REPUBLIC OF KENYA
PUBLIC SERVICE COMMISSION

Our Vision

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

Our Mission

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

VACANT POSITIONS IN THE PUBLIC SERVICE

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

Interested and qualified persons are requested to make their applications either:

1. **online** through one of the Commission’s websites [www.publicservice.go.ke](http://www.publicservice.go.ke) and [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

   OR

2. by completing **ONE** application form PSC 2 (Revised 2007). 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 application forms should be sent or delivered to:

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

so as to reach the Commission **on or before 12th November, 2015**
VACANCY IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT- STATE DEPARTMENT OF INTERIOR

LECTURER II –SEVEN (7) POSTS – V/NO. 153/2015

Basic Salary Scale: Kshs.31,020 p.m – 41,590 p.m Job Group ‘K’

For appointment to this grade, a candidate must have:
(i) a Bachelors degree in any of the following disciplines:- Education, Physical Education, Sports Science, Sports Management, Sports and Recreation Management, Sports and Exercise Science, Leisure and Recreational Management or equivalent qualification from a university recognized in Kenya;
(ii) a certificate in computer applications from a recognized institution.

Duties and Responsibilities

Specific duties and responsibilities include:
(i). conducting outdoor leadership courses;
(ii). preparing training grounds and equipment;
(iii). conducting physical training activities and aerobic classes;
(iv). facilitating outdoor experiential education lessons;
(v). teaching First Aid; and
(vi). map reading, knots and camping, sorting training materials and ration; managing patrols; and evaluating the participants.

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

DEPUTY SOLICITOR GENERAL (INTERNATIONAL DIVISION) – ONE (1) POST – V/NO. 154/2015

Basic Salary Scale: Ksh.152,060 – ksh.302,980 p.m. (SLG 8/Job Group T)

For appointment to this grade, a candidate must have:
(i) fifteen (15) years cumulative service, three (3) of which must have been at the level of Chief State Counsel (SLG 7) or in a comparable and relevant position in the Public Service;
(ii) a Bachelor of Laws (LLB) degree from a university recognized in Kenya;
(iii) a Post graduate Diploma in Legal Studies from the Council of Legal Education;
(iv) been admitted as an Advocate of the High Court of Kenya
(v) demonstrated knowledge of international Law and professional competences and related matters; and
(vi) demonstrated leadership and administrative competencies.

NOTE: Possession of a Master’s degree in Law with specialization in any area of International Law from a University recognized in Kenya, and a certificate in Strategic Leadership Development Programme from a recognized institution will be an added advantage.

Duties and Responsibilities
An officer at this level will be the head of the International Law Division. He/She will be responsible to the Attorney General through the Solicitor General for providing professional and administrative leadership to the Division. Specific duties and responsibilities include:

(i) advising Government Ministries, State Departments, State Corporations and Commissions on all matters relating to International Law and International/Regional Treaties and Agreements ratified or to be ratified by Kenya;
(ii) negotiating, drafting and vetting international and regional instruments for and on behalf of Government Ministries, State Departments, State Corporations and Commissions;
(iii) undertaking research and review on international and regional legal issues, reviewing legal documents, opinions and briefs;
(iv) monitoring the implementation of treaties ratified by Kenya;
(v) co-ordinating and advising on reporting obligations to International and Regional Treaty bodies and organizations to which Kenya is a member;
(vi) managing the day to day operations of the division, including assignment of legal responsibilities and supervision of State Counsel in the division;
(vii) leading in the development and implementation of the strategic plan and performance contract for the division; and
(viii) ensuring compliance with national values and principles of good governance in the division.

REGISTRAR OF MARRIAGES /CHIEF STATE COUNSEL – ONE (1) POST -V. NO. 155/2015

Basic Salary Scale: Ksh.120,270 p.m. – 180,660 p.m. (SLG 7/JG ‘S’)

For appointment to this grade, a candidate must have:
(i) served for a minimum period of fifteen (15) years in the Public Service, three
(3) of which should have been at the of level of SLG 6/JG ‘R’ or equivalent and relevant position;
(ii) a Bachelor of Laws (LLB) or Public Administration degree from a university recognized in Kenya;
(iii) a Masters degree in any relevant Social Science from a university recognized in Kenya;
(iv) attended a Strategic Leadership Development Programme in a recognized institution;
(v) exhibited a thorough understanding of Marriage Laws of Kenya;
(vi) demonstrated managerial, administrative and professional competence in work performance; and
(vii) exhibited a thorough understanding of national goals, policies, objectives and the ability to relate them to proper management of legal affairs.

Duties and Responsibilities
Duties and responsibilities will include:
(i) undertaking preliminaries to marriages which involves the taking of notices, checking appropriate documentation and issuing certificates/schedules authorizing marriage to take place;
(ii) conducting marriage ceremonies at the Registrar’s office and approved premises;
(iii) ensuring safe custody of the marriage registers and other registration stock
(iv) ensuring that all marriages are solemnized in accordance with legislation and that the details are recorded accurately in the marriage registers;
(v) auditing copies of entries made by the gazetted Registrars and those sent from licenced Ministers of Faith on a regular basis;
(vi) maintaining a working knowledge of the relevant marriage laws, regulations, registration handbooks, circulars and instructions; and
(vii) training, monitoring, reviewing and assessing the performance of Deputy Registrars of Marriage.

VACANCY IN THE MINISTRY OF MINING

MINING SECRETARY - ONE (1) POST - V/NO. 156/2015

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

For appointment to this grade, a candidate must have:-
(i) served for a minimum period of ten (10) years in a senior position in the Public, private or development sectors at national or international levels;
(ii) a Bachelors degree in Mining, Law, Economics or related field such as Geology, Mining Engineering, Mining Law and Mineral Economics from a university recognized in Kenya;

(iii) attended a Leadership/Management course in a recognized institution;

(iv) been a registered member of a relevant professional body, where applicable;

(v) understanding of the Mining Act, 2015 its philosophy, direction and challenges in its enactment;

(vi) experience in and thorough understanding of mining legal, fiscal and regulatory regime;

(vii) understanding of the mining/extractive sector;

(viii) demonstrated a high degree of professional, leadership and managerial competence in work performance necessary for the effective management of the mining function;

(ix) experience in implementation of Monitoring and Evaluation Frameworks; and

(x) ability to articulate, interpret and implement national and international policies and development goals.

**NOTE:** Possession of a Masters degree in a relevant field will be an added advantage.

**Duties and Responsibilities**

The Mining Secretary will be responsible to the Principal Secretary for the organisation, coordination and management of all technical activities in mining. Specific duties and responsibilities include:

i. formulating, implementing and reviewing mining policies, strategies and plans for the Mining sector;

ii. preparing, updating and reviewing legislations in the respective technical functions;

iii. coordinating constitutional and legislative agenda in the Mining Sector, including the development, regulation and implementation purposes;

iv. overseeing studies and research on matters pertaining to mining;

v. liaising and networking with international, regional and local agencies in the mining sector;

vi. providing leadership and technical advice in the management of activities in the Mining sector;

vii. ensuring effective work performance and proper utilization of the human resource.
SECRETARY, INTERNATIONAL TRADE – ONE (1) POST - V/NO. 157/2015

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

For appointment to this grade, a candidate must have:
(i) served as a Director, Internal/External/International Trade Job Group ‘S’ or any other comparable position in the Public Service for a minimum period of three (3) years.;
(ii) a Bachelor’s degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or comparable qualification from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Trade Law, Economics, International Trade/Business/Relations or a comparable qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership Development course in a recognized institution;
(v) demonstrated a thorough understanding of national goals, policies, development objectives and the ability to translate them into trade development programmes or projects.

Duties and Responsibilities

An officer at this level will be responsible to the Principal Secretary and will provide advice on issues relating to domestic and International trade policies, strategies and programmes. Specific duties and responsibilities include:
(i) formulating and implementing national and international trade strategies, policies, and programs;
(ii) identifying market potential for the country on matters of foreign direct/indirect investment;
(iii) coordinating trade activities in the development of linkages with bilateral, regional and international trading partners;
(iv) identifying impediments and constraints to the implementation of policies and programs with a view to proposing interventions;
(v) providing consultancy and technical guidance on trade issues to the business community;
(vi) overseeing the establishment and management of business information and solutions centers;
(vii) coordinating Public Private Sector Partnership for trade development; and
(viii) facilitating the growth development and graduation of Micro Small and Medium Enterprises (MSMEs).

DIRECTOR, INTERNATIONAL TRADE – FOUR (4) POSTS – V/NO. 158/2015
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 in the grade of Deputy Director, Internal/External/International Trade, Job Group ‘R’ or any other relevant and comparable position in the Public Service for a minimum period of three (3) years;
(ii) a Bachelors degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or any other relevant field from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Trade Law, Economics, International Trade/Business/Relations or a comparable qualification from a university recognized in Kenya;
(iv) attended a Strategic Leadership Development course in a recognized institution;
(v) demonstrated a thorough understanding of national goals, policies, development objectives and the ability to translate them into trade development programmes.

Duties and Responsibilities
An officer at the level will be responsible to the Secretary, International Trade. Specific duties and responsibilities include:
(i) formulating, implementing and reviewing international trade strategies, policies, and programmes on matters concerning World Trade Organizations;
(ii) undertaking analysis of the provisions of all international trade agreements;
(iii) supervising the preparation of notification obligations under the WTO and other international trade organizations Agreements;
(iv) coordinating preparation of position papers on multilateral trade and international trade issues;
(v) coordinating functions and activities of the National Committee on World Trade Organization (NCWTO), its sub-committees, focal points and the Permanent Committees on International Trade Centre (ITC);
(vi) developing strategies and programmes and overseeing matters concerning regional trade and integration (EAC, COMESA, EAC-EU, AGOA, AU, IGAD and others);

(vii) coordinating functions, meetings and activities on bilateral, regional and multilateral trade and integration issues; and

(viii) analyzing and ensuring effective disseminating of business information to the business community and stakeholders.

SENIOR ASSISTANT DIRECTOR, EXTERNAL TRADE – THREE (3) POSTS
V/NO. 159/2015

Basic Salary Scale: Kshs. 89,748 – 120,270 p.m Job Group ‘Q’

For appointment to this grade, a candidate must have:

(i) served in the grade of Assistant Director, Internal/External/International, Job Group ‘P’ or any other relevant and comparable position in the Public Service for a minimum period of three (3) years;

(ii) a Bachelors degree in any of the following disciplines:- Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/ Relations, Trade Law, or any other relevant field 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 or a comparable qualification from a university recognized in Kenya;

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

(v) Demonstrated professional competence and outstanding leadership and managerial capability as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed as a Section Head in the Ministry Headquarrters or as Head of Chancery in a Mission.

At the headquarters, specific duties and responsibilities include:

(i) analyzing and evaluating the impact of multilateral trade practices and advising accordingly;
(ii) undertaking research and market intelligence;
(iii) preparing trade briefs and position papers for bilateral, regional and international trade negotiations;
(iv) participating in Public Private Sector Partnership for trade development;
(v) analyzing Government policies for international trade promotion and development;
(vi) identifying business opportunities in the international market;
(vii) negotiating bilateral, regional and multi-lateral trade agreements; and
(viii) marketing the country on matters of foreign direct investment.

As Head of Chancery in a Mission, specific duties and responsibilities include:
(i) advising the head of Mission on bilateral, regional and international trade matters;
(ii) conducting commercial diplomacy;
(iii) preparing trade briefs and position papers for bilateral, regional and international trade negotiations;
(iv) participating in Public Private Sector Partnership for trade development;
(v) analyzing Government policies for international trade promotion and development;
(vi) identifying business opportunities in the international market;
(vii) negotiating bilateral, regional and multi-lateral trade agreements; and
(viii) marketing the country on matters of foreign direct investment.

DIRECTOR, FOREIGN SERVICE/MINISTER/CONSUL GENERAL – EIGHT (8) POSTS - V/NO. 160/2015

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

For appointment to this grade, a candidate must have:
(i) fifteen (15) cumulative years in the Public Service, three (3) of which must have been at Job Group ‘Q’ or above in the Foreign Service;
(ii) a Bachelor’s degree in either International Studies, International Relations, Economics, Law or any other relevant disciplines from a university recognized in Kenya;
(iii) a Master’s degree in either International Studies, International Relations, Economics, Law or any other relevant disciplines from a university recognized in Kenya;
(iv) completed an advanced level Foreign Service Course at the Foreign Service Institute or a recognized institution for a period of at least two (2) weeks or an equivalent and relevant qualification from a recognized institution;
(v) attended a leadership/management course in a recognized institution;
(vi) demonstrated leadership and professional competence as reflected in work performance and results; and
(vii) understanding of Kenya’s Foreign Policy and other key national policies, objectives and strategies.

Duties and Responsibilities
An officer at this level will be based either at the Ministry Headquarters or in the Mission.

At the Ministry Headquarters, specific duties and responsibilities include:
(i) participating in the formulation, analysis, interpretation and review of Kenya’s foreign policy;
(ii) formulating Kenya’s position in relation to negotiations on bilateral international instruments, meetings and conferences;
(iii) formulating policy options on the acquisition and management of the Ministry’s properties and assets;
(iv) advising and guiding the missions on matters related to Kenya’s foreign policy;
(v) coordinating the implementation of reports received on bilateral international conferences and meetings;
(vi) Participating in the formulation and coordination of the Foreign Service Institute’s training programmes;
(vii) identifying and facilitation the employment of Kenya national in international/governmental organizations; and
(viii) providing policy, technical and administrative guidance and direction at the Directorate level;

At the Missions, specific duties and responsibilities will include:
(i) serving as consul general and provide administrative and financial oversight in a mission;
(ii) projecting, promoting and defending and guiding on Kenya’s foreign policy;
(iii) designing and implementing marketing strategies for Kenya products and services;
(iv) participating in the formulation of Kenya’s position in relation to negotiations on bilateral and international instruments, meetings and conferences;
(v) coordinating the analysis of political and economic developments in the host country and supervising the preparation of appropriate reports;
(vi) preparing detailed analytical and regular report on activities of the Mission;
(vii) supervising the organization of programmes for Kenya dignitaries; and
(viii) coordinating trade, cultural and other events to promote the country.
DEPUTY DIRECTOR, FOREIGN SERVICE/MINISTER-COUNSELLOR 1 - FOUR (4) POSTS - V/NO. 161/2015

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

For appointment to this grade, a candidate must have:
(i) fifteen (15) cumulative years in the Public Service, three (3) of which must have been at the grade of Assistant Director, Foreign Service, Job Group ‘P’ or above or in an equivalent and relevant position in the public service;
(ii) a Bachelor’s degree in either International Studies, International Relations, Economics, Law or any other relevant disciplines from a university recognized in Kenya;
(iii) a Master’s degree in any of the following disciplines: International Studies, International Relations, Economics, Law or any other relevant discipline from a university recognized in Kenya;
(iv) completed an advanced level Foreign Service Course at the Foreign Service Institute or a recognized institution for period of at least two (2) weeks or an equivalent and relevant qualification from a recognized institution;
(v) attended a leadership/management course in a recognized institution;
(vi) a clear understanding of Kenya’s Foreign Policy and other key national policies, objectives and strategies; and
(vii) outstanding leadership and professional competence as reflected in work performance and results.

Duties and Responsibilities
An officer at this level will be deployed in either at the headquarters or in a mission.

At the Headquarters, specific duties and responsibilities include:
(i) coordinating and supervising the work of a division;
(ii) formulating, analysing, interpreting, reviewing and defending Kenya’s foreign policy;
(iii) formulating Kenya’s position in relation to negotiations on bilateral and international instruments, meetings and conferences;
(iv) studying, analyzing and implementing political, economic, and other reports received from Missions;
(v) coordinating the implementation of reports received on bilateral and international conferences and meetings;
(vi) formulating and coordinating of the Foreign Service Institute’s training programmes;
(vii) identifying and facilitating the employment of Kenya’s nationals in inter-governmental organizations;

At the Missions, specific duties and responsibilities include:
(i) supervising the work of a mission and providing administrative and financial oversight;
(ii) projecting, promoting and defending Kenya’s foreign policy;
(iii) participating in the formulation of Kenya’s position in relation to negotiations on bilateral and international instruments, meetings and conferences;
(iv) coordinating the analysis of political and economic developments in the host country and supervising the preparation of appropriate reports;
(v) coordinating the implementation of instructions from headquarters and preparing regular detailed analytical reports on the activities on the mission;
(vi) coordinating protocol duties, preparations of programmes for Kenyan dignitaries and official functions including national days; and
(vii) identifying and facilitating the employment of Kenya nationals in inter-governmental organizations.

SENIOR ASSISTANT DIRECTOR OF FOREIGN SERVICE/MINISTER-COUNSELLOR II – ONE (1) POST- V.NO. 162/2015

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

For appointment to this grade, a candidate must have:
(i) twelve (12) years cumulative service in the Public Service, three (3) of which must have been at the grade of Senior Foreign Service Officer/ Counsellor II, Job Group ‘N’ or above in the Foreign Service or in an equivalent and comparable grade in the public service;

(ii) a Bachelor’s degree in any of the following disciplines: International Studies, International Relations, Law, Economics or any other relevant qualifications from a university recognized in Kenya;

(iii) a Master’s degree in any of the following disciplines: International Studies, International Relations, Law, Economics or any other relevant qualifications from a university recognized in Kenya;

(iv) attended a Management /Leadership course from a recognized institution;

(v) post graduate qualification in either diplomacy, International Relations, International Studies or any other relevant qualification lasting not less than three (3) months from a recognized institution;
an advanced level Foreign Service Course at the Foreign Service Institute or a recognized institution for a period of at least two (2) weeks.

(vii) demonstrated leadership and professional competence, as reflected in work performance and results;

Duties and Responsibilities
An officer at this level will be deployed either at the headquarters or in a mission.

At the Headquarters, an officer at this level may be deployed as a section head. Specific duties and responsibilities include:

(i) undertaking research on emerging international events and recommending appropriate policy interventions;
(ii) tracking of vacancies in the international and inter-governmental organizations,
(iii) maintaining an appropriate database and facilitating employment of Kenya nationals;
(iv) participating in bilateral and international conferences and meetings
(v) analyzing and initiating implementation of recommendations contained in reports from bilateral and international conferences and meetings as well as those from Kenyan Missions;
(vi) networking with Ministries/Departments, inter-governmental organizations and diplomatic missions accredited to Kenya; and
(vii) coordinating provision of consular and protocol services.

At the Missions, an officer at this level may be deployed as Head of Chancery. Specific duties and responsibilities include:

(i) providing administrative support at the Mission;
(ii) monitoring and analyzing political and economic developments in the host country and drafting appropriate reports;
(iii) coordinating trade, cultural and other events to promote Kenya;
(iv) networking with members of the diplomatic corps, officials of the host government and media representatives;
(v) performing consular and protocol duties and preparation of briefs, statements and diplomatic notes and messages;
(vi) coordinating official functions and programmes for Kenyan dignitaries; and
(vii) prioritizing acquisition of assets and properties for the mission and develop an appropriate database.
FOREIGN SERVICE CADET/THIRD SECRETARY CADET-SIXTY POSTS (60)
V/NO. 163/2015
Basic Salary Scale: Kshs.24,662 – Kshs.29,918 p.m.  - (Job Group ‘J’)

For appointment to this grade, a candidate must:
(i) have a Bachelor’s Degree from a University recognized Kenya;
(ii) be proficient in Information Communication Technology;
(iii) possess good communications skills; and
(iv) be results oriented and committed to continuous learning.

Note:
(i) proficiency in one of the following United Nation languages, viz: French, Spanish, Chinese, Russian and Arabic, in addition to English, or any other relevant international language will be an added advantage.
(ii) confirmation in appointment of an officer at this level will be subject to successful completion of the Foreign Service Entry Course at the Foreign Service Institute.

Duties and Responsibilities
This will be the entry grade for the Cade of Foreign Service Personnel. An officer at this level will be considered to be on-the job training as prescribed by the Ministry. During the period, the officer will undertake the Foreign Service Entry Course at the Foreign Service Institute lasting not less than three (3) months. Specific duties and responsibilities include;
(i) participating in and reporting on meetings with foreign diplomats and/or dignitaries and preparing reports;
(ii) undertaking guided research on foreign Services issues;
(iii) drafting briefs, speeches and diplomatic notes and messages; and
(iv) performing general protocol duties.

VACANCY IN THE MINISTRY OF TRANSPORT AND INFRASTRUCTURE (STATE DEPARTMENT OF INFRASTRUCTURE)

SENIOR PRINCIPAL SUPERINTENDING ENGINEER (MECHANICAL) - ONE (1)
POST -  V/NO. 164/2015

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 at least eighteen (18) years in the field of Mechanical Engineering, three (3) of which should have been at the grade of Chief Superintending Engineer
(Mechanical), Job Group ‘P’ or above in a comparable position in the Public Service;

(ii) a Bachelors Degree in Mechanical Engineering or its comparable qualifications from a university recognized in Kenya;

(iii) a Masters degree in a relevant field from a university recognized in Kenya;

(iv) been registered with the Engineers Registration Board of Kenya;

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

(vi) current valid annual practicing licence from Engineers Registration Board of Kenya;

(vii) corporate membership with the Institution of Engineers of Kenya (IEK);

(viii) demonstrated general administrative ability required for direction, control and implementation of mechanical engineering programmes.

**Duties and Responsibilities**

An officer at this level will be deployed to perform duties in either Planning and Development or Mechanical and Transport Fund functional areas.

**In the Planning and Development functional area,** specific duties and responsibilities include:

(i) implementing and reviewing mechanical transport and plant policies;

(ii) controlling and supervision of all activities related to planning;

(iii) improving of workshops and workshop facilities;

(iv) preparation of annual mechanical transport and plant development work programmes and budget;

(v) coordinating implementation of the performance contracts of the department

**In the Mechanical and Transport Fund functional area,** Specific Duties and Responsibilities include:

(i) implementation of consultancy services, equipment utilization and maintenance policies of Mechanical and Transport Fund

(ii) coordination and supervision of all activities of the Mechanical and Transport Fund;

(iii) preparing budget estimates for the department;

(iv) preparing and implementing programmes for procurement, overhaul, replacement, allocation and disposal of vehicles, plant and mechanical equipment.

**ALICE A. OTWALA (MRS.), CBS**
**SECRETARY/CHIEF EXECUTIVE OFFICER**
**PUBLIC SERVICE COMMISSION**