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

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

**VACANT POSITIONS IN THE PUBLIC SERVICE**
Applications are invited from qualified candidates for the positions shown below.

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The details of the posts and mode of application can be accessed on the Commission’s websites.

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

(i) Online through one of the Commission’s websites: www.publicservice.go.ke or www.psckjobs.go.ke

OR

(ii) By completing ONE PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission’s websites.

Completed applications should be sent to:

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

So as to reach the Commission on or before 12th May, 2016

**SECRETARY/CEO**
PUBLIC SERVICE COMMISSION
Our Vision
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VACANT POSITIONS IN THE PUBLIC SERVICE

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

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1. online through one of the Commission’s websites www.publicservice.go.ke and www.psckjobs.go.ke

OR

2. by completing ONE PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission’s websites.

Please Note
• Candidates should NOT attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form.
• Only shortlisted and successful candidates will be contacted.
• Canvassing in any form will lead to automatic disqualification.
• THE PUBLIC SERVICE COMMISSION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

Completed applications should be sent or delivered to:

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

so as to reach the Commission on or before 12th May, 2016
VACANCIES IN THE MINISTRY OF HEALTH

DIRECTOR, MEDICAL SERVICES – ONE (1) POST – V/NO 18/2016

Salary Scale: Ksh.655,875 – Ksh.874,500p.m (Job Group ‘U’)
(The salary is inclusive of 40% remunerative allowances)

Terms of Service - Five (5) years renewable Contract

For appointment to this grade, a candidate must have:

(i) at least fifteen (15) years experience in the management of health services, five (5) of which should have been at a senior management position in the public or private sector or international organizations;
(ii) a Bachelors degree in Medicine and Surgery (MBChB) or equivalent qualification from a university recognized in Kenya;
(iii) a Masters degree in Public Health, Medicine, Health Service Management or comparable qualification from a university recognized in Kenya;
(iv) been registered with the Kenya Medical Practitioners and Dentists Board and have a current practicing license;
(v) attended a Strategic Leadership course in a recognized institution;
(vi) demonstrable leadership skills and expertise in strategic program planning, implementation and policy development;
(vii) experience in managing multiple partners and donors in support of health programs; and
(viii) excellent interpersonal communication skills.

NOTE: The holder of this position must be a team player with good interpersonal skills that will help to drive the health agenda to the expectation of the country.

Duties and Responsibilities
The Director of Medical Services is the Government’s principal adviser on medical and public health matters. He/She is also the Registrar of the Kenya Medical Practitioners and Dentists Board. Duties and responsibilities at this level are in line with Cap 242 of the Laws of Kenya (Public Health Act) and other Health Legislations. These will include:
(i). providing technical advice to the Cabinet Secretary and as appropriate, work with other National departments and agencies, County Governments, the International community, health practitioners and the general public on public health issues;
(ii). designing, reviewing and implementing the national strategic plan and budgets;
(iii). leading and supporting the development of health policies, including health promotion, disease prevention, emergency planning, health protection, environmental health and health care delivery;
(iv). providing programmatic and/or technical leadership in the design, analysis and synthesis of health programs for the National and County Governments;
(v). providing leadership in early detection of and effecting well coordinated response by the National and County Governments to disease outbreaks;
(vi). providing leadership in monitoring, evaluating and coordinating research for health and reporting performance of the overall health sector;
(vii). providing leadership and strategic direction to ensure health programs and projects achieve planned goals, objectives and targets
(viii). mobilizing resources to optimize domestic and international funding for increased investment in the health sector;
(ix). supporting development and enforcement of patient safety policy and improving health care outcomes through setting health care standards and quality assurance, providing technical guidelines, professional regulation and adverse incident reporting and quality audits; membership to management boards of semi autonomous organizations in the health sector;
(x). providing professional expertise in regulation, medical education and training, standards and performance;
(xi). supporting the development of health programs and health care delivery by County Governments in line with the Constitution of Kenya; and
(xii). regulation of medical and health practice.
DIRECTOR, PUBLIC HEALTH - ONE (1) POST - V/NO 19/2016

Basic Salary Scale: Ksh.120,270 p.m. – Ksh.180,660 p.m. – (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i). at least fifteen (15) years’ experience in the management of Public Health, three (3) of which should be at the grade of Assistant Director, Public Health, Job Group ‘P’ and above;
(ii). a Bachelor’s degree in Environmental Health, Public Health or equivalent qualification from a university recognized in Kenya;

OR

(iii). a Post Graduate Diploma in any of the following disciplines: Food Science and Inspection; Solid Waste Management, Occupational Health and safety, Epidemiology, Health promotion and Education or equivalent qualifications from recognized institutions;
(iv). a Masters degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a university recognized in Kenya;
(v). attended a Strategic Leadership course in a recognized institution;
(vi). demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of clinical Services Function; and
(vii). a clear understanding of the government’s policies on public health, other development priorities and the role of the department in the achievement of the same.

Duties and Responsibilities
The Director, Public Health will be responsible to the Director, Medical Services for the administration and coordination of all the activities of the Public Health function. Specific duties and responsibilities include:
(i) formulating, implementing, interpreting and reviewing public health policies, guidelines, standards and procedures;
(ii) providing guidance on compliance to the Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances, Act (Cap. 254) Tobacco Control Act, 2007 Alcoholic Drinks Control Act, 2010 Bio- safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health;

(iii) providing technical advice on promotive and preventive health;

(iv) planning and implementing promotive and preventive health projects and programmes;

(v) overseeing the development and management of public and private mortuaries, cemeteries and crematories;

(vi) providing leadership in research on public health trends and any other emerging issues; and

(vii) mobilizing resources and fostering collaboration and partnership with bilateral and multilateral agencies in support of public health programmes.

DIRECTOR, NURSING SERVICES  -  ONE (1) POST  -V/NO 20/2016

Basic Salary Scale: Ksh.120,270 p.m. - Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to the grade a candidate must have:-

(i) at least fifteen (15) years experience in the management of Nursing Services, three (3) of which should have been at the grade of Assistant Director, Nursing Services, Job Group ‘P’ and above;

(ii) a Bachelors Degree in either Nursing or Midwifery from a university recognized in Kenya;

OR

OR

a Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iii) a Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution;

(v) a registration certificate issued by the Nursing Council of Kenya;

(vi) valid practicing license from the Nursing Council of Kenya; and

(vii) demonstrated a high degree of professional competence and administrative capability as well as broad experience in Nursing and Health Care Standards and Programmes.

**Duties and Responsibilities**

An officer at this level will be responsible to the Director, Medical Services for provision of strategic leadership and direction in the nursing field. Specific duties and responsibilities include:

(i) formulating, reviewing and implementing nursing policies, strategies and programs;

(ii) providing leadership in compliance to the provisions of the Nurses Act, Cap 257;

(iii) offering technical advice in the nursing field of specialty at a National/County level of health care services;

(iv) domesticating and ensuring compliance with nursing standards, guidelines and ethics;

(v) developing, implementing and reviewing health care policies relating to nursing services;

(vi) initiating, developing and reviewing of training programmes for nurses;

(vii) developing standards and guidelines for nursing commodities;

(viii) compiling monitoring and evaluating reports of nursing services in National and County Government; and

(ix) utilizing recommendations from Nursing research to inform policies development.
VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS (STATE DEPARTMENT OF PUBLIC SERVICE AND YOUTH AFFAIRS)

SECRETARY, MANAGEMENT CONSULTANCY SERVICES – ONE (1) POST-
V/NO.21/2016

Basic Salary Scale: Ksh.152,060 to Ksh.302,980 p.m. (Job Group T')

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Director, Management Consultancy Services, Job Group ‘S’ or in a comparable and relevant position in the Public Service;


(iv) certificate in Management Consultancy Skills course from a recognized Institution;

(v) attended a Strategic Leadership course in a recognized institution;

(vi) been registered as a member of a relevant professional body with current membership; and

(vii) demonstrated professional competence, managerial capability and a thorough understanding of the provisions of Management Consultancy Services policies and have the ability to relate them to the national development goals.
Duties and Responsibilities

The Secretary, Management Consultancy Services will be responsible to the Principal Secretary for the overall management and coordination of management consultancy work. Specifically, duties and responsibilities will entail:

(i) formulating, reviewing and implementing management consultancy strategies and policies;
(ii) coordinating and overseeing the provision of management consultancy services to Ministries, Departments and Agencies;
(iii) advising Ministries/State Departments on deployment and utilization of human resource in the Civil Service;
(iv) overseeing the development of schemes of service and career progression guidelines for issue to the service;
(v) monitoring and reviewing the impact of consultancy services in client Ministries, Departments and Agencies;
(vi) promoting the adherence to management consultancy services guidelines and standards; and
(vii) coordinating the application of management consultancy initiatives to support formulation of appropriate management strategies.

DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (ORGANIZATION)- ONE (1) POST V/NO. 22/2016

Basic Salary Scale: Ksh.120,270 p.m.- Ksh.180,660 p.m. (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i). served for a minimum period of three (3) years at the grade of Deputy Director Management Consultancy Services, Job Group ‘R’ or in a comparable and relevant position in the Public Service;
Sociology, Anthropology, Government/Political Science, Public Administration or any other Social Science from a university recognized in Kenya;


(iv). attended a Strategic Leadership course in a recognized institution;

(v). current membership to a relevant professional body; and

(vi). a valid membership to a relevant professional body; and

(vii). demonstrated professional competence, managerial and leadership capability and exhibited a thorough understanding of national development goals.

Duties and Responsibilities
An officer at this level will be responsible to the Secretary, Management Consultancy Services for ensuring effective and efficient provision of Management Consultancy Services to Ministries, Departments and Agencies. Specific duties and responsibilities will entail-

(i) undertaking complex surveys geared towards attaining optimum and effective utilization of staff in the Public Service;

(ii) developing management consultancy guidelines and standards;

(iii) providing advice on staff establishment;

(iv) coordinating the development of staffing norms and modeling for optimal use of human resource;

(v) coordinating the development of models and techniques for undertaking job analysis, workload analysis, operations analysis, and job evaluation among others for application to institutions of the public service;

(vi) overseeing the preparation of career progression guidelines; and

(vii) championing and initiating sector policy concept papers and Cabinet memorandum.
DEPUTY DIRECTOR, MANAGEMENT CONSULTANCY SERVICES

(ORGANIZATION) – FIVE (5) POSTS – V/NO. 23/2016

Basic Salary Scale: Ksh.109,089 p.m.- Ksh.144,928 p.m. – (Job Group R)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Management Consultancy Services, Job Group ‘Q’ or in a comparable and relevant position in the Public Service;


(iv) certificate in Management Consultancy skills from a recognized institution;

(v) attended a Strategic Leadership course in a recognized institution;

(vi) current membership to a relevant professional body; and

(vii) demonstrated professional competence and managerial leadership capability as reflected in work performance and results.

Duties and Responsibilities

The Deputy Director, Management Consultancy Services will report to the Director, Management Consultancy Services (Organization) for effective and efficient management of the division. Specific duties and responsibilities include:

(i) heading consultancy teams undertaking complex assignments in Ministries, Departments and Agencies;

(ii) undertaking studies to ensure optimum and effective utilization of staff in the Public Service;

(iii) coordinating the development of staffing norms and modeling for optimal use of human resource;

(iv) undertaking job analysis and job evaluation in the Public Service;

(v) designing organizational structures;

(vi) undertaking focused interventions to support the implementation of broad transformations including merger of Ministries, Departments and Agencies,
separation of functions, expansion of functions, re-organization of functions and establishment of new departments;

(vii) overseeing the preparation of schemes of service and career progression guidelines;

(viii) following up on implementation of schemes of service and career progression guidelines; and

(ix) overseeing and identifying areas for research in management consultancy.

SENIOR ASSISTANT DIRECTOR MANAGEMENT CONSULTANCY SERVICES
(ORGANIZATION) - ONE (1) POST – V/NO. 24/2016

Basic Salary Scale: Ksh.89,748 p.m.- Ksh.120,270 p.m.- (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Assistant Director, Management Consultancy Services, Job Group ‘P’ or in a comparable and relevant position in the Public Service;


(iii) attended a Strategic Leadership course in a recognized institution;

(iv) current membership to a relevant professional body; and

(v) current membership to a relevant professional body;

(vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities
The Senior Assistant Director, Management Consultancy Services (Organization) will report to the Deputy Director, Management Consultancy Services (Organization). Specific duties and responsibilities include:
heading consultancy teams undertaking assignments in Ministries, Departments and Agencies;

(ii) determining optimal utilization of human resource in the Public Service;

(iii) undertaking organization design to deliver organization’s mandates;

(iv) developing staffing norms and modeling for optimal use of human resource;

(v) undertaking job analysis and job evaluation to ensure equity in compensation;

(vi) preparing schemes of service and career progression guidelines; and

(vii) coordinating research on management consultancy services.

DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (RESEARCH AND INNOVATION) – ONE (1) POST - V/NO. 25/2016

Basic Salary Scale: Ksh.120,270 p.m.- Ksh.180,660 p.m. -(Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i). served for a minimum period of three (3) years in the grade of Deputy Director, Management Consultancy Services, Job Group ‘R’ or in a comparable and relevant position in the Public Service


(iii). a Master’s degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Public Administration, Public Policy, Applied Research, Information Science or any other relevant qualification from a university recognized in Kenya;

(iv). attended a Strategic Leadership course in a recognized institution; and

(v). demonstrated professional competence, managerial and leadership capability and exhibited a thorough understanding of national development goals.

Duties and Responsibilities
An officer at this level will be responsible to the Secretary, Management Consultancy Services for Service Delivery Innovations matters. Specific duties and responsibilities will entail:
(i) formulating, interpreting, reviewing and implementing of service delivery innovations policies, strategies and programmes;

(ii) approving information, education and communication materials for awareness creation and capacity building on innovations;

(iii) benchmarking on feasible innovations from continental and global champions for replication;

(iv) collaborating with national and international stakeholders on matters of innovations;

(v) designing and implementing recognition and awards scheme for innovators;

(vi) Ensuring protection of innovators intellectual/property rights;

DEPUTY DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (RESEARCH AND INNOVATIONS) – ONE (1) POST – V/NO. 26/2016

Basic Salary Scale: Ksh.109,089 p.m.- Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(ii) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Management Consultancy Services, Job Group ‘Q’ or in a comparable and relevant position in the Public Service

(iii) a Bachelors degree in any of the following fields: Education, Economics/Statistics, Human Resource Management/Development/Planning, Business Administration, Information Science, Sociology, Political Science/Government, Anthropology or any other relevant qualification from a university recognized in Kenya;


(v) attended a Strategic Leadership Development course from a recognized institution;

(vi) demonstrated professional competence and managerial leadership capability as reflected in work performance and results.

Duties and Responsibilities
The Deputy Director, Management Consultancy Services (Research and Innovations) will report to the Director, Management Consultancy Services (Research and Innovations). Specific duties and responsibilities include:

(i) initiating and coordinating innovations programmes;

(ii) identifying feasible innovations for replication from continental and global champions and recommending action;
(iii) developing modalities for translating research findings and recommendations into solutions that promote policy formulation;
(iv) disseminating research findings to Public Service organizations for knowledge sharing;
(v) undertaking strategy development to align with Vision 2030 goals and relevant provisions of the Constitution liaising with other stakeholders on matters of innovations;
(vi) designing and implementing a recognition and awards scheme for innovators;
(vii) facilitating protection of innovators intellectual/property rights; and
(viii) identifying innovation trends on the continent and the globe that are relevant to the public service.

DEPUTY DIRECTOR, MANAGEMENT CONSULTANCY SERVICES (HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM) - ONE (1) POST - V/NO.27/2016

Basic Salary Scale: Ksh.109,089 p.m.- Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i). served for a minimum period of three (3) years in the grade of Senior Assistant Director, (Information Management), Job Group ‘Q’ or in a comparable and relevant position in the Public Service
(ii). a Bachelors degree in any of the following fields: Management/Computer/Information Science or Social Sciences from a university recognized in Kenya;
(iii). a Masters degree in any of the following fields: Information Management, Business Information Technology, Software Engineering, Business Administration, Public Administration, Human Resource Management/Planning/Development or Education from a university recognized in Kenya;
(iv). attended a Strategic Leadership course in a recognized institution; and
(v). demonstrated professional competence especially in Organizational Design and Structures, managerial and leadership capability in work performance and results.

Duties and Responsibilities
An officer at this level will deputize the head of the Information Management Division. Specific duties and responsibilities will entail:

(i) coordinating the design and development of Management Information Systems and Policy on control of Management Information Systems;
(ii) determining occurrence of deferred deductions in cases of officers with zero salaries;
(iii) developing measures to enhance data integrity and accuracy for accountability and efficiency;
coordinating the provision of exclusive identity to new employees through issuance of personal numbers; and

approving designation codes for newly created positions in the Public Service.

RSS/IGAD REGIONAL INITIATIVE FOR THE GOVERNMENT OF SOUTH SUDAN PROJECT) – READVERTISEMENT

DIRECTOR, FLIGHTS (OPAS) - GRADE 3 – ONE (1) POST - V/NO 28/2016

Consolidated Technical Allowance (CTA): USD. 4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatorial State, South Sudan

For appointment to this grade, a candidate must have:

(i) at least fifteen (15) years’ experience as a flight operations inspector in a civil aviation administration or as a check pilot in an international airline;

(ii) hold or have held an Airline Transport Pilot License with one or more type ratings on medium and large commercial jet transport aircraft (preferably on Airbus A-340, and B-737 aircraft. Some experience in business aviation and in helicopter operations would also be desirable, OR

(iii) an ICAO recognized Aircraft Maintenance Engineer license or equivalent acceptable professional qualifications with a minimum of 15 years’ experience in airworthiness, overhaul and maintenance, preferably of large, modern aircraft with airline experience relating to governmental procedures of the inspection and approval of maintenance and training organizations;

(iv) attended a Strategic Leadership Course in a recognized institution;

(v) management or supervisory experience in a substantial airline or with Government Department of Civil Aviation, directly associated with the preparation and responsibility for implementation of rules, regulations, operating manuals and flight and ground procedures deemed necessary for flight safety, inspection and certification;

(vi) extensive experience as a Government Flight Operations Inspector dealing with the certification process for the issuance of AOCs, flight operations inspections, accident investigation and prevention and safety transportation of goods by air;

(vii) knowledge of the requirements of personnel licensing, training, and maintenance of competency of flight and ground crews concerned with safety oversight functions. In
particular, the training, experience and OJT requirements of aircraft inspection and certification personnel will be desirable asset;

(viii) knowledge of legal responsibilities and administrative procedures for the issuance of document under State of Registry approval relating to supervision of flight operations;

(ix) experience in all facets of air operator and AMO certification, surveillance and enforcement requirement;

(x) experience in developing and managing an audit inspection programme including the ramp inspection of State and foreign registered aircrafts;

(xi) sound knowledge of related ICAO Annexes, recommended practices and related documentation;

(xii) experience of working in the environment of a developing country is desirable; and

(xiii) initiative, tact, sound judgment and the ability to foster and maintain harmonious working relationships.

Duties and Responsibilities

(i) reviewing existing civil aviation legislation and flight operations regulations and process their revision to conform to ICAO Annexes to be applied to all operations in South Sudan;

(ii) establishing a safety oversight structure within the DCA;

(iii) planning, developing and implementing Safety oversight human resources recruitment, retention and training plan;

(iv) establishing a Certification and Surveillance programme;

(v) reviewing, revising and processing the approval of operations manuals, aircraft operating manuals, minimum equipment lists flight crew and cabin attendant training programme etc;

(vi) Reviewing/updating/developing manuals and procedures for safety oversight;

(vii) participating in the development and implementation of the State Safety Programme (SSP), conduct seminars, workshops and groups on safety Management Systems (SMS) for DCA personnel and service providers;

(viii) developing and implementing coordination procedures between all concerned sections in the DCA to personnel and service providers;

(ix) developing procedures for AMO, ATO inspections and other airworthiness related organizations and implement same;

(x) developing the surveillance policy and procedures and create an audit programme complete with checklists;

(xi) supporting the formulation of at least three (3) institutional policies;

(xii) ensuring comprehensive training of at least four (4) twins and improve work related performance; and

(xiii) contributing to improved work ethics and public service delivery.
DIRECTOR, AIR NAVIGATION SERVICES (OPAS) - GRADE 3 ONE (1) POST - V/NO. 29/2016

Consolidated Technical Allowance (CTA): USD 4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: National Ministry of Transport, Road and Bridges, RSS, Juba, Central Equatorial State, South Sudan

Requirements for Appointment
(i) a minimum of fifteen (15) years of professional experience at managerial level in air traffic management including as active air traffic controller;
(ii) at least 10 years progressive aviation professional experience involving aviation air navigation services planning development, implementation and operation of air navigation facilities services and procedures; and regulatory compliance;
(iii) university degree in one or more of the major fields of civil aviation or related air navigation, preferably in air traffic control services, or equivalent qualifications.
(iv) experience in establishing a CAA, and/or overseeing ANS in a sizable civil aviation authority;
(v) detailed knowledge of relevant ICAO Standards and Recommended Practices as well as Regional Air Navigation Plans and their implementation, experience with ICAO regional and global planning processes;
(vi) excellent knowledge of international and domestic air traffic management planning and implementation, including AIS;
(vii) familiar with current and emerging issues in international civil aviation;
(viii) familiar with CNS/ATM systems planning and development, including ICAO’s SARPs under preparation;
(ix) experience in performing inspection of Operational Safety in ATS;
(x) experience establishing methodology to perform investigation of an ATS incident and on elaborating the Safety Recommendations;
(xi) knowledge of requirements for issuance of licenses for ATC Officers and AeroCOM Officers
(xii) familiarity with ICAO Annexes 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 and 15 with related procedures and guidance material;
(xiii) experience in the establishment of air navigation operational training requirements and in the evaluation of training programmes with reference to such requirements;
(xiv) experience in the planning and operation of such search and rescue services;
(xv) proven ability to exercise mature judgment, recognize key issues and analyze relevant information, make feasible recommendations, and make sound decisions; and
(xvi) initiative, tact, sound judgement and the ability to maintain harmonious working relationships.
Duties and Responsibilities
The Director of Air Aviation Services will be responsible for coaching and mentoring staff in South Sudan Civil Aviation Authority. The Officer will support staff in:-

(i) organizing of air navigation facilities and service;
(ii) ensure the operational safety of air navigation facilities and services;
(iii) assist in the development/review/amendment and implementation of South Sudan Civil Aviation regulations to ensure conformity with all ICAO SARPS and industry best practices;
(iv) assist in carrying out all safety and facilitation related regulatory and inspectorate functions in respect of Annexes 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15 and;
(v) perform a comprehensive evaluation of the ANS deficiencies and initiate improvements
(vi) coordinate and direct all the functions of the ANS Directorate which include but not limited to the regulatory and inspectoral functions of ATM, CNS, MET, AIS/MAP, SAR, facilitation;
(vii) develop policies, procedures and regulations for the ANS Directorate;
(viii) manage the Air Navigation Services functions of the DCA and perform operational supervision of the associated Departments, including the development of operational instructions and other documentation;
(ix) plan, develop and implement ANS human resources recruitment, retention and training plan;
(x) support the formulation of at least three (3) institutional policies;
(xi) ensuring comprehensive training of at least four (4) twins and improve work related performance;
(xii) contributing to improved work ethics and public service delivery;
(xiii) supporting the development of institutional strategic plans and framework; and
(xiv) performing any other related duties as assigned.
CIVIL ENGINEER - GRADE 3 - ONE (1) POST - V/NO. 30/2016

Consolidated Technical Allowance (CTA): USD 4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Physical Infrastructure and Public Utilities, Western Equatorial State, Yambio, Republic of South Sudan

Requirements for Appointment
(i) experience practicing as a civil engineer for the last fifteen (15) years;
(ii) possess a Bachelor’s Degree in Civil Engineering from a university recognized in Kenya;
(iii) be registered by the Engineers Registration Board of Kenya;
(iv) current valid annual practicing license from the Engineers’ Registration Board of Kenya;
(v) valid membership with the Institution of Engineers of Kenya (IEK);
(vi) familiar with the latest Civil Engineering computer application and recent technological advancement in civil engineering world; and
(vii) coaching and mentoring experience in post conflict scenario is an added advantage

Duties and Responsibilities
(i) preparing structural or civil designs as well as Bills of Quantities (BOQs);
(ii) providing advisory support in constructional works;
(iii) supporting the state authorities in the maintenance of transport infrastructure;
(iv) develop the policies of infrastructure in the state;
(v) assisting the capacity building to the technicians in Roads and Bridges, Housing and construction Directorates;
(vi) supporting formulation of at least three (3) institutional policies including a policy on road toll;
(vii) ensuring comprehensive training of at least four (4) twins and improve work related performance;
(viii) contributing to improve work ethics and public service delivery; and
(ix) performing any other related duties assigned.
OBSTETRICIAN & GYNAECOLOGIST - GRADE 3 -TWO (2) POSTS - V/NO. 31/2016

Consolidated Technical Allowance (CTA): USD. 4,023 per month

Terms of Service: Two (2) Years contract

International Travel: Two return air tickets per year for the two years duration

Annual Leave: Forty Five (45) calendar days per year

Work Station: State Ministry of Health, Western Equatoria States, Republic of South Sudan

Requirements for Appointment

(i) at least twelve (12) years’ experience in medicine in the civil service; three (3) of which should be as an Obstetrician and Gynaecologists at a public hospital;

(ii) a Bachelor of Medicine and Surgery (MBChB) from a university recognized in Kenya;

(iii) a Masters’ Degree in Obstetrics and Gynaecology from a university recognized in Kenya;

(iv) certificate of registration by the Medical Practitioners and Dentists Board;

(v) valid practicing license from the Medical Practitioners and Dentists Board;

(vi) have excellent interpersonal skill and competencies; and

(vii) be courteous, a good team player with ability to get well with diverse workforce.

Duties and Responsibilities

The Specialist will support coaching and mentoring for medical personnel in the State Ministry of Health. The officer will be responsible for:

(i) analyzing records, reports, test results, or examination information to diagnose medical condition of patients;

(ii) diagnosing, caring and treating diseases during prenatal, natal and post-natal periods;

(iii) prescribing or administering therapy, medication and other specialized medical care to treat or prevent illness, disease, or injury;

(iv) performing caesarean sections or other surgical procedures as needed to preserve patients’ health and deliver babies safely;

(v) monitoring patients’ conditions and progress and re-evaluate treatments as necessary;

(vi) advising patients and community members concerning diet, activity, hygiene and disease prevention;

(vii) referring patient to medical specialist or other practitioner when necessary,

(viii) training, supervising and mentoring nurses, students, assistants, specialists, therapists, and other medical staff;

(ix) assisting in the planning and implementation in health programs in hospitals, or communities for prevention and treatment of injuries or illnesses;

(x) where necessary, support the formulation of at least three (3) institutional policies including a policy on road toll;
(xi) ensuring comprehensive training of at least four (4) twins and improve work related performance; and
(xii) contributing to improved work ethics and public service delivery.

SURGEON - GRADE 3 – ONE (1) POST - V/NO.32/2016

Consolidated Technical Allowance (CTA): USD.4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Health, Western Equatorial State, Republic of South Sudan

Requirements for Appointment

(i) at least twelve (12) years' experience in medicine in the civil service; three (3) of which as a Surgeon in a public hospital;
(ii) a Bachelor of Medicine and Surgery (MBChB) from a university recognized in Kenya;
(iii) a Masters’ Degree in Surgery from a university recognized in Kenya;
(iv) certificate of registration by the Medical Practitioners and Dentists Board;
(v) valid practicing license from the Medical Practitioners and Dentists Board;
(vi) have excellent interpersonal skill and competencies; and
(vii) be courteous, a good team player with ability to get well with diverse workforce.

Duties and Responsibilities
The Surgeons will be responsible for coaching and mentoring young medical personnel in the state Ministry of Health. The Officer will be responsibilities for:

(i) conducting research to develop and test surgical techniques that can improve operating procedures and outcomes;
(ii) ensuring adherence to established surgical techniques during the operation;
(iii) examining patient to obtain information on medical condition and surgical risk;
(iv) operating on patients to correct deformities, repair injuries, prevent and treat diseases, or improve or restore patients' functions;
(v) analyzing patient's medical history, medication allergies, physical condition, and examination results to verify operation's necessity and to determine best procedure;
(vi) prescribing preoperative and postoperative treatments and procedures, such as sedatives, diets, antibiotics, and preparation and treatment of the patient's operative area;
(vii) diagnosing bodily disorders and orthopedic conditions and provide treatments, such as medicines and surgeries, in clinics, hospital wards, and operating rooms;
(viii) providing consultation and surgical assistance to other physicians and surgeons;
(ix) directing and coordinate activities of nurses, assistants, specialists, residents, and other medical staff;
(x) referring patient to medical specialist or other practitioners when necessary;
(xi) preparing case histories;
(xii) supporting the management of surgery services, including planning, scheduling and coordination, determination of procedures, and procurement of supplies and equipment;
(xiii) examining instruments, equipment, and operating room to ensure sterility;
(xiv) where necessary, support the formulation of at least three (3) institutional policies including a policy on road toll; and
(xv) ensuring comprehensive training of at least four (4) twins and improve work related performance.
(xvi) contributing to improved work ethics and public service delivery;

PAEDIATRICIAN - GRADE 3 – TWO (2) POSTS - V/NO.33/2016

Consolidated Technical Allowance (CTA): USD. 4,023 per month
Terms of Service: Two (2) Years contract
International Travel: Two return air tickets per year for the two years duration
Annual Leave: Forty Five (45) calendar days per year
Work Station: State Ministry of Health, Eastern Equatorial States – Torit, Republic of South Sudan

Requirements for Appointment
(i) at least twelve (12) years’ experience in medicine in civil service; three (3) of which as a Paediatrician in a public hospital;
(ii) a Bachelors of Medicine and Surgery (MBChB) from a university recognized in Kenya;
(iii) a Masters’ Degree in Paediatrics from a university recognized in Kenya;
(iv) certificate of registration by the Medical Practitioners and Dentists Board;
(v) valid practicing license from the Medical Practitioners and Dentists Board;
(vi) have excellent interpersonal skills and competencies; and
(vii) be courteous, a good team player with ability to get well with diverse workforce.

Duties and Responsibilities
The Specialist will support coaching and mentoring for medical personnel in the state Ministry of Health. The officer will be responsible for:
(i) supporting the development of institutional strategic plans and framework,
(ii) examining children regularly to assess their growth and development;
(iii) prescribing or administering treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury in infants and children.

(iv) analyzing records, reports, test results or examination information to diagnose medical condition of patients;

(v) advising patients, parents or guardians, and community members concerning diet, activity, hygiene, and disease prevention.

(vi) explaining procedures and discussing test results or prescribed treatments with patients and parents or guardians.

(vii) monitoring patients' conditions and progress and re-evaluating treatments as necessary.

(viii) supporting the planning and execution of medical care programs to aid in the mental and physical growth and development of children and adolescents;

(ix) referring patient to medical specialist or other practitioner when necessary.

(x) training, supervising and mentoring nurses, assistants, specialists, residents, students and other medical staff;

(xi) assisting in the planning and implementation of health programs or standards in hospitals and communities for prevention and treatment of injury or illness;

(xii) where necessary support the development of institutional strategic plans and frame work;

(xiii) ensuring comprehensive training of at least four (4) twins and improve work related performance; and

(xiv) contributing to improve work ethics and public service delivery

VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATION AND TECHNOLOGY (STATE DEPARTMENT OF BROADCASTING AND COMMUNICATIONS)

DIRECTOR, INFORMATION - ONE (1) POST - V/NO. 34/2016

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i). served for a minimum period of three (3) years in the grade of Deputy Director of Information, Job group ‘R’ or in a equivalent and comparable position in the Public Service;

(ii). a Bachelor’s degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a university recognized in Kenya;
OR

a Bachelor’s degree in Social Sciences with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies from a recognized institution;

(iii). a Masters degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism, International Relations from a university recognized in Kenya;

(iv). attended a Strategic Leadership course in a recognized institution;

(v). a clear understanding of National Development Goals and the role of management of Information and Public Communications in the achievement of the same;

(vi). excellent oral and written communications skills; and

(vii). demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level will be responsible to the Information Secretary for effective and efficient management of the Information Services Department. Specific duties and responsibilities include:

(i) formulating, interpreting and implementing information policies, programmes and strategies;

(ii) reviewing media legal framework and standards;

(iii) developing strategies for implementation of information research findings;

(iv) managing news, information and features locally and international;

(v) ensuring media coverage of development projects in line with the Constitution and Kenya Vision 2030;

(vi) managing information that enhances security, peace and national cohesion; and

(vii) ensuring professional ethics and standards in the delivery of information services;

DIRECTOR, PUBLIC COMMUNICATIONS - ONE (1) POST - V/NO. 35/2016

Basic Salary Scale: Ksh.120,270 – Ksh.180,660 p.m. 2016, (Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years at the grade of Deputy Director of Public Communications, Job group ‘R’ or in a equivalent and comparable position in the Public Service;
(ii) a Bachelor’s Degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism from a university recognized in Kenya;

\textbf{OR}

a Bachelor’s Degree in Social Sciences with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies from a recognized institution;

(iii) a Masters Degree in any of the following disciplines: Mass Communications, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism, International Relations from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution;

(v) excellent oral and written communications skills; and

(vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

\textbf{Duties and Responsibilities}

An officer at this level will be responsible to the Information Secretary for effective and efficient management of the Information Services Department. Specific duties and responsibilities include:

(i) formulating, interpreting and implementing Government Public Communication Media Legal framework, policies, strategies and programmes;

(ii) ensuring projection of a positive image of the Government;

(iii) undertaking Communications development projects in line with the Constitution and Kenya Vision 2030;

(iv) managing Public Communications services that enhance security, peace and national cohesion and ensuring professional ethics and standards in the delivery of Public Communications services;

(v) coordinating Government Publicity Plan and media monitoring and research.

(vi) developing strategies for implementing Public Communications research; and

(vii) management of Government public Communications services locally and internationally.
DEPUTY DIRECTOR, PUBLIC COMMUNICATIONS – ONE (1) POST

- V/NO. 36/2016

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served in the grade of Senior Assistant Director of Public Communications, Job Group ‘Q’ for a minimum period of three (3) years;
(ii) a Bachelor’s Degree in any of the following: Mass Communications, Public relations, Communications Studies, Media Studies, Corporate Communications from a university recognized in Kenya;

OR

a Bachelor’s Degree in Social Sciences from a university recognized in Kenya with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications Studies or Media Studies from a recognized institution;

(iii) a Master’s Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communications Studies, Media Studies, International Relation from a university recognized in Kenya;
(iv) attended a Strategic Leadership course in a recognized institution;
(v) clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Public Communications in the achievement of the same;
(vi) excellent oral and written communication skills; and
(vii) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

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

(i) formulating, interpreting and implementing Public Communications policies, strategies and programmes;
(ii) coordinating Public Communication services content development and dissemination in line with the Constitution and Kenya Vision 2030;
(iii) coordinating media monitoring;
(iv) developing strategies for implementation of Public Communications research;
(v) ensuring delivery of Public Communications services;
(vi) uploading of content onto Government Portal and Ministerial websites; and
(vii) ensuring preparation of budgets and sound management of financial and other resources.

SENIOR ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS – ONE (1) POST V/NO.37/2016

Basic Salary Scale: Ksh.89,748 – Ksh.120,270 p.m. - (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served in the grade of Assistant Director of Public communications, Job Group ‘P’ for a minimum period of three (3) years;
(ii) a Bachelor’s Degree in any of the following: Mass Communications, Public Relations, Communications Studies, Media Studies, Corporate Communications from a recognized institution;

OR

a Bachelor’s Degree in Social Sciences from a university recognized in Kenya with a Postgraduate Diploma in any of the following disciplines: Mass Communications, Public Relations, Communications Studies or Media Studies from a recognized institution;

(iii) a Masters Degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications/Reputation, Communications Studies, Media Studies, International Relations from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution; and

(v) demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

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

(i) assisting in the formulation, interpretation and implementation of public Communications policies, strategies and programmes;
(ii) coordinating Public Communications services;
(iii) undertaking Public Communications research and making recommendations as appropriate;
(iv) coordinating public participation/engagement;
(v) developing and uploading content onto Government Portal and Ministerial websites;
(vi) projecting positive corporate image of the government;
(vii) facilitating production of IEC materials; and
(viii) liaising with other stakeholders on cross-cutting Communications matters.
PUBLIC COMMUNICATIONS OFFICER II (MEDIA BUYER/MONITOR) – TWELVE (12) POSTS - V/NO. 38/2016

Basic Salary Scale: Ksh.24,662 p.m. - Ksh.29,918 p.m. - Job Group ‘J’

For appointment to this grade, a candidate must have:

a Bachelors degree in any of the following disciplines: Mass Communications, Public Relations, Communications Studies or Media Studies from a university recognized in Kenya;

OR

a Bachelors degree in Social Science from a university recognized in Kenya with a postgraduate Diploma in Mass Communications, Public Relations, Communications Studies, Media Studies from a recognized institution;

Duties and Responsibilities
This is the entry and training grade for Public Communications Officer II (Media Buyer/Monitor) Duties and responsibilities include:
(i) assisting in building corporate relations;
(ii) developing content on topical issues for uploading onto institutional websites Information Education Communication (IEC) materials;
(iii) undertaking media monitoring;
(iv) assisting in preparation of media reviews, briefs, press releases/statements and supplements;
(v) maintaining public relations records and documents; and
(vi) participating in event organization.


Basic Salary Scale: Ksh.19,323 p.m. - Ksh.24,662 p.m. (Job Group ‘H’)

For appointment to this grade, a candidate must have a Diploma in any of the following fields: Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies, Science, Business Studies and Marketing from a recognized institution;

Duties and Responsibilities
This is the entry and training grade for Public Communications Assistants. Duties and responsibilities include:
(i) assisting in building corporate relations;
(ii) sourcing, collating and developing content on topical issues for internal and external publics;
undertaking media monitoring;  
assisting in media reviews, briefs, press releases/statements and supplements;  
maintaining public relations records and documents; and  
participating in event management.

VACANCIES IN THE MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY- (STATE DEPARTMENT OF BASIC EDUCATION)

DIRECTOR, EDUCATION – FOUR (4) POSTS V/NO. 40/2016

Basic Salary Scale: Ksh.120,270 p.m. - Ksh.180,660 p.m.  
(Job Group ‘S’)

For appointment to this grade, a candidate must have:

(i) a cumulative service period of fifteen (15) years, three (3) of which should have been at the grade of Senior Assistant Director of Education, Job Group ‘Q’ or above or in a comparable position within the education sector in the Public Service;

(ii) a Bachelor’s degree in Education from a university recognized in Kenya;  

OR

a Bachelor’s degree in Arts or Science with Education from a university recognized in Kenya;  

OR

a Bachelor’s degree in Arts or Science from a university recognized in Kenya and a Postgraduate Diploma in Education from a recognized institution;

(iii) a Master’s degree in any of the following disciplines: Education, Arts, Science, Business Administration in a management related field from a university recognized in Kenya;

(iv) attended a Strategic Leadership course in a recognized institution;

(v) demonstrated a high degree of professional competence and administrative capability, initiative required for effective planning, direction, control and co-ordination; and

(vi) thorough understanding of national goals, policies and programs and the ability to translate them to the education management function.
Duties and Responsibilities will include;
The Director of Education will be the head of a Directorate and will report to the Director General of Education. Specific duties and responsibilities include:
(i) formulation and review of education policies, strategies and plans; supervising implementation of education policies;
(ii) co-coordinating development and supervision of curriculum implementation; initiating and supervising research in the education sector; managing teacher education; making policies on the administration of national examinations;
(iii) managing auditing of financial resources; facilitating quality assurance and standards of education programs and projects; and
(iv) coordinating the nomination of education management committees and boards;

DIRECTOR, QUALITY ASSURANCE AND STANDARDS – ONE (1) POST
V/NO. 41/2016

Basic Salary Scale: Ksh.120,270 p.m. - Ksh.180,660 p.m. -(Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director of Quality Assurance and Standards Job Group ‘Q’ and above or in an equivalent and relevant position in the public service;
(ii) a Bachelor’s degree in Education from a university recognized in Kenya;

OR

a Bachelor’s degree in Arts/Science from a university recognized in Kenya and a Postgraduate Diploma in Education from a recognized institution;

OR

a Bachelor’s degree in Arts or Science with Education from a university recognized in Kenya;


(iv) attended a Strategic Leadership course in a recognized institution;

(v) demonstrated high professional competence, managerial and leadership qualities required for effective performance of duties at this level.
**Duties and Responsibilities**

The Director Quality Assurance and Standards will be the head of the Directorate. Specific duties and responsibilities at this level will entail:

(i) providing policy direction on all matters pertaining to quality education and training standards;

(ii) coordinating the analysis of the Kenya Certificate Primary Education examination, Kenya Certificate of Secondary Education and Primary Teacher Education examination results and other post school examinations;

(iii) establishing, maintaining and improving standards in all educational and training institutions;

(iv) managing external standard assessment of primary, Early Childhood Development Education and Diploma Teacher Education Examination Teaching Practice;

(v) co-ordinating, organizing and overseeing the implementation of new, comparative and alternative teaching and learning approaches;

(vi) co-coordinating curriculum implementation for Primary, Secondary, Primary Teacher Education, Special Needs Education and Early Childhood and Care;

(vii) approving Curriculum Based Establishment for schools and training institutions; supervising and evaluating curriculum;

(viii) coordinating the organization and implementation of co-curriculum activities for schools and colleges;

(ix) publishing and updating approved list of primary and secondary school textbooks and other instructional materials; and

(x) vetting of expatriate teachers, NGOs and international curricula; and managing performance in the directorate

**DEPUTY DIRECTOR, QUALITY ASSURANCE AND STANDARDS – ONE (1) POST – V/NO.42/2016**

Basic Salary Scale: Ksh.109,089 – Ksh.144,928 p.m. (Job Group ‘R’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Quality Assurance and Standards, Job Group ‘Q’ or in an equivalent and relevant position in the public service;

(ii) a Bachelor of Education degree from a university recognized in Kenya;

   **OR**

   Bachelor of Arts or Science degree with Education from a university recognized in Kenya;

   **OR**
a Bachelor of Arts or Science degree from a university recognized in Kenya and a Postgraduate Diploma in Education from a recognized institution;


(iv) attended a Strategic Leadership Course in a recognized Institution;

(v) a clear understanding of the National Development Goals, Vision 2030, emerging trends and techniques and the ability to translate them to the function of quality assurance and standards in education; and

(vi) demonstrated a high degree of professional competence in work performance and results.

Duties and Responsibilities
An officer at this level will be responsible to the Director, Quality Assurance and Standards for providing strategic direction in the department. Specific duties and responsibilities include:

(i) implementing and reviewing policies relating to quality assurance and standards of education;

(ii) undertaking research in curriculum development;

(iii) developing and coordinating the implementation of curriculum;

(iv) providing advice, guidance and counseling services to educational institutions;

(v) organizing and coordinating co-curricular activities;

(vi) keeping up to date financial records of the directorate; and

(vii) vetting of foreign teachers.

VACANCIES IN THE MINISTRY OF INDUSTRY, INVESTMENT AND TRADE (STATE DEPARTMENT OF INDUSTRY AND ENTERPRISE DEVELOPMENT)

INDUSTRIALIZATION SECRETARY – ONE (1) POST - V/NO. 43/2016

Basic Salary Scale: Ksh.152,060 – Ksh.302,980 p.m. - (Job Group ‘T’)

For appointment to this grade, a candidate must have:

For appointment to the position of Secretary, Industrialization, an officer must have:-

(i) served for a cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Deputy Director of Industries, Job Group ‘R’ and above or in a relevant and comparable position in the Public Service;

(ii) a Bachelor’s degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship,
Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya;

(iii) a Masters Degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics from a university recognized in Kenya;

(iv) a certificate in any of the following fields: project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services from a recognized institution;

(i) attended a Strategic Leadership Course in a recognized institution;

(v) demonstrated professional competence, managerial and administrative capability in work performance and results; and

(vi) thorough knowledge of the country’s economic development strategies, policies and objectives and the ability to translate them into industrial development policies and programmes and Vision 2030 aspirations.

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

(i) formulating, implementing and reviewing the National Industrialization policies, guidelines and strategies;

(ii) providing support for the arbitration and settlement of Industrial Property Rights and standards;

(iii) promoting industrial research and development, innovation and technology transfer;

(iv) coordinating the development and enforcement of quality standards;

(v) providing support to strategic industries and revitalization of underperforming industries;

(vi) coordinating bilateral, regional, multilateral and international matters relating to industrial development activities in conjunction with the other public and private organizations; and
(vii) developing linkages with bilateral, regional and International organizations on industrialization matters.

DIRECTOR, INDUSTRIES – THREE (3) POSTS - V/NO. 44/2016

Basic Salary Scale: Ksh.120,270 p.m. – Ksh.180,660 p.m. - (Job Group ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Senior Assistant Director of Industries, Job Group ‘Q’ and above or in a relevant and comparable position in the public service;

(ii) a Bachelors degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya;

(iii) a Masters Degree in any of the following disciplines:- Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics from a university recognized in Kenya;

(iv) a certificate in any of the following fields: project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services from a recognized institution;

(v) attended a Strategic Leadership Course in a recognized Institution

(vi) demonstrated professional competence, managerial and administrative capability in work performance and results; and

(vii) thorough knowledge of the country’s economic development strategies, policies and objectives and the ability to translate them into industrial development policies and programmes.
Duties and Responsibilities

An officer at this level will be responsible to the Industrialization Secretary for development and implementation and reviewing of industrial development policies, programs and strategies; providing a conducive business environment for the existing industries and attracting new, industrial investments; and ensuring effective and efficient management of the department. He/She will head any of the following departments:- Industrial Support Services; Micro and small Industries; Medium and Large Industries; or Industrial information and Policy Development.

Specific duties and responsibilities for the Director of Industries (Industrial Support Services) include:

(i) coordinating the accreditation and certification of conformity assessment bodies against recognized standards;
(ii) resource mobilization for technology upgrading, benchmarking and management systems programmes;
(iii) promoting the commercialization of industrial Research and Development finding;
(iv) promoting linkages between private sector and public institutions for employment, internship and mentorship programmes; and
(v) coordinating the preparation of technical inputs, for the development of standards and promoting enforcement in liaison with Kenya Bureau of Standards (KEBS) and industry stakeholders and promoting adoption of appropriate resource efficient and cleaner production technologies.

Specific duties and responsibilities for the Director of Industries (Micro and Small Industries (MSI)) include:

(i) overseeing the implementation of subcontracting and incubation policies, strategies and programmes;
(ii) establishing linkages of MSIs to: finance, markets, resource efficient and cleaner production technology suppliers, medium and large industries, research and development findings, quality assurance and intellectual property protection;
(iii) developing and implementing sustainable industrial investment incentive schemes for MSIs to support growth and graduation of MSIs;
(iv) coordinating the provision of advisory and mentoring programs to potential and existing entrepreneurs; and
(v) fostering bilateral, regional, multilateral and international cooperation on matters related to MSI development.
Specific duties and responsibilities for the Director of Industries (Industrial Information and Policy Development) include:

(i) coordinating industrial research and development, innovation and technology transfer in liaison with research and development centers, industry and academic institutions;
(ii) analyzing and disseminating industrial statistics and information;
(iii) reviewing legislation and regulations for the sustainable development of industrialization.
(iv) preparing policy briefs and draft;

Specific duties and responsibilities for the Director of Industries (Medium and Large Industries) include:

(i) development and implementation of sustainable industrial investment incentive schemes of MLIs to support the growth of Medium into large Industries;
(ii) implementing subcontracting and incubation policies, strategies and programme;
(iii) coordinating the development of Industrial parks; and
(iv) promoting investments in strategic Industries.

DEPUTY DIRECTOR, INDUSTRIES -THREE (3) POSTS – V/NO. 45/2016

Basic Salary Scale: Ksh.109,089p. m.- Ksh.144,928 p.m. - (Job Group ‘R’)

For appointment to this grade, an officer must have:

(i) served for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Assistant Director of Industries, Job Group ‘P’ and above or in a relevant and comparable position in the public service;
(ii) a Bachelor’s degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya;
(iii) a Masters degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical
Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics from a university recognized in Kenya;

(iv) certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services from a recognized institution;

(v) attended a Strategic Leadership Course in a recognized Institution; and

(vi) demonstrated high degree of professional, technical and administrative competence as reflected in work performance and results.

Duties and Responsibilities
An officer at this level will deputize the Director in the day to day operational and managerial activities and will be deployed in the any Divisions in the State Department of Industries:- Industrial Support Services, Micro and Small Industries, Industrial Information and Policy Development, Medium and Large Industries. Specific duties and responsibilities include:

(i) preparing strategies and action plans to implement industrial development policies;
(ii) overseeing the development of industrial clusters; coordinating the subcontracting arrangements among MSI and Medium and Large Industries;
(iii) developing and reviewing frameworks to support incubation including infrastructure, overseeing monitoring and evaluation of projects/programmes.
(iv) promoting the concept of resource efficiency and cleaner production technologies;
(v) promoting utilization of industrial property rights; identifying causes of under-utilization of installed capacity and factory closures; and developing and implementing sustainable sectoral industrial support programmes in consultation with both the public and private sectors; and developing linkages between private sector and public institutions for employment, internship and mentorship programmes;
(vi) providing advice to entrepreneurs on the arbitration of disputes on standards;
(vii) supporting Industrial Research and Development, Innovation and Technology transfer in liaison with research and development centers, industry and Academic Institutions;
(viii) organizing mentoring programmes to potential and existing entrepreneurs; and
(ix) negotiating on industrial related issues at bilateral, regional, and multilateral fora.

OR

(i) promoting and implementing resource efficient cleaner production technologies for MSIs;
(ii) promoting the development of niche products for existing and new markets;
(iii) overseeing surveys on benchmarking of industries with best practices with a view to promoting industrial competitiveness;
(iv) undertaking resource endowment mapping activities, development of industrial profiles and dissemination of information on investment opportunities; and
(v) planning for training of Entrepreneurs in Micro and Small Industries (MSIs) on business plans and Business Development Services (BDS).

OR

(i) Preparing proposals on the review and harmonization/rationalization of taxes and tariffs;
(ii) coordinating the collection, processing, analyzing and dissemination of industrial statistics and information;
(iii) conducting complex studies and baseline surveys on the performance of the industrial sector in Kenya;
(iv) evaluating the impact of sectoral, fiscal and other policies on the industrial sector;
(v) developing performance indicators to facilitate effective monitoring and evaluation of competitiveness of the Industrial Sector; and
(vi) overseeing the operation of information resource center and production of industrial publications.

OR

(i) preparing technical inputs for the development of standards and promoting enforcement in liaison with Kenya Bureau of Standards (KEBS) and industry stakeholders;
(ii) overseeing the development and implementation of sustainable incentive schemes for industrial investments;
(iii) providing advice on promotion and implementation of resource efficient cleaner production technologies for Medium and Large Industries (MLIs);
(iv) promoting the development of niche products from medium and large industries; and
(v) overseeing surveys on benchmarking of industries with best practices with a view to promoting industrial competitiveness.

SENIOR ASSISTANT DIRECTOR, INDUSTRIES- THREE (3) POSTS– V/NO. 46/2016

Basic Salary Scale: Ksh.89,748 p. m. - Ksh.120,270 p. m. - (Job Group ‘Q’)

For appointment to this grade, a candidate must have:

(i) served for a minimum period of three (3) years in the grade of Assistant Director, Industries, Job Group ‘P’;
(ii) a Bachelor’s degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical,
Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Chemistry, Biochemistry, Biological Sciences, Computer Science, Entrepreneurship, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics/Applied Human Nutrition, Textile Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Intellectual Property, Statistics or Economics from a university recognized in Kenya.

(iv) certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services from a recognized institution;

(v) attended a Strategic Leadership Course in a recognized Institution; and

(vi) demonstrated professional, technical and administrative competence as reflected in work performance and results.

Duties and Responsibilities
Specific duties and responsibilities include:-

(i) reviewing investment policies and incentives schemes to support industrialization;
(ii) identifying and reviewing strategic industries requiring support;
(iii) undertaking monitoring and evaluation of projects/programmes;
(iv) reviewing existing and developing new frameworks to support incubation including infrastructure;
(v) developing and implementing the incubation programmes;
(vi) developing and implementing Business Development Services programmes;
(vii) developing tools for creating awareness to entrepreneurs on investment opportunities, intellectual property rights, quality assurance and certification; and reviewing existing and developing new frameworks to support subcontracting;
(viii) promoting and creating awareness on market opportunities for Kenyan products; providing advice to entrepreneurs on the arbitration of disputes on standards;
(ix) documenting and promoting the commercialization of research and development findings; and negotiating on industrial related issues at bilateral, regional, and multilateral for a; promoting bilateral, regional and multilateral industrial relations and cooperation.
VACANCY IN THE MINISTRY OF LABOUR AND EAST AFRICA AFFAIRS (STATE DEPARTMENT OF LABOUR)

REGISTRAR, TRADE UNIONS – ONE (1) POST – V/NO. 47/2016

Basic Salary Scale: Ksh.120,270 - Ksh.180,660 p.m.  -  (Job Group ‘S’)

House Allowance: Ksh.60,000 p.m.
Medical Benefits: As existing in the Civil Service
Commuter Allowance: Ksh.20,000 p.m.
Leave Entitlement: 30 working days
Leave Allowance: Ksh.10,000 paid once in a year
Terms of Service: Three (3) years renewable contract
Service Gratuity: 31% of the basic salary will be paid at the end of the contract period

For appointment to this grade, a candidate must have:
(i) served for a minimum period of three (3) years in the grade of Deputy Chief State Counsel, SLG ‘6’ or in a relevant and comparable position.
(ii) a Bachelor of Laws (LL.B) degree from a university recognized in Kenya
(iii) a Masters degree in law (LLM) or an equivalent qualification from a university recognized in Kenya;
(iv) a Post Graduate Diploma in Legal studies from the Kenya School of Law;
(v) attended a Strategic Leadership course in a recognized institution; and
(vi) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities include:
An officer at this level will be responsible to the Principal Secretary. Specific duties and responsibilities include:
(i) registration and regulation of trade unions, employers’ organizations or federations and their branches;
(ii) inspecting books of accounts of trade unions, employers’ organization or federation;
(iii) registering trade unions, employers’ organizations or federations constitutions including amendments thereto;
(iv) supervising trade unions and employers’ organization elections;
(v) registering elected official trade unions, employers’ organizations or federation;
(vi) handling disputes arising from trade unions, employers’ organization elections;
(vii) receiving annual returns of trade unions, employers’ organizations and federations; and
(viii) cancellation or suspension of trade unions, employers’ organizations and federations.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION