaining to construction materials testing and research;
- (xvii) preparing and submitting annual reports on roads and other construction materials testing and research, and cabinet memo & responses to parliamentary queries on matter relating thereto;
- (xviii) managing and ensuring prudent utilization of roads and other construction materials testing and research assets and resources;

- (xix) overseeing preparation of strategic/ work plans, procurement plans, budgets for materials engineering services; and
- (xx) building capacity and managing performance.

VACANCIES IN THE MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

STATE DEPARTMENT FOR TRADE

DIRECTOR, DOMESTIC TRADE - ONE (1) POST- V/NO. 164 /2025

Basic Salary Scale:	Ksh 146,360 p.m. – 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 52,000 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of fifteen (15) years, three (3) of which must have served in the grade of Deputy Director, Domestic Trade CSG 6 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/ Business/ Relations or equivalent from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines; - Commerce, Marketing, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Trade Law, Economics or International Trade/Business/Relations from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution; and
- (v) demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development Programmes/projects.

Duties and Responsibilities

The Director, Domestic Trade will be responsible to the Secretary, Trade for the overall management and administration for the Domestic Trade Department. Duties and responsibilities will include:-

- (i) formulating and overseeing implementation of domestic policies;
- (ii) assessing the impact of regional and multi-lateral trade policies on trade and investment activities;
- (iii) overseeing trade and investment promotion activities through trade fairs and exhibitions;
- (iv) facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs);

- (v) coordinating activities of public-private sector partnership for trade development;
- (vi) overseeing formalization of value chain to increase efficiency by promoting the development of wholesale hubs, wholesale markets and tier 1 retail markets, and management of Joint Loan Board (JLB)scheme;
- (vii) coordinating research and market intelligence for domestic trade development;
- (viii) overseeing training and extension services;
- (ix) providing consultancy services on internal trade issues
- (x) development, implementation and realization of the department's strategic objectives, performance contracts and appraisal systems; and
- (xi) overseeing the overall management and development of staff

STATE DEPARTMENT FOR INVESTMENT PROMOTION

ASSISTANT DIRECTOR INVESTMENT- TWO (2) POSTS- V/NO. 165/2025

Basic Salary Scale:	Ksh 92,030 - Ksh 133,410 p.m. (CSG 7)
House Allowance:	Ksh 21,000 p.m. – Ksh 45,000 p.m.
Commuter Allowance:	Ksh 12,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and Pensionable

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

- (i) cumulative service period of ten (10) years three (3) of which should have been at the grade of Principal Investment Officer CSG 8 or in a comparable position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: - Economics, Project Management, Business Managements, Entrepreneurship, Finance, Marketing, Statistics, Commerce, Computer Science, Agriculture, Agricultural Economics, Agri-Business Management, International Relations or equivalent qualification from a university recognized in Kenya;
- (iii) a membership to a relevant professional body (where applicable); and
- (iv) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing, implementing and reviewing policies, legislations, regulations, strategies guideline, frameworks and procedures on investments and Business transformation;
- (ii) pitching investment opportunities to investors;
- (iii) coordinating investment in common-user facilities such as economic ones, industrial parks and aggregation centres;
- (iv) drafting investment and Business transformation reforms briefs on country's position;
- (v) creating incentives to attract investors;

- (vi) developing a national green growth and development plan;
- (vii) developing concept notes and funding proposals;
- (viii) preparing briefs on the suitability of investments for gazettelement;
- (ix) developing measures and strategies for transfer and adoption of environmentally sound technologies;
- (x) developing and maintaining investment and Business transformation climate risk registers for mitigation;
- (xi) coordinating advocacy on investment promotion activities and analyzing the uptake of investment opportunities in incentivized zones; and
- (xii) developing, implementing and reviewing standards, methodologies and tools for measuring investment productivity

VACANCIES IN THE MINISTRY OF YOUTH AFFAIRS, CREATIVE ECONOMY AND SPORTS

STATE DEPARTMENT FOR YOUTH AFFAIRS AND CREATIVE ECONOMY

SECRETARY YOUTH DEVELOPMENT – ONE (1) POST - V/NO. 166/2025

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of eighteen (18) years three (3) of which must have been at the grade of Director, Youth Development CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Education, Entrepreneurship, ICT, Statistics, Public Policy and Administration, Business Management/Administration, or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Education, Entrepreneurship, ICT, Statistics, Public Policy and Administration, Business Management/Administration, or any other equivalent qualification from a university recognized in Kenya; and
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution; and
- (v) demonstrated technical and professional competence, managerial capability and thorough understanding of matters relating to management and development of youth and ability to relate them to the National Development Goals

Duties and Responsibilities

The Secretary, Youth Development will be responsible to the Principal Secretary for coordinating and administering the Youth Development function in the Ministry. Duties and responsibilities at this level will include:-

- (i) overseeing the formulation, implementation and monitoring of national youth development policies, Strategies and programmes;
- (ii) initiating and developing of youth Legislation;
- (iii) providing necessary technical advice to stakeholders on matters pertaining to youth development;
- (iv) identifying and evaluating local, regional and global opportunities for youth information and empowerment;
- (v) liaising with stakeholders to mobilize resources for youth programmes and projects;
- (vi) ensuring the establishment and operationalization of youth empowerment centers;
- (vii) disseminating information on youth development issues;
- (viii) coordinating staff performance, management, training and development.
- (ix) coordinating preparation of strategic plans, service charters, performance contracts and performance appraisal system;
- (x) monitoring financial and assets administration and management;
- (xi) overseeing staff selection, recruitment, placement and discipline; and
- (xii) ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity in the department.

VACANCIES IN THE MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND FORESTRY

STATE DEPARTMENT FOR ENVIRONMENT AND CLIMATE CHANGE

DIRECTOR METEOROLOGICAL SERVICES- ONE (1) POST -V/NO. 167/2025

Basic Salary Scale:	Ksh 146,360 p.m. – 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 52,000 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of fifteen (15) years three (3) of which must have been at the grade of Deputy Director, Meteorological Services, CSG 6 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in Meteorology or its equivalent or other related disciplines from a university recognized in Kenya;

OR

a Bachelors Degree in Mathematics and Physics plus a Post-Graduate Diploma in Meteorology or its equivalent qualification from a university recognized in Kenya;

- (iii) a Masters Degree in Meteorology or any other related discipline from a recognized university in Kenya;
- (iv) a certificate in Operational Training not less than six (6) months from a recognized institution;
- (vii) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) demonstrated a clear understanding of national development policies, goals, legislations, and objectives and ability to relate them to the Meteorological functions; and
- (vi) demonstrated professional competence, managerial and leadership capabilities as reflected in work performance and results

Duties and Responsibilities

- (i) overseeing the development, interpretation, implementation and review of Meteorological, regulations, guidelines policies and strategies;
- (ii) coordinating the development and generation of weather and climate forecasts, advisories and warnings and ensuring access to weather and climate information to various users;
- (iii) guiding on the development of meteorological observational and communication network designs;
- (iv) ensuring safe custody of meteorological data and Spearhead processing and archival of weather and climate data;
- (v) providing advice on meteorological issues including climate change;
- (vi) ensuring standards and recommended practices are in line with international operational procedures;
- (vii) overseeing the preparation of weather and climate forecasts and products;
- (viii) coordinating the preparation of public education and outreach programmes on weather and climate;
- (ix) providing information for updating international procedural and operational manuals;
- (x) issuing of meteorological information for Search and Rescue operations;
- (xi) overseeing the development and testing of various forecasting techniques and publication and implementation of meteorological projects;
- (xii) spearheading operational research, public education and outreach programmes on weather and climate;
- (xiii) providing quality Training and capacity building on meteorology and related sciences.
- (xiv) overseeing the development and maintenance of Standard Operating Procedures on meteorological services in line with World Meteorological Organization (WMO), International Civil Aviation Authority (ICAO) and other relevant national and international bodies;
- (xv) overseeing the operations of the observatories, National Telecommunications Centre, Regional Telecommunications Hub and World Weather Watch; and
- (xvi) spearheading the science of climate change that will guide the provision of advice on mitigation and adaptation strategies

DEPUTY DIRECTOR, CLIMATE CHANGE (MITIGATION)-ONE (1) POST -V/NO. 168/2025

Basic Salary Scale:	Ksh 105,570 p.m. – 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of twelve (12) years three (3) of which must have been in the grade of Assistant Director, Climate Changes CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in Climate Change, Climatology, Meteorology, Environmental Science, Environment Planning and Management, Forestry, Agriculture, Aquatic Sciences, Natural Sciences, Environmental Engineering, Environmental Law, or equivalent qualification from a university recognized in Kenya;
- (iii) a membership to a relevant professional body;
- (iv) demonstrated professional competence, managerial and leadership capabilities as reflected in work performance and results; and
- (v) demonstrated a clear understanding of national development polices, goals, legislation, objectives and ability to integrate them into the environment conservation functions

Duties and Responsibilities

- (i) providing technical support in planning and implementation of mitigation projects, programmes, plans and activities across various sectors;
- (ii) providing guidance in monitoring of greenhouse gas emissions in compliance with the provisions of the Climate Change Act, National Climate Change Action Plan and Nationally Determined Contribution;
- (iii) preparing and reviewing of the National Greenhouse Gas Inventory;
- (iv) supporting development, transfer of technology and research outcome for mitigation across the different sectors;
- (v) liaising with other relevant institutions on matters pertaining to carbon markets and emissions trading schemes;
- (vi) providing technical assistance on Mitigation based on needs identified by County Governments;
- (vii) providing technical support to mainstream climate change mitigation into national and county development planning processes;
- (viii) supporting assess, monitoring, technology transfer and capacity building on low carbon technologies; and
- (ix) developing, review and implement regulations on low carbon technologies.

VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, HUMAN CAPITAL DEVELOPMENT AND SPECIAL PROGRAMMES

STATE DEPARTMENT FOR PUBLIC SERVICE AND HUMAN CAPITAL DEVELOPMENT

SECRETARY, HUMAN RESOURCE MANAGEMENT – ONE (1) POST V/NO. 169/2025

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m. (CSG 4)
House Allowance:	Ksh 80,000 p.m.
Commuter Allowance:	Ksh 24,000 p.m.
Domestic Allowance:	Ksh 15,600 p.m.
Entertainment Allowance:	Ksh 65,000 p.m.
Extraneous Allowance:	Ksh 60,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

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

- (i) cumulative service period of eighteen (18) years three (3) years of which must have been in the grade of Director, Human Resource Management and Development CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Human Resource Management, Human Resource Development, Human resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) a membership to a relevant professional body; and
- (vi) demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development programmes

Duties and Responsibilities

Duties and Responsibilities will include: -

- (i) formulating, reviewing and interpreting of human resource management and development policies, procedures and systems;
- (ii) planning and developing modern human resource management and development strategies;

- (iii) promoting innovations;
- (iv) developing linkages and cooperation with other stakeholders;
- (v) settling goals for human resource management and development in the Public Service in line with the constitution and other national development priorities;
- (vi) mobilizing resources through consultative relationships and cooperating with development partners;
- (vii) overseeing the analysis of competency development reports from the public sector organizations and advising on appropriate intervention strategies to be undertaken to bridge the gaps;
- (viii) coordinating in-service training programmes in liaison with the government training institutions, professional bodies and other stakeholders;
- (ix) benchmarking with Regional and International bodies on matters relating to human resource management and development;
- (x) building capacity of Human Resource Management and Development for effective execution of human resource management and development function;
- (xi) developing human resource management and development plans to ensure effective succession management in the Public Service;
- (xii) overall institutionalization of performance management including Staff Performance Appraisal System in Ministries/State departments;
- (xiii) developing, reviewing and maintaining an integrated Human Resource Master Plan for the Public Service;
- (xiv) overseeing and guiding the design, review and implementation of Human Resource Information System; and
- (xv) overseeing the promotion of the values and principles of public service.

SECRETARY, HUMAN RESOURCE DEVELOPMENT – ONE (1) POST V/NO. 170/2025

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Domestic Allowance:	Ksh 15,600 p.m.	
Entertainment Allowance:	Ksh 65,000 p.m.	
Extraneous Allowance:	Ksh 60,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of eighteen (18) years three (3) of which must be in the grade of Director, Human Resource Management and Development CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government,

- Anthropology or any other relevant Social Science from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Human Resource Management, Human Resource Development, Human resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a university recognized in Kenya;
 - (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
 - (v) membership to a relevant professional body; and
 - (vi) demonstrated a thorough understanding of National goals, policies and development objectives and ability to transform them into Human Resource Management and Development programmes

Duties and Responsibilities

Duties and Responsibilities will include: -

- (i) formulating, reviewing and interpreting of human resource development policies, procedures and systems;
- (ii) planning and developing modern human resource development strategies;
- (iii) promoting innovations;
- (iv) developing linkages and cooperation with other stakeholders;
- (v) settling goals for human resource development in the Public Service in line with the constitution and other national development priorities;
- (vi) mobilizing resources through consultative relationships and cooperating with development partners;
- (vii) overseeing the analysis of competency development reports from the public sector organizations and advising on appropriate intervention strategies to be undertaken to bridge the gaps;
- (viii) coordinating in-service training programmes in liaison with the government training institutions, professional bodies and other stakeholders;
- (ix) benchmarking with Regional and International bodies on matters relating to human development;
- (x) building capacity of Human Resources for effective execution of human resource management and development function;
- (xi) developing human resource development plans to ensure effective succession management in the Public Service;
- (xii) overall institutionalization of performance management including Staff Performance Appraisal System in Ministries/State departments;
- (xiii) developing, reviewing and maintaining an integrated Human Resource Master Plan for the Public Service;
- (xiv) overseeing and guiding the design, review and implementation of Human Resource Information System; and
- (xv) overseeing the promotion of the values and principles of public service.

SECRETARY, PUBLIC SECTOR REFORMS – ONE (1) POST V/NO. 171/2025

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m.	(CSG 5)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Domestic Allowance:	Ksh 15,600 p.m.	
Entertainment Allowance:	Ksh 65,000 p.m.	
Extraneous Allowance:	Ksh 60,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of eighteen (18) years three (3) of which must have been at the grade of Director Public Sector Reforms CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following Social Sciences: -Economics, Statistics, Communication, Human Resource Management/Development, Law, Education, Labour Relations, Public/Business Administration, Sociology, Gender Studies, Anthropology, International relations, Entrepreneurship or Development Studies from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following Social Sciences: - Human Resource Management/Development, Law, Education, Labour Relations, Public/Business Administration, Sociology, Anthropology, Strategic Management, Public Policy Management, Public Sector Management, Entrepreneurship, Gender/Development Studies, Economics, Statistics or Project Planning/Management from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution; and
- (v) demonstrated Merit and shown ability as reflected in work performance and result.

Duties and responsibilities

Duties and responsibilities will include: -

- (i) overseeing the development and implementation of Public Service Transformation strategies and policies;
- (ii) overseeing planning, coordinating and directing capacity building programmes in the Public Service;
- (iii) ensuring that public service institutions implement Rapid Results Initiatives and Business Process Re-engineering programmes within the laid down standards and procedures; collaborating with National and County Governments and other stakeholders to build a relevant network and mobilize resources to support Public Service Transformation strategies;
- (iv) overseeing the design and implementation of a monitoring and evaluation framework to assess the impact of Public Service Transformation Programmes;
- (v) spearheading service delivery, research and customer satisfaction surveys on reform initiatives and development of appropriate interventions; and

- (vi) overseeing the implementation of Performance Contracting in the Public Service;
- (vii) the development, implementation and realization of the Division's strategic plan and any other transformation related goals;
- (viii) overseeing preparation and implementation of the Division's performance appraisal systems and contracts;
- (ix) instituting operational accountability, integrity and team building; and
- (x) overall supervision, control, discipline, recruitment, staff training and development.

**SECRETARY, PSYCHOLOGICAL COUNSELLING AND WELLNESS SERVICES – ONE (1)
POST V/NO. 172/2025**

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m. (CSG 4)
House Allowance:	Ksh 80,000 p.m.
Commuter Allowance:	Ksh 24,000 p.m.
Domestic Allowance:	Ksh 15,600 p.m.
Entertainment Allowance:	Ksh 65,000 p.m.
Extraneous Allowance:	Ksh 60,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

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

- (i) cumulative service period of eighteen (18) years three (3) of which must have been in the grade of Director, Psychological Counselling and Wellness Services CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's Degree in any of the following fields: Counselling, Counselling Psychology, Psychology (Counselling), or an equivalent qualification from a recognized institution;

OR

- a Bachelors Degree in any of the following fields: Clinical Psychology, Occupational Psychology, Social Psychology, Sociology, Education, Social Work **plus** a Diploma in Counselling or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Counselling Psychology, Psychology (Counselling) or equivalent qualification from a university recognized in Kenya;
- (iv) certificate in Facilitation Course in Psychological Counselling lasting not less than two (2) weeks from a recognized institution;
- (v) a Diploma in Counselor Supervision from a recognized institution;
- (vi) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (vii) a membership to a relevant professional body;
- (viii) registration Certificate issued by the Counsellors and Psychologists Board;
- (ix) valid practicing license from the Counselors and Psychologists Board;

- (x) certificate in Psychological Debriefing lasting not less than two (2) weeks from a recognized institution; and
- (xi) demonstrated professional competence, managerial capability and a thorough understanding Psychological Counselling and Wellness and ability to relate it to national development goals.

Duties and responsibilities

Duties and responsibilities will include: -

- (i) initiating development, implementation and review of policies, strategies, guidelines and standards on workplace counselling and wellness;
- (ii) providing technical advice in counselling and wellness services in the Public Service;
- (iii) establishing the Public Service Psychological Assessment Center;
- (iv) overseeing implementation of the Kenya Mental Health Policy and Kenya Mental Health Action Plan in the Public Service;
- (v) spearheading research on psychological and wellness issues;
- (vi) overseeing mainstreaming of counselling and wellness services in the Public Service;
- (vii) overseeing establishment of Public Service Psychological Assessment Centre;
- (viii) spearheading capacity building in psychological health and wellbeing of public servants;
- (ix) initiating and coordinating counselling and wellness services reforms;
- (x) coordinating development, implementation and review of the stakeholder engagement framework;
- (xi) spearheading promotion of preventive and curative psychological counselling and wellness services;
- (xii) overseeing psychological counselling and wellness consultancy programmes;
- (xiii) coordinating promotion of secure counselling and wellness information and knowledge management;
- (xiv) overseeing counsellors' supervision, Public Service Mental Health Champions and other mental health professionals in the public service;
- (xv) spearheading preparation, dissemination and implementation of psychological counselling and wellness reports; and
- (xvi) overseeing monitoring and evaluation of counselling and wellness services in the Public Service.

**SECRETARY, HUMAN RESOURCE INFORMATION SERVICES – ONE (1) POST
V/NO. 173/2025**

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Domestic Allowance:	Ksh 15,600 p.m.	
Entertainment Allowance:	Ksh 65,000 p.m.	
Extraneous Allowance:	Ksh 60,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of eighteen (18) years, three (3) of which must have been in the grade of Director, Human Resource Information Services, CSG 5 or in a comparable and relevant position in the wider public service;
 - (ii) a Bachelor's degree in any of the following fields: Management Science, Computer Science, Information Science, Information Technology or any other relevant qualification from a university recognized in Kenya;
- OR**
- (iii) a Bachelor's degree in any Social Science **PLUS** a Diploma in Management Information Technology, Computer Science or any other relevant qualification from a recognized institution;
 - (iv) a Masters degree in any of the following fields: Information Management, Business Information Technology, Computer Science, Software Engineering, Social Sciences or any other relevant qualification from a university recognized in Kenya;
 - (v) a Certificate in Strategic Leadership Development programme from a recognized institution;
 - (vi) a Membership to a relevant professional body; and
 - (vii) demonstrated professional competence and leadership capability in work performance and results.

Duties and responsibilities

- (i) overseeing the development, implementation and review of policies, strategies, guidelines and standards on human resource information services;
- (ii) providing oversight in the implementation of human resource information services;
- (iii) providing technical expertise in Human Resource Information Systems in the Public Service;
- (iv) spearheading the development, maintenance and review of a Unified Payroll Number Allocation and Management facility;
- (v) approving Payroll Check-off facilities for use by Third Party organizations;
- (vi) overseeing HRIS installations for Ministries, Departments, Counties and Agencies (MDCAs);

- (vii) providing lead in the design and development of Human Resource Information Systems;
- (viii) ensuring automation and digitalization of human resource information services;
- (ix) managing Public Service payroll data and human resource information records;
- (x) liaising with MDCAs in staff establishment control;
- (xi) facilitating the development of designation codes for newly created positions in the Public Service;
- (xii) overseeing the development and implementation of training programmes for Human Resource Information Systems users;
- (xiii) ensuring development and implementation of measures to enhance data integrity and accuracy;
- (xiv) overseeing the development and dissemination of human resource information data for decision-making in the Public Service;
- (xv) facilitating payroll audit in MDCAs and allocating IPPD Manager Password;
- (xvi) keeping custody of public service Human Resource Information and Payroll database;
- (xvii) overseeing the development and implementation of the Directorate's budgets, procurement plans, performance contract and ensuring prudent utilization of resources allocated; and
- (xviii) managing and developing staff in the Directorate.

DIRECTOR OFFICE ADMINISTRATIVE SERVICES – ONE (1) POST V/NO. 174/2025

Basic Salary Scale:	Ksh 146,360 p.m. – 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 52,000 - Ksh 60,000 p.m.	
Commuter Allowance:	Ksh 20,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of fifteen (15) years, three (3) of which must have been in the grade of Deputy Director Office Administrative Service, CSG 6 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors' Degree in Secretarial Studies;
OR
Bachelor of Business and Office Management from a university recognized in Kenya;
OR
- (iii) a Bachelors' Degree in Social Sciences **plus** a Diploma in Secretarial Studies from a recognized institution;
- (iv) a Masters' Degree in Business Administration/Business Management/Social Sciences from a university recognized in Kenya;

- (v) essentials of Counselling in the Public Service lasting not less than two (2) weeks from Kenya School of Government or any other recognized institution;
- (vi) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (vii) membership to a relevant professional body (where applicable); and
- (viii) demonstrated professional competence, merit and ability as reflected in work performance and results.

Duties and Responsibilities

- (i) interpreting and implementing office administrative services cadre policies and procedures in consultation with the Secretary, Human Resource Services;
- (ii) spearheading the administration of career guidelines for Office Administrative Services Personnel;
- (iii) overseeing the mentorship and induction programs for office administrative assistants in the service;
- (iv) providing guidelines on office administrative protocols, in liaison with Ministries/Departments/Agencies/County Governments (MDACs);
- (v) overseeing and undertaking comparative studies and benchmarking regionally and internationally for best practices on office Administrative services for continuous knowledge management and innovation in the Public Service;
- (vi) promoting of National Values and Principles of Governance in the cadre;
- (vii) participating in recruitment, selection and promotion of office administrative services personnel in the Civil Service;
- (viii) carrying out deployment of office administrative services personnel;
- (ix) coordinating training of office administrative services personnel;
- (x) maintaining an up-to-date record of office administrative services staff establishment;
- (xi) reviewing the office administrative services cadre curriculum in liaison with the relevant institutions;
- (xii) carrying out selection of office administrative services personnel for in-service courses in liaison with Human Resource Development Department; and
- (xiii) coaching, mentoring, and counseling office administrative services personnel

DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT – FORTY (40) POSTS V/NO. 175/2025

Basic Salary Scale:	Ksh 105,570 p.m. – 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, an officer must have:

- (i) cumulative service period of twelve (12) years, two (2) of which must have been in the grade of Assistant Director Human Resource Management and

- Development, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a university recognized in Kenya;
 - (iii) membership to a relevant professional body (where applicable); and
 - (iv) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- (i) implementing human resource management and development policies, rules and regulations and analyzing their impact on performance management;
- (ii) advising the Authorized Officer on delegated powers including constitution of relevant committees and panels;
- (iii) coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee;
- (iv) ensuring that professional human resource management standards are maintained;
- (v) advising the Technical Departments in the Ministry/State Department on career and succession management, human resource planning and optimal utilization of human resources;
- (vi) coordinating the preparation of Personnel Emoluments (PE) budgets;
- (vii) coordinating the implementation of performance management systems including Staff Performance Appraisal System and the Rewards and Sanctions Framework;
- (viii) coordinating in-service training;
- (ix) ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
- (x) payroll management including cleansing and audit;
- (xi) coordinating and overseeing the preparation and presentation of agenda for Human Resource Management Advisory Committees and ensuring the implementation of the committee decisions;
- (xii) coordinating implementation of technical training assistance programmes;
- (xiii) forecasting skill and competency requirements including administration of competency tests;
- (xiv) overseeing preparation of training projections and plans;
- (xv) overseeing the budgeting, allocation and optimal utilization of training resources and opportunities;
- (xvi) coordinating the preparation of human resource management and development reports; and
- (xvii) overseeing the promotion of the values and principles of public service.

**DEPUTY DIRECTOR HUMAN RESOURCE INFORMATION SERVICES– THREE (3)
POSTS V/NO. 176/2025**

Basic Salary Scale:	Ksh 105,570 p.m. – 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of twelve (12) years, two (2) of which must have been in the grade of Assistant Director Human Resource Information Services, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Management Science, Information Science, Computer Science, Information Technology, Organization Design and Development, Education, Mathematics, Economics, Statistics, Public Policy, Sociology, Anthropology, Government/Political Science, Public Administration or equivalent qualification from a recognized institution;
- (iii) a membership to a relevant professional body (where applicable); and
- (iv) demonstrated professional competence and leadership capability in work performance and results

Duties and Responsibilities

- (i) coordinating the development, implementation and review of policies, strategies, guidelines and standards on human resource information services;
- (ii) spearheading the design and development of human resource information systems;
- (iii) coordinating automation and digitalization of human resource information services;
- (iv) interpreting human resource information data;
- (v) coordinating provision of designation codes for newly created positions in the public service;
- (vi) providing advice to users on available management information data;
- (vii) coordinating issuance of personal numbers;
- (viii) coordinating the development of measures to enhance data integrity and accuracy for accountability and efficiency;
- (ix) validating requests for allocation of earning and deduction codes;
- (x) coordinating the recovery of data corruption in Ministries, Departments Counties and Agencies in event of "system crash/failure";
- (xi) validating requests for organizations to pay dividends and allowances through the civil service payroll;
- (xii) liaising with Ministries, Departments Counties and Agencies in staff establishment control;
- (xiii) spearheading payroll audit in Ministries, Departments Counties and Agencies;

- (xiv) coordinating development and implementation of training programmes for human resource information systems users;
- (xv) coordinating Human Resource Information System installations for Ministries, Departments, Counties and Agencies;
- (xvi) spearheading the development, implementation and review of the unified payroll number allocation and management facility; and
- (xvii) coordinating the development, implementation and review of the payroll check-off facilities for use by third party organizations.

**ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
– FIFTY-EIGHT (58) POSTS V/NO. 177/2025**

Basic Salary Scale:	Ksh 92,030 - Ksh 133,410 p.m.	(CSG 7)
House Allowance:	Ksh 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of nine (9) years, two (2) of which must have been in the grade of Principal, Human Resource Management and Development Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a university recognized in Kenya;
- (iii) a membership to a relevant professional body (where applicable); and
- (iv) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- (i) initiating, developing, updating and maintaining human resource development data base;
- (ii) coordinating and implementing technical assistance training programmes;
- (iii) analyzing staffing levels and making proposals for succession planning;
- (iv) analyzing utilization of Human Resources and advising on proper deployment;
- (v) analyzing staff career progression and making proposals for career development;
- (vi) ensuring the correct interpretation and implementation of human resource management and development regulations;
- (vii) preparing reports on the implementation of Performance Management and Performance Appraisal System;
- (viii) preparing reports on the administration and management of the Government Human Resource Information System.

- (ix) spearheading and advising appropriate training programmes;
- (x) undertaking training needs assessment;
- (xi) developing training plans and training projections;
- (xii) monitoring and evaluating the impact of training programmes on performance and service delivery;
- (xiii) monitoring implementation of human resource management and development policies, rules and regulations;
- (xiv) preparing and submitting reports on human resource management and development activities to the Ministry/State Department responsible for Human Resource Management and Development.

VACANCIES IN THE MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND PHYSICAL PLANNING

STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING

DIRECTOR, PHYSICAL PLANNING- ONE-(1) POST – V/NO. 178/2025

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of eighteen (18) years, three (3) of which must have been in the grade of Senior Deputy Director of Physical Planning, CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Urban and Regional Planning, Urban Planning, Regional Planning or Town Planning from a university recognized in Kenya;
- (iv) been a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) been registered by the Physical Planners Registration Board;
- (vi) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (vii) demonstrate professional ability, high integrity and competence matched by a proper appreciation of the country's socio-economic development needs at the national, sectoral and local levels; and
- (viii) demonstrate ability to interpret and apply the Physical Planning Act (Cap 286) and other related statutes in line with the National vision and goals.

Duties and Responsibilities

The Director of Physical planning will be responsible to the Principal Secretary for organization, management and administration of the physical planning function. Duties and responsibilities will include:-

- (i) implementing of the Physical Planning Act, (Cap 286), the Physical Planners Registration Act 1996, and Urban Areas and Cities Act No. 13, 2011;
- (ii) providing advice to the Government on physical planning matters;
- (iii) formulation and review of national, regional and local physical development policies, guidelines and strategies;
- (iv) developing, implementing and evaluating the National Spatial Plan reviewing and certifying national, regional, county, metropolitan, urban, rural, technocities, resort cities and special economic zones physical development plans;
- (v) providing guidelines for regulating use of land;
- (vi) ensuring proper physical planning practice in cities, metropolitan and urban areas;
- (vii) initiating research and innovation on urbanization strategies and policies and any other matters related to physical planning;
- (viii) appointing members, operationalizing and facilitating the physical planning liaison committees;
- (ix) being the secretary to the national physical planning liaison committee;
- (x) providing guidance on matters arising out of the annual state of planning reports;
- (xi) planning reports;
- (xii) planning and managing physical planning projects/programmes at the county and national levels; and
- (xiii) collaborating with the National Land Commission and County governments on matters related to land use.
- (xiv) collaborating and partnering with local, regional and international stakeholders;
- (xv) developing, implementing and realizing strategic plans and objectives; and
- (xvi) preparing and implementing the performance targets work plans and contract

SECRETARY, REGIONAL DEVELOPMENT – ONE (1)- POST V/NO. 179/2025

Basic Salary Scale:	Ksh 182,890- Ksh 365,880 p.m. (CSG 4)
House Allowance:	Ksh 80,000 p.m.
Commuter Allowance:	Ksh 24,000 p.m.
Domestic Allowance:	Ksh 15,600 p.m.
Entertainment Allowance:	Ksh 65,000 p.m.
Extraneous Allowance:	Ksh 60,000 p.m.
Leave Allowance:	As provided in the Civil Service.
Annual Leave:	30 working days
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

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

- (i) cumulative service period of eighteen (18) years, three (3) of which must have been in the grade of Director, Regional Development, CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Natural Resources Management, Agriculture, Agricultural Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture Engineering, Water Resources, Engineering, Animal Health, Animal Production, Range Management, Geomatic engineering and Geospatial information systems, or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields:-Natural Resource Management, Agriculture, Hydrology, Environmental Science, Geology, Civil Engineering Agriculture Engineering, Water Resources Engineering, Commerce, Animal Health, Animal Production, Range Management Geomatic Engineering and Geospatial Information Systems or its equivalent qualification from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) a membership to a relevant professional body (where applicable);
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals policies, objectives and ability to relate them to proper management of regional development functions.

Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary for the overall management and coordination of the Regional Development Function. Duties and responsibilities at this level will include: -

- (i) spearheading the development, implementation and review of policies, strategies and guidelines for Regional Development;
- (ii) ensuring provision of technical guidance on Regional Development;

- (iii) coordination of Administration of legacy national government programmes and projects transferred from the regional development;
- (iv) ensuring compliance of standards in the implementation of Regional projects and programs;
- (v) overseeing implementation of recommendations and findings emanating from reports of environmental audits, research, studies and monitoring and evaluation;
- (vi) validating briefs, background papers, cabinet memos and speeches on Regional Development issues;
- (vii) overseeing resource mobilization and allocation for implementation of basin-based projects, programmes and investments
- (viii) promoting Public and Private Sector Partnerships in Regional Development programmes and projects;
- (ix) establishing and operationalize a framework for effective engagement of stakeholders on Regional Development;
- (x) ensuring systematic and logical implementation of monitoring and evaluation recommendations;
- (xi) coordinating the preparation of Cabinet briefs and statements on Regional Development issues;
- (xii) overseeing research and intelligence gathering and ensuring implementation of the findings.
- (xiii) developing and reviewing guidelines for multi-sectoral integrated basin-based projects;
- (xiv) Collaborate and establish linkages with MDACs and relevant stakeholders on matters relating to regional development; and
- (xv) facilitating research, innovation and knowledge management for regional development;

DEPUTY DIRECTOR REGIONAL DEVELOPMENT – ONE (1) POST V/NO. 180/2025

Basic Salary Scale:	Ksh 105,570 p.m. – 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of twelve (12) years, three (3) of which must have been in the grade of Assistant Director, Regional Development, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Natural Resource Management, Agriculture, Agricultural Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture Engineering, Water Resources, Engineering, Animal Health, Animal Production, Range Management, Geomatic engineering and Geospatial information systems, or its equivalent qualifications from a recognized institution;

- (iii) a membership to a relevant professional body (where applicable);
- (iv) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals policies, objectives and ability to relate them to high proper management of planning and development functions in regional development authorities.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Regional Development Director for the management and coordination of the Regional Development Function. Duties and responsibilities at this level will include: -

- (i) coordinating development and review of planning policies, strategies, resource utilization charters and guidelines of Regional Development Agencies' basin based integrated projects and programmes;
- (ii) providing technical guidance on development of integrated basin-based plans, project identification, strategic plans, budgeting process and preparation of performance contracting to the Regional Development Agencies;
- (iii) validating reports emanating from feasibility studies, research, monitoring and evaluation of programmes, projects and investments in Regional Development Agencies;
- (iv) coordinating the preparation of concept notes and proposals for resource mobilization;
- (v) identifying and liaising with the development partners to promote Regional Development Agencies basin-based projects and programmes;
- (vi) ensuring collaboration with government ministries, departments, agencies, counties and stakeholders on matters relating to national, regional and international protocols, agreements, conventions and meetings;
- (vii) supervising preparation of publications and newsletters on programmes, projects and investments in Regional Development Agencies; and
- (viii) presenting presentations on topical issues relating to Regional Development Agencies in national, regional and international conferences, meetings, conventions, fora and symposia.
- (ix) overseeing the preparation and implementation of workplans, performance contracts in the Division;
- (x) ensuring accountability and prudent management of resources in the Division;
- (xi) instituting operational accountability and team building.
- (xii) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- (xiii) supervising, managing and developing staff within the Division.

DEPUTY DIRECTOR STRATEGIC PROGRAMMES – ONE (1) POST- V/NO. 181/2025

Basic Salary Scale:	Ksh 105,570 p.m. – 182,890 p.m.	(CSG 6)
House Allowance:	Ksh 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

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

- (i) cumulative service period of twelve (12) years, three (3) of which must have been in the grade of Assistant Director, Strategic Programmes, CSG 7, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Commerce, Development Studies, Public Administration, Disaster Management and Sustainable Development, Education, Urban and Regional Planning, Agricultural Economics, Statistics, Agriculture, Animal Production & health, Range Management, Natural Resource Management, Water Resource Management, Civil Engineering, Structural Engineering, Hydro-engineering, Engineering in mining and mineral processing, Petroleum Engineering, Electrical Engineering, Renewable Energy, Environmental Sciences, Geospatial/Geomatic, Public Health, Veterinary Medicine, Medicine, Food Science and Nutrition, Nursing, Sociology & Social Studies, Community Development, Project Planning/Management or equivalent qualification from a university recognized in Kenya; and
- (iii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Director, Strategic Programmes for effective management and coordination of ASALs Development Function. Duties and responsibilities at this level will include:-

- (i) designing and implementing strategic programmes in ASALs;
- (ii) liaising with relevant stakeholders in implementation of ASALs programmes;
- (iii) undertaking resource mobilization for strategic programmes and projects;
- (iv) providing technical advice on responses strategies against drought and desertification;
- (v) developing framework to facilitate efficient and effective coordination of responses against drought and desertification
- (vi) utilizing of Data and Knowledge management on drought early warning to inform responses against drought and desertification;
- (vii) developing and oversee implementation of drought response policies
- (viii) developing and implement ecological restoration strategies to mitigate effects of desertification;
- (ix) collaborating with relevant stakeholders to provide incentives for value addition of resources and climate change technologies in ASALs
- (x) Develop strategies for promotion of livestock development and value addition of resources in ASALs;
- (xi) collaborating with other relevant stakeholder to promote livestock in ASALs;

- (xii) supporting the Establishment and operationalization of Livestock Marketing Board;
- (xiii) supporting market research, develop promotion channels and create market linkages or ASAL livestock products;
- (xiv) partner with Investors in development of water resources and infrastructure in ASALs
- (xv) promoting Partnership and linkages with stakeholders on ASAL development matters;
- (xvi) implementing economic and social intervention programmes to build resilience of the ASALs;
- (xvii) developing, reviewing and implementing strategies for promotion of livelihood support, development and enhancing of livelihood resilience in ASALs;

ASSISTANT DIRECTOR REGIONAL DEVELOPMENT – TWO (2) POSTS V/NO. 182/2025

Basic Salary Scale:	Ksh 92,030 - Ksh 133,410 p.m.	(CSG 7)
House Allowance:	Ksh 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of ten (10) years, three (3) of which must have been in the grade of Principal Regional Development Officer (Planning and Development) CSG 8, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Natural Resource Management, Agriculture, Agricultural Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture Engineering, Water Resources, Engineering, Animal Health, Animal Production, Range Management, Geomatic engineering and Geospatial information systems, or its equivalent qualifications from a university recognized in Kenya;
- (iii) a membership to a relevant professional body; and
- (iv) demonstrated administrative and professional competence as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Deputy Director, Regional Development for the management and coordination of the Regional Development Function. Duties and responsibilities at this level include: -

- (i) initiating development and reviewing of planning policies, strategies guidelines of Regional Development Agencies' projects and programmes;(ii)

- Coordinating carrying out feasibility studies, research, monitoring c evaluation of programmes, projects and investments in Regional Development Agencies;
- (ii) identifying and liaising with the development partners to promote Regio Development Agencies basin-based projects and programmes;
 - (iii) ensuring safe custody of database on programmes and Projects Regional Development Agencies;
 - (iv) preparing economic and investment materials for promotion of Regio Development Agencies;
 - (v) preparing briefs, background papers and speeches on Regio Development issues;
 - (vi) preparing publications and newsletters on programmes, projects a investments in Regional Development Agencies; and
 - (vii) developing and reviewing Regional Development Authorities (Regio Development Agencies) strategic plans.

VACANCIES IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION

STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS

SECRETARY, SOCIAL DEVELOPMENT – ONE (1) POST - V/NO. 183/2025

Basic Salary Scale:	Ksh 182,890 p.m. – 365,880 p.m.	(CSG 4)
House Allowance:	Ksh 80,000p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Leave Allowance:	As provided in the Civil Service.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) cumulative service period of eighteen (18) years, three (3) of which should have been in the grade of Director Social Development CSG 5 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following fields: Sociology, Anthropology, Social Work, Community Development/Management, Disability Studies, Gender Studies, Gender and Development, Business Administration, Counselling Psychology or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Sociology, Anthropology, Social Work, Community Development/Management, Disability Studies, Gender Studies, Gender and Development, Business Administration, Counselling Psychology, Public Policy, Project Planning/Management, Disaster Management or equivalent from a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution; and
- (v) be in good standing as a current member of a relevant professional body;

Duties and responsibilities

Secretary, Social Development will be reporting to the Principal Secretary, duties and responsibilities will include: -

- (i) policy formulation and implementation;
- (ii) providing strategic leadership to directorates, divisions, and regional structures under Social Development;
- (iii) overseeing planning, budgeting, and performance contracting within the Social Development function;
- (iv) coordinating with County Governments on devolved social development functions;
- (v) guiding inter-agency and multi-sectoral collaboration on community development and social protection initiatives;
- (vi) supervising implementation of key programs such as: Community-driven development (CDD) initiatives, supporting vulnerable groups (e.g., youth, women, and PWDs), providing oversight of registration, regulation, and capacity building of community-based and self-help organizations;
- (vii) overseeing compliance and enforcement of statutory regulations under the Non-Governmental Organizations Coordination Act, the Social Development Policy, and Public Benefit Organizations (PBO) Framework;
- (viii) serving as Secretary or advisor to relevant boards, such as the NGO Coordination Board or Social Development Committees;
- (ix) capacity building and offering technical support by leading the development of training curricula and materials for community development officers, providing technical guidance to County Social Development Officers, promoting community empowerment through participatory planning, monitoring, and social accountability tools;
- (x) overseeing data collection, analysis, and reporting on social development indicators, championing social research to inform policy and program design and ensuring effective M&E systems for tracking the impact of community-based interventions;
- (xi) facilitating resource mobilization through donor engagement and public-private partnerships and building and sustaining partnerships with UN agencies, NGOs, development partners, and faith-based organizations;
- (xii) advising the Principal Secretary and Cabinet Secretary on emerging issues affecting community development and social cohesion; and
- (xiii) representing the Ministry in inter-ministerial, regional, and international forums on social development.

DIRECTOR, SOCIAL DEVELOPMENT – THREE (3) POSTS - V/NO. 184/2025

Basic Salary Scale:	Ksh 146,360-Ksh 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 52,000-KSH 60,000 p.m.	
Commuter Allowance:	Ksh20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of fifteen (15) years three (3) of which must have been in the grade of Deputy Director of Social Development, CSG 6 or in a comparable and relevant position in the wider public service
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Anthropology, Social Work, Community Development/Management, Disability Studies, Gender Studies, Gender and Development, Business Administration, Counselling Psychology, or any other relevant qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Sociology, Anthropology, Social Work, Community Development/Management, Project Planning/Management, Public Policy, Disaster Management, Gender Studies, Gender and Development, Business Administration/Management, Counselling Psychology, or equivalent qualification from a university recognized in Kenya.
- (iv) a certificate in Strategic Leadership Development Programme from a recognized institution; and
- (v) demonstrate a thorough and comprehensive understanding of Social Development matters.

Duties and responsibilities

An officer at this level will provide overall strategic direction on the implementation of the social development function. Duties and responsibilities will include:-

- (i) formulating implementing and reviewing policies, plans and strategies;
- (ii) monitoring and evaluating policies and programmes on community development, older persons and the aging, persons with disabilities family matrimonial and successional laws, volunteerism, guidance and counselling;
- (iii) implementing regional and international instruments on social development;
- (iv) facilitating capacity building or mainstreaming disability in the public and private sectors;
- (v) facilitating capacity building of communities for sustainable social economic programmes and projects;
- (vi) liaising with other institution and agencies for resource mobilization;
- (vii) coordinating, reporting and disseminating social development research findings;
- (viii) coordinating the provision of financial support to vulnerable groups and individual through grants and cash transfer;
- (ix) promoting collaboration and performance management and development matters.

DEPUTY DIRECTOR, SOCIAL DEVELOPMENT – TWO (2) POSTS - V/NO. 185/2025

Basic Salary Scale:	Ksh 105, 570-Ksh 182, 890 p.m.	(CSG 6)
House Allowance:	Ksh 25,000-KSH 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of twelve (12) years three (3) of which must have been in the grade of Assistant Director, Social Development, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Sociology, Anthropology, Social Work, Community Development/Management, Disability Studies, Gender Studies, Gender and Development, Business Administration, Counselling Psychology, or any other relevant qualification from a university recognized in Kenya; and
- (iii) demonstrated administrative and managerial capabilities in promoting social development programmes/projects.

Duties and responsibilities

- (i) spearheading formulation, interpretation and implementation of social development policies, plans and strategies;
- (ii) coordinating vocational rehabilitation and training for persons with disabilities;
- (iii) mobilizing resources for social development programmes and projects;
- (iv) designing programmes/projects that promote Kenyan's social development agenda;
- (v) collaborating with government agencies, development partners and other stakeholders in the implementation of social development programmes and projects;
- (vi) coordinating the implementation of community mobilizing, community development, social welfare, social protection, older persons, persons with disabilities, community support programme (CCSP), Vocational Rehabilitation Services Volunteerism, and family promotion/protection programmes; and
- (vii) coordinating research on social development matters.

VACANCIES IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION

STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS

DIRECTOR, CHILDREN'S SERVICES – FOUR (4) POSTS - V/NO. 186/2025

Basic Salary Scale:	Ksh 146,360-Ksh 266,750 p.m.	(CSG 5)
House Allowance:	Ksh 52,000-KSH 60,000 p.m.	
Commuter Allowance:	Ksh20,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of fifteen (15) years three (3) of which must have been in the grade of Deputy Director Children's Services, CSG 6 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in any of the following disciplines: Sociology, Social Work, Community Development, Guidance and Counseling, Child Psychology, Criminology, Social Development or Social Studies from a recognized institution;
- (iii) Masters degree qualification in the following disciplines: Sociology, Social Work, Social Studies, Community Development, Guidance and Counseling, Child Psychology, Criminology, Social Development, Gender and Development Studies or Project Management from a a university recognized in Kenya;
- (iv) a Certificate in Strategic Leadership Development programme from a recognized institution;
- (v) demonstrated outstanding administrative capabilities and professional competence in dealing with Children affairs;
- (vi) a thorough knowledge of the Children's Act of 2001, the International, Regional and National Legal Instruments relating to children and ability to relate them to Vision 2030; and
- (vii) shown merit and ability as reflected in work performance and results.

Duties and responsibilities

An officer at this level will provide strategic leadership in the management of children services function. Duties and responsibilities at this level will include: -

- (i) developing, implementing and reviewing children policies, strategies, programmes and projects;
- (ii) overseeing the implementation and enforcement of the Children Act, 2001, related statutes and other Regional and International Instruments in collaboration with other stakeholders;
- (iii) supervising and implementation of regulations on child care and protection services, collaborating with other Government Agencies and other stakeholders to enhance efficiency and effectiveness of social programmes;
- (iv) facilitating the provision of accommodation, care and protection for a child in danger of imminent injury or harm to a place of safe custody;

- (v) overseeing the establishment management and supervision of children statutory institutions (rehabilitation schools, remand homes, rescue centres and children homes);
- (vi) facilitating the registration of charitable children's institutions;
- (vii) coordinating alternative family care services (foster care, guardianship and adoption); monitoring the Presidential Bursary fund program;
- (viii) supervise the Orphans and Vulnerable Children (OVCs) cash transfer programme;
- (ix) overseeing staff performance management and development matters; and coordinating, reporting and disseminating children's services research findings.

DEPUTY DIRECTOR, CHILDREN'S SERVICES – TEN (10) POSTS - V/NO. 187/2025

Basic Salary Scale:	Ksh 105, 570-Ksh 182, 890 p.m.	(CSG 6)
House Allowance:	Ksh 25,000-KSH 50,000 p.m.	
Commuter Allowance:	Ksh 16,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of twelve (12) years three (3) of which must have been in the grade of Assistant Director Children's Services, CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in the following disciplines: Sociology, Social Work, Community Development, Guidance and Counseling, Child Psychology, Criminology, Social Development or Social Studies from a recognized institution;
- (iii) knowledge and understanding of the provisions of the Children's Act of 2001, the Volunteer Children's Officers (VCO) concept and all the other relevant provisions; and
- (iv) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) guiding the development, implementation, monitoring and evaluation of policies and programmes for promoting children rights and welfare;
- (ii) liaising with stakeholders and partners on children's matters and designing children's services programmes and activities undertaken;
- (iii) monitoring and evaluating the implementation of Children Act;
- (iv) reporting on International and Regional Instruments on Children through periodic State Party Reports and their responses; interpreting and disseminating research findings on children's services;
- (v) collaboration with stakeholders in implementing children programmes;
- (vi) monitoring and evaluating the implementation of Children Act, 2001;
- (vii) promoting children rights and welfare;
- (viii) coordinating the implementation of international and Regional resolutions on children's matters;

- (ix) providing advice and guidance in the development of National Plans of Action on children's welfare;
- (x) conducting inspections to Charitable Children Institutions (CCIs) to ensure compliance to standards;
- (xi) monitoring and evaluating the implementation of Children Act,2001, and reporting on relevant legislation gaps;
- (xii) monitoring the Presidential Bursary Fund Program; and
- (xiii) coordinating capacity building and development for Children Services staff.

ASSISTANT DIRECTOR, CHILDREN'S SERVICES– FOURTEEN (14) POSTS - V/NO. 188/2025

Basic Salary Scale:	Ksh 92,030 - Ksh 133,410 p.m.	CSG 7)
House Allowance:	Ksh 45,000 p.m.	
Commuter Allowance:	Ksh 12,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

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

- (i) cumulative service period of ten (10) years three (3) of which must have been in the grade of Principal Children's Officer, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors degree in the following disciplines: Sociology, Social Work, Community Development, Guidance and Counseling, Child Psychology, Criminology, Social Development or Social Studies from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) coordinating the establishment of Area Advisory Councils (AACs) and Children Assemblies; promoting children's rights and welfare;
- (ii) disseminating international and regional resolutions on children's matters;
- (iii) providing technical advice in the development of National Plans of Action on children's welfare disseminating operational guidelines and check lists for Charitable Children Institutions (CCIs) to ensure compliance to standards;
- (iv) collaboration with stakeholders in implementing children programmes; preparing and presenting reports on adoption to the High Court; compiling and submitting data to the National Children's database;
- (v) monitoring and evaluating the implementation of Children Act,2001, and reporting on relevant legislation gaps; and
- (vi) compiling and submitting data and reports on Presidential Bursary Fund Disbursement Committee.

b) Entry Level positions

VACANCIES IN THE PUBLIC SERVICE COMMISSION (INTERNAL)

ADMINISTRATION OFFICER II – TWO (2) POSTS- V/NO. 189/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have a Bachelors Degree in any of the following disciplines: - Business Administration, Public Administration, Business Management, Political Science, Community Development, Governance, Conflict Management or equivalent qualification from a university recognized in Kenya

Duties and Responsibilities

- (i) collecting data and keeping records of all vehicles, equipment, facilities and assets;
- (ii) updating records on motor vehicle and assets insurances;
- (iii) compiling data on the Commission assets;
- (iv) updating the assets register of the Commission;
- (v) monitoring and report on machines and office equipment requiring repairs;
- (vi) supervision of general office and support staff services;
- (vii) providing input in the general cleanliness of work stations and work place environment; and
- (viii) preparing monthly and periodic reports.

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICER II- TWENTY-FOUR (24) POSTS - V/NO. 190/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable	

For appointment, a candidate must have:

- (i) a Bachelors Degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;
- OR**
- a Bachelor's Degree in any of the following fields; Public Administration, Sociology, Business Administration or its equivalent qualification plus Diploma in Human Resource Management from a university recognized in Kenya; and
 - (ii) a thorough understanding of relevant legislation, policy guidelines, best practices and emerging issues in Human Resource Management and Development.

Duties and Responsibilities

- (i) preparing briefs on human resource management and development issues emanating from MDAs and the Commission;
- (ii) drafting general correspondences on human resource management matters;
- (iii) maintaining and managing records;
- (iv) preparing board reports/briefs;
- (v) participating in formulation of human resource policies, regulations and guidelines for the public service; and
- (vi) assisting in collection, collation and analysis of human resource management & development data from MDAs and the Commission

COMPLIANCE AUDIT OFFICER II – FOUR (4) POSTS- V/NO. 191/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment, a candidate must have a Bachelor's Degree in Human Resource Management and Development, Economics, Statistics, Business Administration or equivalent qualification from a university recognized in Kenya;

Duties and responsibilities

- (i) participating in monitoring and statistical analysis of assigned human resource functions in Ministries, State Departments and Agencies;
- (ii) implementing policies and guidelines on values and ethics in the Public Service;
- (iii) conducting sensitization programmes on code of conduct, ethics, values, principles, and declarations of income, assets, and liabilities;
- (iv) initiating the administration of policies and guidelines on declaration of income, assets, and liabilities in the service;
- (v) receiving and recording of wealth declaration forms;
- (vi) supporting monitoring of implementation of regulations, policies, and procedures; and
- (vii) performing other routine Compliance Audit duties.

ETHICS AND VALUES OFFICER II – SIX (6) POSTS- V/NO. 192/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment, a candidate must have:

- (i) a Bachelor's Degree in any of the following disciplines: Business Administration, Public Administration, Law, Economics, peace and conflict management or equivalent qualification from a university recognized in Kenya.

- (ii) proficiency in computer applications and data analytics
- (iii) proficiency in English and Kiswahili languages
- (iv) excellent communication and interpersonal skills; and
- (v) good report writing skills.

Duties and responsibilities

- (i) providing guidance on the use of the digital records management system for financial disclosure of income, assets and liabilities to assigned institutions;
- (ii) collecting, collating data and preparing reports on compliance to Financial Declaration of income, Assets and Liabilities by public officers for assigned institutions;
- (iii) compiling and analysing complaints on breach of the Code of Conduct, Values and Principles in the public service’;
- (iv) participating in the preparation of survey instruments on compliance evaluation with values and principles (Article 10 and 232) in the public service;
- (v) participating in administration of survey instruments to MDAs on compliance evaluation with values and principles in Article 10 and 232 of the Constitution;
- (vi) participating in data cleaning, verification, standardisation and analysis from the survey on compliance evaluation on values and principles in Article 10 and 232;
- (vii) participating in preparation of report to the president and parliament on the status of compliance with values and principles in Article 10 and 232 in the public service
- (viii) participation in promotional activities on values, principles, ethics and declaration of income assets and liabilities including training and sensitisation;
- (ix) initial follow up action on implementation of recommendations from the status of compliance with the values and principles report and declaration of income assets and liabilities reports; and
- (x) initial action on general correspondence and general inquiries

ACCOUNTANT II – TWO (2) POSTS- V/NO. 193/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or equivalent qualification from a university recognized in Kenya; and
- (ii) a pass in Part II of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution

Note: Proficiency in accounting packages will be considered as an added advantage.

Duties and Responsibilities

- (i) implementing accounting policies and procedures;
- (ii) compiling and posting financial transactions in accounting software;
- (iii) preparing payment vouchers and verifying supporting documents;
- (iv) filing financial records and maintaining accounting documentation;
- (v) reconciling bank and cash balances;
- (vi) preparing statutory returns and payroll documentation;
- (vii) keeping safe custody of accountable documents and records; and
- (viii) supporting audits by retrieving and organizing required audit documents.

INTERNAL AUDITOR II – THREE (3) POSTS- V/NO. 194/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) a Bachelors Degree in Finance, Accounting, Information Technology, Computer Science or equivalent qualification from a university recognized in Kenya; and
- (ii) certification in certified Public Accountant [CPA(K)], Certified Internal Auditor (CIA) or Association of Chartered Certified Accountants (ACCA)

Note: possession of Certified Information Systems Auditor (CISA) certificate will be considered as an added advantage.

Duties and Responsibilities

- (i) preparing annual audit plan for review and approval by the Head of the Internal Audit Department;
- (ii) preparing engagement plans for review and approval by the Head of the Internal Audit Department;
- (iii) carrying out audits and investigations as assigned by the supervisor;
- (iv) documenting clear, comprehensive, and objective working papers that support audit findings and conclusions;
- (v) collecting and analyzing data to support audit findings
- (vi) communicating control deficiencies, audit observations, potential risks and recommendations to the supervising auditor in a timely manner;
- (vii) assisting in monitoring and tracking the implementation of management actions and recommendations from previous audits;
- (viii) recording proceedings of the entry and Exit meetings with Audit clients; and
- (ix) assisting in administrative activities related to the day-to-day affairs of the Department as required.

RECORDS MANAGEMENT OFFICER II – THREE (3) POSTS- V/NO. 195/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment, a candidate must have a Bachelor's Degree in any of the following fields: Information Science, Records Management, Library Science or equivalent qualifications from a university recognized in Kenya.

Duties and responsibilities

- (i) receiving, filing, retrieving and dispatch of records and information;
- (ii) coding and indexing of files as stipulated in the records management manuals;
- (iii) storing and retrieving of the Commission's records;
- (iv) tracking of files and documents;
- (v) appraising and updating records for retention and disposal; and
- (vi) identifying and reporting potential risks pertaining to records management

ICT OFFICER II– FOUR (4) POSTS- V/NO. 196/2025

(Network, Security Engineer-1 post, Support and Help Desk Analyst- 1 post, Software Front End Engineer- 1 post & Software Backend Engineer-1 post)

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have a Bachelor's degree in Computer Science or Information Technology or related field or equivalent qualification from a university recognized in Kenya.

The following additional requirements are specific to the skills needed:

(a) NETWORK SECURITY ENGINEER

A candidate must have relevant certifications such as Fortinet, Huawei, NSE 1-4, Cisco Certified Network Associate (CCNA), or Cisco Certified Network Professional (CCNP).

Duties and Responsibilities

Duties and Responsibilities in this area will include:

- (i) assisting in configuring and maintaining network devices, including routers, switches, firewalls, and access points;
- (ii) supporting while ensuring that network configurations are accurate and aligned with best practices;
- (iii) collaborating with the network team to monitor network performance, availability, and security;

- (iv) helping in identifying and addressing network-related issues to minimize downtime and disruptions;
- (v) responding to and assisting in resolving network incidents and problems;
- (vi) supporting with troubleshooting connectivity issues, performance bottlenecks, and other network-related challenges;
- (vii) supporting in creating and updating technical documentation, including network diagrams, configurations, and procedures;
- (viii) collaborating with the security team to implement network security measures, such as firewalls, intrusion detection systems, and access controls, to protect the Commission's assets and data;
- (ix) assisting in planning and implementing network upgrades and improvements;
- (x) collaborating with Deputy Director Infrastructure to deploy patches, updates, and new technologies;
- (xi) working closely with other IT teams, including systems administrators, application developers, and support teams, to provide integrated solutions and support the overall IT environment;
- (xii) coordinating with vendors for hardware and software procurement, support, and troubleshooting;
- (xiii) engaging in continuous learning to expand technical skills and knowledge in networking;
- (xiv) participating in network-related projects, such as network expansions, migrations, and implementations; and
- (xv) performing any other related task as required.

(b) SUPPORT AND HELP DESK ANALYST

A candidate must have:-

- (i) strong Microsoft 365 administration skills (Teams, One Note, SharePoint, One Drive);
- (ii) experience with Google Workspace, Zoom, and SSO/Identity platforms (Auth0, Cognito, Azure AD);
- (iii) basic SQL knowledge (Metabase/Snowflake) is a plus;
- (iv) CompTIA A+ certification; and
- (v) Canvas LMS or similar learning management system experience will be an added advantage

Duties and Responsibilities

Duties and responsibilities in this area will include:

- (i) diagnosing and resolve complex issues specific to the Commission workflows, such as recruitment, email synchronization problems, integration errors, and recording database issues;
- (ii) managing the ICT help desk, issue tickets and escalate complex cases to MIS Management with comprehensive details;
- (iii) preparing monthly reports on tickets issued; and
- (iv) overseeing the configuration of end user devices and printers.

(c) SOFTWARE FRONT END ENGINEER

A candidate must have:-

- (i) strong knowledge of JavaScript, Type Script, HTML5, CSS3, and responsive design principles;
- (ii) experience in integrating Restful APIs;
- (iii) understanding of UI/UX best practices and design patterns;
- (iv) experience with CI/CD tools (e.g., Jenkins, GitLab CI, Bamboo); and
- (v) proficiency in version control systems (e.g., Git).

Duties and Responsibilities

Duties and responsibilities in this area will include:

- (i) designing, developing, and maintaining scalable, reusable, and high-quality front end applications;
- (ii) ensuring applications reliability, security, and performance across different platforms and devices;
- (iii) collaborating with designers and backend developers to implement responsive and user-friendly interfaces;
- (iv) participating in code reviews and contribute to frontend development best practices;
- (v) creating and maintaining technical documentation such as component guides, architecture diagrams, and test plans;
- (vi) maintaining latest frontend technologies and suggesting any improvements when applicable; and
- (vii) communicating effectively with both technical and non-technical stakeholders

(d) SOFTWARE BACKEND ENGINEER

A candidate must **have**:-

- (i) familiarity with Azure DevOps for task management and release processes;
- (ii) knowledge of ActiveX Data Objects (ADO) and their integration within Visual Studio;
- (iii) proficiency in use of GitHub for version control and code collaboration;
- (iv) an understanding of CI/CD pipelines and automation practices;
- (v) exposure to Azure, AWS Cloud Services in a development or deployment context; and
- (vi) experience working with NET. (C#), particularly in the development of desktop applications.

Duties and Responsibilities

Duties and responsibilities in this area will include:

- (i) providing on-going maintenance and technical support for the Commission's systems while ensuring operational continuity;
- (ii) implementing regulatory updates and align the system with evolving Commission's guidelines;
- (iii) performing security assessments, identify vulnerabilities, and deliver remediation aligned with best practices;
- (iv) collaborating with cross-functional team members, participating in code reviews, task planning, and knowledge-sharing;

- (v) utilizing CI/CD pipelines, source control, and DevOps practices to streamline development and deployment workflows;
- (vi) engaging with stakeholders to understand business needs and translate them into technical solutions within the existing architecture; and
- (vii) contributing to planning discussions for a potential future migration toward a modern web-based solution.

RESEARCH OFFICER II – ONE (1) POST- V/NO. 197/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) a Bachelor’s Degree in Statistics, Economics, Sociology, Research Methods, Monitoring & Evaluation, Public Policy, Public Administration, or equivalent qualification from a university recognized in Kenya; and
- (ii) proficiency in Microsoft Office Suite and working knowledge of statistical analysis tools (e.g., e.g. Excel, SPSS, STATA, SAS, R, EvIEWS, nvivo, Atlas);

Duties and Responsibilities

- (i) assisting in the design of research instruments (e.g., questionnaires, interview guides) and participate in collecting quantitative and qualitative data from Ministries, Departments, and Agencies (MDAs) and other sources;
- (ii) performing data entry, cleaning, and basic statistical analysis under the supervision of senior officers, using tools like SPSS, Stata, or Excel;
- (iii) conducting comprehensive literature reviews on national, regional, and international best practices in public administration, human resource management, performance management, and public service reform;
- (iv) providing logistical and technical support for research projects, surveys, and impact evaluation studies initiated by the Commission;
- (v) assisting in drafting foundational sections of research reports, technical papers, concept notes, and policy briefs;
- (vi) supporting the collection of monitoring data for the Commission’s strategic plan and other public service programs; and
- (vii) assisting in organizing, documenting, and disseminating research findings to internal and external stakeholders.

POLICY ANALYST II – TWO (2) POSTS- V/NO. 198/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) a Bachelor's Degree in Public Policy, Public Administration, Political Science, Economics, Sociology or equivalent qualification from a university recognized in Kenya; and
- (ii) proficiency in Microsoft Office Suite and working knowledge of statistical analysis tools (e.g., Excel, SPSS, STATA, SAS, R, Eviews, nvivo, Atlas).

Duties and Responsibilities

- (i) conducting desktop reviews, literature searches, and surveys to gather data on emerging trends in public administration, human resource management, and governance;
- (ii) assisting in analyzing qualitative and quantitative data to identify policy gaps, challenges, and opportunities for improvement in the public service;
- (iii) supporting the drafting of policy briefs, concept papers, circulars, and guidelines under the guidance of senior officers;
- (iv) assisting in monitoring the implementation of Commission policies across Ministries, Departments, and Agencies (MDAs) and collecting feedback for review;
- (v) assisting in organizing and documenting stakeholder forums, workshops, and public participation exercises related to policy development;
- (vi) preparing routine reports on specific policy areas, tracking key performance indicators and compliance levels in MDAs; and
- (vii) maintaining an up-to-date repository of all Commission policies, regulations, and research reports for easy retrieval and reference.

SUPPLY CHAIN MANAGEMENT OFFICER II – ONE (1) POST- V/NO. 199/2025

Gross Salary Scale:	Ksh 102, 611 p.m. – 177,467 p.m.	(PSC 9)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) a Bachelor's degree in any of the following disciplines: Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management Option), or Business Administration (Supplies Management Option) or an equivalent qualification from a university recognized in Kenya; and

- (ii) a Membership with the Kenya Institute of Supplies Management (KISM) or any other relevant and accredited professional body; and

Duties and Responsibilities

- (i) assisting in the preparation and implementation of the annual procurement and disposal plan;
- (ii) consolidating departmental procurement needs and aligning them to approved budgets;
- (iii) participating in market research to support cost estimates and procurement strategies;
- (iv) preparing and issuing procurement and tender documents through the Electronic Government Procurement (eGP) system;
- (v) receiving, opening, and evaluating quotations, tenders, and proposals in compliance with procurement laws and regulations;
- (vi) drafting tender evaluation reports and procurement recommendations for review by relevant committees; and
- (vii) assisting in contract preparation, monitoring, and ensuring timely delivery of goods, works, and services.

ASSISTANT SUPPLY CHAIN MANAGEMENT OFFICER – ONE (1) POST- V/NO. 200/2025

Gross Salary Scale:	Kshs.88, 383 – 153,266 p.m.	(PSC 10)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have a Diploma in Supply Chain Management, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Contract Management, Logistics and Warehousing or an equivalent qualification from a recognized and accredited institution;

Note: Membership to Kenya Institute of Supplies Management (KISM) or relevant professional body will be an added advantage.

Duties and Responsibilities

- (i) implementing policies, procedures, and regulations on supply chain management;
- (ii) handling stores;
- (iii) keeping security and safe custody of stores;
- (iv) receiving and issuing of stores; and
- (v) monitoring and advising on optimum stock levels.

ASSISTANT PUBLIC COMMUNICATIONS OFFICER III – TWO (2) POSTS- V/NO. 201/2025

Gross Salary Scale:	Kshs. 88,383 – 153,266 p.m..	(PSC 10)
Leave Allowance:	Ksh. 35,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C- or its equivalent with at least a C- in English and Kiswahili
- (ii) possess good oral and written communication skills in both English and Kiswahili;
- (iii) a Diploma in any of the following disciplines: Diploma in Telecommunication Operations, Customer Service, Public Relations, Communication Management, Event Management, Front Office or equivalent qualification from a recognized institution;
- (iv) a certificate in sign language from a recognized institution; and

Duties and Responsibilities

- (i) connecting telephone calls for customers and responding to Citizens Service Delivery Contact Centre enquiries
- (ii) responding to customer enquiries and directing them to the respective destinations;
- (iii) implementing standards and procedures for corporate communication.
- (iv) capturing data of organized and scheduled corporate events;
- (v) drafting corporate events briefs for distribution to the Customer relations personnel;
- (vi) drafting initial information, education and communication materials for review;
- (vii) shooting, photographing and editing promotional, and other video material/content;
- (viii) registering participants during conferences, official visits, seminars and workshops;
- (ix) distributing hard copy and digital corporate publications;
- (x) disseminating of customer enquiries and complaints to relevant offices for action; and
- (xi) interpretation of sign language

DRIVER II – THREE (3) POSTS- V/NO. 202/2025

Gross Salary Scale:	53, 660- 97,801 p.m.	(PSC 12)
Leave Allowance:	Ksh. 30,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the PSC medical cover	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have:

- (i) a Kenya Certificate of Secondary Education (KCSE) mean grade D (plain) or its equivalent qualifications from a recognized Institution;
- (ii) at least two (2) years driving experience;
- (iii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iv) a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (v) a suitability Test for Drivers conducted by the Ministry responsible for transport; and
- (vi) a valid Clearance Certificate from the National Police Service

Duties and Responsibilities

- (i) driving the vehicle as authorized;
- (ii) ensuring security and safety of the vehicle, passengers and goods on and off the road;
- (iii) maintaining daily work ticket;
- (iv) ensuring routine service and maintenance of the vehicle;
- (v) carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- (vi) detecting and reporting vehicle defects on time;
- (vii) ensuring vehicle cleanliness;
- (viii) timely reporting of accidents and follow up on police abstract; and
- (ix) vehicle inspection and keeping up-to-date insurance documents

VACANCIES IN THE OFFICE OF THE DEPUTY PRESIDENT

STATE DEPARTMENT FOR DEVOLUTION

DEVOLUTION II – THREE (3) POSTS- V/NO. 203/2025

Basic Salary Scale:	34,420- 46,120 p.m.	(CSC 11)
House Allowance	Ksh. 10,000 p.m.	
Leave Allowance:	Ksh. 4,000 per financial year	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable.	

For appointment to this grade, a candidate must have a Bachelors degree in any of the following disciplines: Development Studies, Public Administration, Business Administration, Economics, Statistics, Sociology, Education, Entrepreneurship, Political Science or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

Duties and responsibilities include:-

- (i) implementing policies, strategies, guidelines and other relevant frameworks pertaining to devolution;
- (ii) collecting and compiling data on emerging issues on programmes, policies, laws, regulations and guidelines on devolution;
- (iii) updating the status of devolution programs and projects;
- (iv) compiling data on intergovernmental disputes; and
- (v) collecting and collating data on intergovernmental relations research

VACANCIES IN THE MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING

LANDS INFORMATION MANAGEMENT OFFICER II–TWENTY (20) POSTS– V/NO 204/2025

Basic Salary Scale:	Ksh 41,420-Ksh 57,230 p.m.	(CSG 10)
House Allowance:	Ksh 9,600-KSH 16,500 p.m.	
Commuter Allowance:	Ksh 5,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have a Bachelors Degree in any of the following fields: Law (LLB), Geomatics Engineering, Land Economics, Geospatial Information Systems, Geographical Information System, Environmental Planning and Management, Geospatial Engineering, Land Survey, Land Administration, Geography,

Photogrammetry, Urban and Regional Planning, Computer Science/ICT, Software Engineering, Mathematics and Computer Science or its equivalent qualifications from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) implementing standards and guidelines for NLIM System;
- (ii) developing NLIMS modules and applications;
- (iii) collecting requirements for integration of land information;
- (iv) installing, configuring and troubleshooting NLIM System and infrastructure;
- (v) maintaining NLIM implementation;
- (vi) implementing security measures by defining and restricting users access on the NLIM System;
- (vii) collecting data on user needs for the integrated payment gateway for land transactions;
- (viii) registering and updating of NLIMS users; and
- (ix) preparing data collection tools for research on emerging technologies

LAND RECORDS MANAGEMENT ASSISTANT III– FIFTY FIVE (55) POSTS -V/NO. 205/2025

Basic Salary Scale:	Ksh 28,620 p.m – Ksh 37,100 p.m.	(CSG 12)
House Allowance:	Ksh 3850 p.m. – Ksh 6750 p.m.	
Commuter Allowance:	Ksh 4,000 p.m.	
Leave allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines:- Law, Information Communication Technology (ICT), Management Information Systems (MIS), Records Management/ Records and Archives Management, Information Science, Business Information Technology, or equivalent and relevant qualifications from a recognized Institution.

Duties and Responsibilities

This is the entry and training grade for diploma holders. An officer at this level will be under the supervisions and guidance of a senior and experienced officer. Duties and responsibilities at this level will include:-

- (i) receiving and booking documents for land registration;
- (ii) receiving and booking land searches;
- (iii) receiving land registration related documents emanating from other Departments and MDAs;
- (iv) receiving application documents of stamp duty payments;
- (v) retrieving and matching registration documents;
- (vi) retrieving and archiving parcel files;
- (vii) dispatching registered and rejected documents and searches to the clients; and

(viii) storing and preserving land records

VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, HUMAN CAPITAL DEVELOPMENT AND SPECIAL PROGRAMMES

STATE DEPARTMENT FOR PUBLIC SERVICE AND HUMAN CAPITAL DEVELOPMENT

CLERICAL OFFICER II – THREE HUNDRED (300) POSTS – V/NO. 206/2025

Basic Salary Scale:	Ksh.19, 220 p.m – Ksh.23, 130pm	(CSG 14)
House Allowance:	Ksh.3,000 p.m. – 4,500 p.m	
Commuter Allowance:	Ksh.3,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Kenya Certificate of Secondary Education (KCSE) with mean grade C- (Minus) or its approved equivalent.

Duties and Responsibilities

This is an entry and training grade for this cadre. Officers at this level will be deployed in the Human Resource Management Units, General Registry, Procurement, Accounts office or General office services. Duties and responsibilities at this level will include:-

- (i) compiling statistical records;
- (ii) sorting, filing and dispatching letters;
- (iii) maintaining an efficient filing system;
- (iv) processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- (v) computation of financial or statistical records based on routine or special sources of information;
- (vi) preparing payment vouchers; and
- (vii) compiling data and drafting simple letters.

OFFICE ASSISTANT III/SENIOR SUPPORT STAFF – ONE HUNDRED AND FIFTY (150) POSTS – V/NO. 207/2025

Basic Salary Scale:	Ksh.16,910 p.m –Ksh.19,220pm	CSG 16
House Allowance:	Ksh.2,750 p.m. – Ksh 4,125 p.m	
Commuter Allowance:	Ksh.3, 000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a minimum of Kenya Certificate of Secondary Education (KCSE) with mean grade D Plain or its equivalent.

Duties and responsibilities

Duties and responsibilities at this level will include:-

- (i) undertaking general messengerial duties; and
- (ii) office cleaning.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**