

REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

**Our Vision**

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

**Our Mission**

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

**VACANT POSITIONS IN THE PUBLIC SERVICE**

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

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

- (i) **online** through the Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke) or job portal [www.pscjobs.go.ke](http://www.pscjobs.go.ke)  
**OR**
- (ii) by completing **ONE** PSC 2 (Revised 2016) application form. The form may be downloaded from the Commission's websites.

Completed applications should be sent or delivered to:

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

**Please Note**

- (i) Candidates should **NOT** attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form. It is an offence to include incorrect information in the application. Qualifications not yet obtained by closure of the advert should not be used in the application.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.
- (vi) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 10<sup>th</sup> October, 2017.**

## VACANCIES IN THE MINISTRY OF FOREIGN AFFAIRS

### DIRECTOR OF FOREIGN SERVICE/MINISTER/CONSUL-GENERAL - ELEVEN (11) POSTS - V/No.161/2017

**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 cumulative period of eighteen (18) years, three (3) of which should have been at the grade of Senior Assistant Director of Foreign Service/Minister-Counsellor, Job Group 'Q' and above;
- (ii) a Bachelor's degree in International Studies, International Relations, Diplomacy, Law, Economics, or any other relevant discipline from a university recognized in Kenya;
- (iii) a Master's degree in International Studies, International Relations, Diplomacy, Economics, Law or any other relevant discipline from university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution;
- (v) successfully completed an Advanced-Level Foreign Service Course at the Foreign Service Institute or a recognized institution lasting at least two (2) weeks or possess an equivalent and relevant qualification from a recognized institution;
- (vi) demonstrated outstanding leadership and managerial skills; and
- (vii) a clear 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 headquarters or in a mission where he/she will form part of the management. The officer will be required to carry out duties and responsibilities which will include:

##### **Headquarters**

- (i) providing policy, technical and administrative guidance and direction at the Directorate level;
- (ii) providing leadership in the formulation, review and analysis of Kenya's foreign policy;
- (iii) formulating Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;
- (iv) advising and guiding the missions on matters related to Kenya's foreign policy;
- (v) formulating policy options on the Ministry's acquisition of properties and assets;
- (vi) networking with the media and with diplomatic missions and inter-governmental organizations accredited to Kenya;
- (vii) coordinating the implementation of the outcomes of bilateral and international

- conferences and meetings attended;
- (viii) participating in the formulation and coordination of the Foreign Service Institute's training programmes; and
- (ix) identifying and facilitating the employment of Kenyan nationals in inter-governmental organizations.

**Missions**

- (i) serving as consul general or supervising the work of a mission;
- (ii) designing and implementing marketing strategies for Kenya's products and services;
- (iii) projecting, promoting and defending Kenya's foreign policy;
- (iv) participating in the formulation of Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;
- (v) prioritizing and making recommendations on the Mission's acquisition of assets and properties;
- (vi) coordinating the analysis of political and economic developments in the host country and supervising the preparation of appropriate reports;
- (vii) supervising the maintenance of an appropriate database of the mission's assets and properties;
- (viii) preparing detailed, analytical and regular reports on the activities of the mission; and
- (ix) supervising the organization of programmes for Kenyan dignitaries;

**DEPUTY DIRECTOR OF FOREIGN SERVICE/MINISTER-COUNSELLOR I -  
FOURTEEN (14) POSTS - V/No.162/2017**

**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 of Foreign Service/ Minister-Counsellor II, Job Group 'Q';
- (ii) a Bachelor's degree in International Studies, International Relations, Diplomacy, Law, Economics, or any other relevant discipline from university recognized in Kenya;
- (iii) a Master's degree in International Studies, International Relations, Diplomacy, Economics, Law or any other relevant discipline from university recognized in Kenya;
- (iv) successfully completed an Advanced-Level Foreign Service Course at the Foreign Service Institute lasting at least two (2) weeks or possess an equivalent and relevant qualification from a recognized institution;
- (v) attended a strategic leadership course in a recognized institution;
- (vi) demonstrated professional competence, effective leadership and managerial/administrative skills;

- (vii) a team player, results oriented, innovative and committed to continuous learning;
- (viii) possess effective negotiation, analytical and communication skills; and
- (ix) a clear 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 headquarters or in a mission where he/she will form part of the management. Specific duties and responsibilities include:

#### **Headquarters:**

- (i) coordinating and supervising the work of a Division;
- (ii) participating in the formulation and analysis of Kenya's foreign policy;
- (iii) formulating Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;
- (iv) recommending policy options on the Ministry's acquisition of properties and assets;
- (v) studying, analyzing and implementing political, economic, and other reports received from Missions;
- (vi) networking with the media, and with diplomatic missions and inter-governmental organizations accredited to Kenya;
- (vii) participating in the formulation and coordination of the Foreign Service Institute's training programmes; and
- (viii) identifying and facilitating the employment of Kenyan nationals in inter-governmental organizations.

#### **Missions:**

- (i) projecting, promoting and defending Kenya's foreign policy;
- (ii) participating in the formulation of Kenya's position in relation to negotiations on bilateral and international instruments, meetings and conferences;
- (iii) prioritizing and making recommendations on the Mission's acquisition of assets and properties;
- (iv) coordinating the analysis of political and economic developments in the host country and supervising the preparation of appropriate reports;
- (v) coordinating the preparations for official functions, including national days;
- (vi) supervising the organization of programmes for Kenyan dignitaries;
- (vii) coordinating trade, cultural and other events to promote the country; and
- (viii) monitoring media reports and supervising the preparation of appropriate responses.

**SENIOR ASSISTANT DIRECTOR OF FOREIGN SERVICE/MINISTER-COUNSELLOR II - TWO (2) POSTS - V/No.163/2017**

**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 for a minimum period of three (3) years in the grade of Assistant Director of Foreign Service / Counsellor I, Job Group 'P';
- (ii) a Bachelor's degree in International Studies, International Relations, Diplomacy, Law, Economics, or any other relevant discipline from university recognized in Kenya;
- (iii) a Master's degree in International Studies, International Relations, Diplomacy, Economics, Law or any other relevant discipline from university recognized in Kenya;
- (iv) advanced Level Foreign Service Course at the Foreign Service Institute lasting not less than two (2) weeks or possess a relevant and equivalent course from a recognized institution;
- (v) attended a strategic leadership course in a recognized institution;
- (vi) possesses a relevant 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;
- (vii) demonstrated professional competence, effective leadership and managerial/administrative skills;
- (viii) been a team player, results oriented, innovative and committed to continuous learning; and
- (ix) effective negotiation, analytical, oral and written communications skills.

**Duties and Responsibilities**

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

- (i) coordinating and supervising work of the section;
- (ii) researching into emerging international events and recommending appropriate policy interventions;
- (iii) tracking of vacancies in the international and inter-governmental organizations, maintaining an appropriate database and facilitating employment of Kenya nationals;
- (iv) participating in bilateral and international conferences and meetings, drafting reports and identifying areas of implementation;
- (v) networking with Ministries/Departments, inter-governmental organizations and diplomatic missions accredited to Kenya;
- (vi) coordinating provision of consular and protocol services;

- (vii) analysing and initiating implementation of recommendations contained in reports from bilateral and international conferences and meetings as well as those from Kenyan Missions; and
- (viii) supervising, guiding and mentoring officers.

**At the Missions**, an officer at this level may be deployed as Head of Chancery in a Mission. 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) drafting appropriate responses to media reports on Kenya;
- (vi) coordinating official functions and programmes for Kenyan dignitaries;
- (vii) performing consular and protocol duties and preparation of briefs, statements and diplomatic notes and messages; and
- (viii) preparing performance targets as well as undertake performance reporting and appraisal of officers, development of annual work plans.

## VACANCIES IN THE MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

### STATE DEPARTMENT FOR INVESTMENT AND INDUSTRY

#### DIRECTOR OF INDUSTRIES - FIVE (5) POSTS - V/No.164/2017

**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 cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Assistant Director of Industries, Job Group 'P' and above.
- (i) a Bachelor's degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological Science, 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, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry, Intellectual Property, or Computer Science from a university recognized in Kenya;

- (ii) 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 lasting not less than (2) weeks from a recognized institution;
- (iii) a certificate in strategic leadership course from a recognized institution;
- (iv) demonstrated a high degree of professional, technical and administrative competence as reflected in work performance and results; and
- (v) a thorough knowledge of the country's economic development needs, strategies, Policies and objectives and the objectives and the ability to translate them into Industrial development policies and programmes.

**Note:** possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage

### **Duties and Responsibilities**

An officer at this level will be responsible to the Industrialization Secretary for development, implementation and reviewing of industrial development policies, strategies, programs and projects; providing a conducive business environment for the existing industries and attracting new industrial investments; and ensuring effective and efficient management of the department. The officer will head any of the following departments: - Industrial Support Services, County Industrial Support, Manufacturing and Industrial Policy Services, Portfolio Management/ SAGAs Support, and Business Environment and Private Sector development.

### **Industrial Support Services**

Specific duties and responsibilities include:

- (i) formulating and reviewing policies, guidelines and programmes for development of Industries;
- (ii) promoting industrial research, development, innovation and technology transfer;
- (iii) facilitating commercialization of industrial research findings with researcher/ innovators and industry;
- (iv) facilitating development of information and documentation data center on technologies, innovations and research findings for commercialization;
- (v) coordinating implementation and review of subcontracting, partnership and Buy Kenya Build Kenya Initiative strategies;
- (vi) overseeing the establishment and maintenance of contract and subcontract award records;
- (vii) providing business advisory services to SMEs seeking to participate in subcontracting programmes; and
- (viii) collecting and analysing of national industrial and manufacturing data for purposes of economic planning.

## **County Industrial Support**

Specific duties and responsibilities include:

- (i) promoting County Industrial and Enterprise Development;
- (ii) Coordinating Inter-governmental linkages, projects and programmes,
- (iii) Providing oversight on Constituency Industrial Development Centers and sheds;
- (iv) Collaborating with stakeholders in the counties on industry, enterprise; investment matters; County Resource Mapping for value addition and investment;
- (v) Carrying out resource surveys and endowment mapping in the counties and identifying industrial investment opportunities.
- (vi) Linking innovators and entrepreneurs to potential investors, financiers and markets;
- (vii) providing Business Development Services and Business Information to target beneficiaries in the counties; and
- (viii) liaising with other divisions and section on information on county industrial development.

## **Manufacturing and Industrialization Policy**

Specific duties and responsibilities include:

- (i) formulating and reviewing National Industrial and manufacturing Policies;
- (ii) coordinating implementation of the Buy Kenya and local content policies;
- (iii) facilitating implementation of legislative and regulatory frameworks for Industry development;
- (iv) initiating research on issues and trends on national industrial development and review of national Industrial and manufacturing policies; and
- (v) disseminating research findings to stakeholders.

## **Portfolio Management/SAGAS Support**

Specific duties and responsibilities include:

- (i) formulating and reviewing policies, strategies and programmes for portfolio management;
- (ii) providing support for development and implementation of internal governance recommendations;
- (iii) facilitating government decision making processes related to portfolio organizations by being an accelerator in decision making process;
- (iv) supporting select organizations in business restructuring and re-engineering;
- (v) monitoring and evaluating the efficiency of leadership of portfolio organizations; and
- (vi) coordinating review of the portfolio organizations based on performance of portfolio organizations and government priorities.

## **Business Environment and Private Sector Development**

Specific duties and responsibilities include:

- (i) formulating and reviewing policies, strategies and programmes for business environment and private sector development
- (ii) ensuring market access for locally manufactured goods;



- (iii) facilitating Private Sector, development partners and stakeholder participation;
- (iv) collecting and disseminating industrial intelligence;
- (v) facilitating an enabling business environment for industrial and enterprise competitiveness;
- (vi) supporting industries to enhance labor and capital productivity of their production; and
- (vii) promoting quality control and management systems.

**DEPUTY DIRECTOR OF INDUSTRIES - TWELVE (12) POSTS - V/No.165/2017**

**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 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 comparable and equivalent positions 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 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 lasting not less than (2) weeks from a recognized institution;
- (iv) a certificate in strategic leadership course from a recognized institution; and
- (v) demonstrated high degree of professional, technical and administrative competence as reflected in work performance and results.

**Note:** Possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities**

Specific duties and responsibilities will include:

- (i) preparing strategies and action plans to implement industrial development policies;
- (ii) developing and reviewing frameworks to support incubation including infrastructure,

- (iii) promoting utilization of industrial property rights;
- (iv) providing advice to entrepreneurs on the arbitration of disputes on standards;
- (v) supporting Industrial Research and Development, innovation and technology transfer in liaison with research and development centres, Industry and academic institutions; undertaking resource endowment mapping activities, development of industrial profiles and dissemination of information on investment opportunities;
- (vi) preparing technical inputs for the development of standards and promoting enforcement in liaison with Kenya Bureau of Standards (KEBS) and industry stakeholders;
- (vii) overseeing surveys on benchmarking of industries with best practices with a view to promoting industrial competitiveness.
- (viii) preparing proposals on the review and harmonization/rationalization of taxes and tariffs;
- (ix) developing performance indicators to facilitate effecting monitoring and evaluation of competitiveness of the Industrial Sector; and
- (x) overseeing the operation of information resource centre and production of industrial publications.

**SENIOR ASSISTANT DIRECTOR OF INDUSTRIES - ELEVEN (11) POSTS - V/No.166/2017**

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

**For appointment to the 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 Principal Industrial Development Officer , Job Group 'N' and above or in comparable positions 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 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 lasting not less than two (2) weeks from a recognized institution;

- (iv) a certificate in strategic leadership course from a recognized institution; and
- (v) demonstrated professional, Technical and Administrative competence as reflected in work performance and results.

**Note:** Possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) reviewing investment policies and incentives schemes to support industrialization;
- (ii) undertaking monitoring and evaluation of projects/ programmes;
- (iii) reviewing existing and developing new frameworks to support incubation including infrastructure;
- (iv) developing and implementing the incubation programmes;
- (v) creating awareness to entrepreneurs on investment opportunities, intellectual property rights, quality assurance and certification;
- (vi) promoting and creating awareness on market opportunities for Kenyan products;
- (vii) providing advice to entrepreneurs on the arbitration of disputes on standards;
- (viii) negotiating on industrial related issues at bilateral, regional, and multilateral fora; and
- (ix) promoting bilateral, regional and multilateral industrial relations and cooperation.

### **DIRECTOR OF INTERNAL TRADE - ONE (1) POST - V/No.167/2017**

**Basic Salary Scale: Kshs.120,270 – Kshs.180,660 p.m.**

**(Job Group 'S')**

**For appointment to the grade, a candidate must have:**

- (i) served for a minimum period of eighteen (18) years, three (3) of which should have been at the grade of Senior Assistant Director, Internal / External Trade, Job Group 'Q' and above, or in a comparable and equivalent position in the public service;
- (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 equivalent qualifications from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Commerce, Marketing, Accounting, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Trade Law, Economics or International Trade/Business/Relations or equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership course from a recognized institution; and

- (vi) demonstrated a thorough understanding of national goals, policies, development objectives and the ability to translate them into trade development programmes/projects.

### **Duties and Responsibilities**

The Director, Internal trade will be responsible to the Secretary, Trade for the overall management and administration of the Internal Trade Department. Specific duties and responsibilities include:

- (i) formulating and overseeing implementation of domestic trade policies, strategies and programmes;
- (ii) assessing the impact of regional and multi-lateral trade policies on trade and investment activities;
- (iii) overseeing trade and investment promotion activities through trade fairs and Exhibitions;
- (iv) facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs);
- (v) directing on E-commerce;
- (vi) coordinating activities of public-private sector partnership for trade development;
- (vii) overseeing formalization of value chain to increase efficiency by promoting the development of wholesale hubs, wholesale markets and tier I retail markets and management of Joint Loan Board (JLB) scheme; and
- (viii) coordinating research and market intelligence for domestic trade development;

### **DIRECTOR, EXTERNAL TRADE - ONE (1) POST - V/No.168/2017**

**Basic Salary Scale: Kshs.120,270 – Kshs.180,660 p.m.**

**(Job Group 'S')**

#### **For appointment to the grade, a candidate must have:**

- (i) served for cumulative period of eighteen (18) years, three (3) of which should have been in the grade of Senior Assistant Director, External / Internal Trade, Job Group 'Q' and above, or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Marketing, Business Administration, Business Management, Business and Information Technology, Entrepreneurship, Economics, International Trade/Business/Relations, or equivalent qualifications from a university recognized in Kenya;
- (iii) a Master's 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 equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution;

- (vi) demonstrated a thorough understanding of national goals, policies, development objectives and the ability to translate them into trade development programmes/projects.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Secretary, Trade for all technical and Administrative services of the External Trade function. Specific duties and responsibilities will include:-

- (i) formulating and implementing trade policies, strategies and programmes on matters concerning WTO and other international trade organizations;
- (ii) Coordinating the functions and activities of the National Committee on World Trade Organization (NCWTO), its sub-committees, focal points and the Permanent Committees on United National Conference on Trade and Development (UNCTAD) and International Trade Center (ITC);
- (iii) coordinating strategies and programmes on matters concerning regional trade and integration (among them: EAC, COMESA, EAC-EU, ACP - EU, AGOA, AU, IGAD);
- (iv) undertaking the analysis of the provisions of all regional trade Agreements; coordinating meetings of the regional trade and integrating functions and activities of the national consultative processes of stakeholders on regional trade and integration matters;
- (v) co-coordinating the activities of commercial offices abroad;
- (vi) coordinating buyer/seller meetings, trade missions and international trade fairs and exhibitions;
- (vii) coordinating negotiations of bilateral, regional and multilateral trade and investment agreements; and
- (viii) overseeing trade research and market intelligence for trade development; evaluating on data business mapping; analyzing and ensuring effective disseminating of business information to the business community and stakeholders.

## **STATE DEPARTMENT FOR COOPERATIVES**

### **DEPUTY COMMISSIONER FOR COOPERATIVE DEVELOPMENT - TWO (2) POSTS V/No.169/2017**

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

**For appointment to the 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 Assistant Director, Cooperative Development, Job Group ‘P’ and above, or in a comparable and relevant position in the public service;
- (ii) a Bachelor’s degree in any of the following discipline: Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and

- Organizational Development, Finance or Agri-business or equivalent qualifications from a university recognized in Kenya;
- (iii) a certificate in strategic leadership course from a recognized institution;
  - (iv) exhibited a thorough understanding of national goals and policies and the ability to relate them to the cooperative development and marketing function
  - (v) demonstrated managerial and professional competence in work performance and results.

**NOTE:** possession of a Master's degree in a relevant field will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) developing, implementing and reviewing policies, strategies and programmes on cooperative development services;
- (ii) providing technical advice on cooperative investment, finance, credit, marketing, project management extension and advisory services;
- (iii) carrying out market research and disseminating research findings;
- (iv) preparing and validating registration and de-registration of cooperative societies' documents;
- (v) monitoring cooperative societies' liquidation process;
- (vi) developing education and training packages for the cooperative movement;
- (vii) promoting value addition and processing; and
- (viii) conducting cooperative banking inspections and undertaking cooperative risk assessment.

### **SENIOR ASSISTANT COMMISSIONER FOR COOPERATIVE DEVELOPMENT - SEVEN (7) POSTS - V/No.170/2017**

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

**For appointment to the 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 Principal Cooperative Development Officer, Job Group 'N' and above or in a comparable and relevant position in the Public Service;
- (vi) a Bachelor's degree in any of the following discipline: Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organisational Development, Finance or Agri-business business or equivalent qualifications from a university recognized in Kenya;
- (ii) a certificate in strategic leadership course from a recognized institution;

- (iii) demonstrated administrative ability and a high degree of professional competence in work performance and results.

**NOTE:** possession of a Master's degree in a relevant field will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) providing technical advice in areas of specialization
- (ii) advising on cooperative investments
- (iii) preparing reports for policy formulation
- (iv) enforcing compliance with cooperative legislation
- (v) designing coordinating and monitoring the implementation of cooperative activities, programmes and policies;
- (vi) carrying out market research and disseminating research findings
- (vii) promoting value addition and processing
- (viii) conducting cooperative banking inspections;
- (ix) undertaking cooperative risk assessment; and
- (x) developing new financial products and credit policies.

### **DEPUTY DIRECTOR FOR COOPERATIVE AUDIT - ONE (1) POST - V/No.171/2017**

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

**For appointment to this post, a candidate must have;**

- (i) served for a cumulative period of fifteen (15) years, three (3) of which must have been in the grade of Assistant Director- Cooperative Audit, Job Group 'P' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration or Cooperative Management from a university recognized in Kenya;
- (iii) a certificate in strategic leadership course from a recognized institution;
- (iv) been a registered member of any of the following professional bodies:- Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or certified Information Systems Auditor (CISA);
- (v) exhibited a thorough understanding of national goals, policies, objectives and the ability to relate them to the cooperative audit function; and
- (vi) demonstrated managerial, administrative and professional competence in work performance;

**NOTE:** possession of a Master's degree in a relevant field will be considered an added advantage.

### **Duties and Responsibilities**

- (i) organising, coordinating, controlling and supervising operations of a Division or an audit region;
- (ii) verifying and compiling final audit reports/ queries on societies' financial statements;
- (iii) carrying out audit inspections of societies records
- (iv) preparing inspection reports and implementation of recommendations;
- (v) developing preparing and reviewing division/region audit programmes and work plans
- (vi) certifying cooperative societies final accounts and providing their interpretation
- (vii) presenting and reading audited financial statements to cooperative members during their Annual General Meetings

### **SENIOR ASSISTANT DIRECTOR FOR COOPERATIVE AUDIT- FOUR (4) POSTS V/No.172/2017**

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

#### **For appointment to this post, a candidate must have;**

- (i) served for a cumulative period of fifteen (15) years, three (3) of which must have been in the grade of Principal Cooperative Auditor, Job Group 'N' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Business Administration or Cooperative Management from a university recognized in Kenya;
- (iii) a certificate in strategic leadership course from a recognized institution;
- (iv) been a registered member of any of the following professional bodies:- Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or certified Information Systems Auditor (CISA);
- (v) exhibited a thorough understanding of national goals, policies, objectives and the ability to relate them to the cooperative audit function; and
- (vi) demonstrated managerial, administrative and professional competence in work performance.

**NOTE:** possession of a Master's degree in a relevant field will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- (i) verifying and compiling final audit reports/queries on societies' financial statements;
- (ii) directing and monitoring audit inspections of societies' records;



- (iii) developing, preparing and reviewing audit programs and work plans for the section/audit region
- (iv) preparing annual audit reports and maintaining staff performance records
- (v) verifying the accuracy and disclosures in societies' financial statement;
- (vi) evaluation and documenting audit evidence; and
- (vii) ascertaining, documenting and evaluating the adequacy of cooperative societies' internal control systems including computer systems and providing remedial advise.

## VACANCIES IN THE MINISTRY OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY

### (STATE DEPARTMENT OF ICT AND INNOVATION)

#### DIRECTOR, INFORMATION COMMUNICATION AND TECHNOLOGY(ICT) - ONE (1) POST - V/No.173/2017

**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, Information Communication Technology or in an equivalent and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a university recognized in Kenya;
- (iii) a Masters in Computer Science or any other ICT related discipline from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution;
- (v) demonstrated a high level of competence and outstanding management qualities in computerized information systems; and
- (vi) a thorough understanding of the national goals and objectives and the ability to interpret and apply them to the computing management concepts.

#### **Duties and Responsibilities**

An officer at this level will be responsible to the Secretary, Information Communication Technology. Specific duties and responsibilities include:

- (i) formulating, implementing and reviewing ICT policies, strategies and programmes in the public service;
- (ii) coordinating research and development on emerging technological issues;
- (iii) monitoring and evaluating ICT programmes and policies; and

- (iv) preparing ICT status reports and ensuring professional standards and guidelines are adhered to.

**DEPUTY DIRECTOR, INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) - FOUR (4) POSTS - V/No.174/2017**

**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, Information Communication Technology or in an equivalent and relevant position in the public service;
- (ii) a Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a university recognized in Kenya;
- (iii) a Master’s in Computer Science or any other ICT related discipline from a university recognized in Kenya;
- (iv) a certificate in Strategic Leadership course from a recognized institution; and
- (v) demonstrated professional ability, initiative and competence in organizing and directing work.

**Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) implementing and reviewing Information Technology policies and strategies for the Public Service;
- (ii) drawing up IT plans for implementation;
- (iii) coordinating information Technology programmes in the public service; and
- (iv) **overseeing the preparation and utilization of the department’s budget.**

**SENIOR ASSISTANT DIRECTOR, INFORMATION COMMUNICATION AND TECHNOLOGY (ICT) - FOUR (4) POSTS - V/No.175/2017**

**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 for a minimum period of three (3) years in the grade of Assistant Director, Information Communication Technology or in an equivalent and relevant position in the public service;
- (ii) a Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a university recognized in Kenya;
- (iii) a Master’s in Computer Science or any other ICT related discipline from a university recognized in Kenya;

- (iv) a certificate in strategic leadership course from a recognized institution;
- (v) demonstrated a high of competence in identifying designing and monitoring information technology projects.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) initiating policy review and updating of existing regulations on computing;
- (ii) ensuring the implementation of ICT projects;
- (iii) facilitating adherence to standards and procedures for ICT systems development projects;
- (iv) coordinating enforcement of regulations, procedures and practices on computing management in Government Ministries/Departments;
- (v) providing guidelines and advise to ICT projects systems and procedures and recommending improvements;
- (vi) participating in selection, interview and recruitment of ICT project team members; and
- (vii) drawing of computer specifications for equipment and services.

### **INFORMATION COMMUNICATION TECHNOLOGY OFFICER II - THREE (3) POSTS - V/No.176/2017**

**Basic Salary Scale: Ksh.24,662 - Ksh.24,662 p.m. (Job Group 'J')**

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

- (i) been a serving officer in any cadre on Job Groups 'G'/'H';
- (ii) a Bachelor's degree in any of the following disciplines: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with bias in Information Communication Technology from a university recognized in Kenya;

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- (i) analyzing, designing, coding, testing, implementing computer programs;
- (ii) providing user support systems and training users;
- (iii) repairing and maintaining Information Communication Technology equipment and associated peripherals;
- (iv) receiving, installing and certifying Information Communication Technology equipment; and
- (v) configuring new Information Communication Technology equipment.

## STATE DEPARTMENT FOR BROADCASTING & TELECOMMUNICATION

### DIRECTOR OF INFORMATION - ONE (1) POST - V/No.177/2017

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

- (i) For appointment to this grade, a candidate must have:
- (ii) served for a minimum period of three (3) years at the grade of Deputy Director of Information, Job group 'R';
- (iii) Bachelor's Degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Photojournalism or equivalent qualifications from a university recognized in Kenya;

**OR**

- (iv) Bachelor's Degree in Social Sciences with a Postgraduate Diploma in Photojournalism, Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science from a university recognized in Kenya;
- (v) Master's Degree in any of the following disciplines: Mass Communications, Journalism, Public Relations, Communications Studies, Media Studies/Science, Corporate Communications, Photojournalism/Photography, International Relations or equivalent qualifications from a university recognized in Kenya;
- (vi) a certificate in strategic leadership course from a recognized institution;
- (vii) a clear understanding of National Development Goals and the role of management of Information and Public Communications in the achievement of the same;
- (viii) excellent oral and written communications skills; and
- (ix) 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.

- (i) formulating, interpreting and implementing information policies, programmes and strategies;
- (ii) ensuring and reviewing of media Legal Framework and standards;
- (iii) developing strategies for implementation of information research findings;
- (iv) providing overall management of news, information and features locally and international;
- (v) ensuring coverage of development projects in line with the Constitution and Kenya Vision 2030;
- (vi) managing information that enhances security, peace and national cohesion;

- (vii) ensuring professional ethics and standards in the delivery of information services; and
- (viii) ensuring sound management and prudent utilization of departmental resources. staff.

**DEPUTY DIRECTOR, INFORMATION COMMUNICATION AND TECHNOLOGY - ONE (1) POST - V/No.178/2017**

**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, Information Communication Technology or in an equivalent and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a university recognized in Kenya;
- (iii) a Masters in Computer Science or any other ICT related from a university recognized in Kenya;
- (iv) attended a strategic leadership course in a recognized institution;
- (v) demonstrated professional ability, initiative and competence in organizing and directing work.

**Duties and Responsibilities**

Specific duties and Responsibilities include:

- (i) development and management of Information Technology policies and programmes within the Public Service;
- (ii) drawing up IT plans for implementation;
- (iii) coordinating of all information Technology programmes in the public service;
- (iv) overseeing the preparation and utilization of the department's budget; and
- (v) coordinating staff matters.

**DEPUTY DIRECTOR OF GOVERNMENT ADVERTISING - ONE (1) POST V/No.179/2017**

**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 of Public Communications, Job Group 'Q'

- (ii) Bachelor's Degree in any of the following disciplines: Mass Communications, Public Relations, Communications Studies, Media Studies/Science from a university recognized in Kenya;

**OR**

a Bachelor's degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communication, Public Relations, Communication studies/Science from a recognized institution;

- (iii) a Master's degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications, Communication studies or Media Studies, International Relations or equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution;
- (vi) a clear understanding of National Development Goals, Kenya Vision 2030 and the role of management of Information and Public Communications in the achievement of the same;
- (vii) excellent oral and written communications skills; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

#### **Duties and Responsibilities**

- (i) formulating, interpreting and implementing Public Communications policies, strategies and programmes;
- (ii) co-ordinating public Communications services;
- (iii) developing and disseminating content in line with the Constitution and Kenya Vision 2030;
- (iv) uploading of content onto Government Portal and ministerial websites;
- (v) monitoring and evaluating delivery of public communications services;
- (vi) initiating development of departmental/individual work plans; and
- (vii) ensuring preparation of departmental budgets and sound utilization and management of resources.

#### **SENIOR ASSISTANT DIRECTOR OF GOVERNMENT ADVERTISING - ONE (1) POST - V/No.180/2017**

**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 for a minimum period of three (3) years in the grade of Assistant Director of Public Communications, Job Group 'P';

- (ii) a Bachelor's degree in any of the following discipline: Mass Communications, Public Relations, Communication Studies, Media Studies, Corporate Communications from a university recognized in Kenya;

**OR**

- a Bachelor's degree in Social Science with a Postgraduate Diploma in any of the following disciplines: Mass Communications Studies, Media Studies, Corporate Communications from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications/Reputation, Communication studies, Media Studies, International Relations or equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution; and
- (v) demonstrated a professional competence and managerial capability as reflected in work performance and results.

#### **Duties and Responsibilities**

- (i) assisting in the formulation, interpretation and implementation of Public Communications policies, strategies and programmes;
- (ii) co-ordinating public Communications services;
- (iii) undertaking Public Communications research and making recommendations as appropriate;
- (iv) ensuring provision and uploading of content onto Government Portal and ministerial websites;
- (v) ensuring proper projection of corporate image of the Government;
- (vi) liaising with other stakeholders on cross-cutting communications matters; and
- (vii) ensuring preparation of budgets and sound management of financial and other resources.

#### **SENIOR ASSISTANT DIRECTOR, PUBLIC COMMUNICATIONS - ONE (1) POST V/No.181/2017**

**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 for a minimum period of three (3) years in the grade of Assistant Director, Public Communications, Job Group 'P';
- (ii) a Bachelor's degree in any of the following discipline: Mass Communications, Public Relations, Communication Studies, Media Studies, Corporate Communications, from a university recognized in Kenya;

**OR**

- a Bachelor's degree in Social Science with a Postgraduate Diploma in any of the following disciplines: Mass Communications Studies, Communication Studies, Media Studies, Corporate Communications from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Mass Communications, Public Relations, Corporate Communications/Reputation, Communication Studies, Media Studies, International Relations or equivalent qualifications from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution; and
- (v) demonstrated professional competence and managerial capability as reflected in work performance and results.

## VACANCIES IN THE MINISTRY OF EDUCATION (STATE DEPARTMENT FOR BASIC EDUCATION)

### **DIRECTOR GENERAL OF EDUCATION - ONE (1) POST - V/No.182/2017**

**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 One (1) year in the grade of Director of Education, Job Group 'S' or in a comparable 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 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 plus 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) a certificate in strategic leadership course from a recognized institution;
- (vi) demonstrated a high degree of professional competence and administrative capability and initiative required for effective planning, direction, control and coordination; and
- (vii) a thorough understanding of national goals, policies and programs and the ability to translate them to the education management function.



## **Duties and Responsibilities**

An officer at this level will be responsible to the principal Secretary for the following duties and responsibilities:

- (i) coordinating development, review and the implementation of education policies, strategies, plans;
- (ii) ensuring provision, promotion and development of quality education and training standards in education training research;
- (iii) coordinating the functions of Directorates, Semi-Autonomous Government Agencies (SAGAs) and Commissions;
- (iv) liaising with Teachers Service Commission on matters of teacher management;
- (v) initiating and overseeing the implementation of new, comparative and alternative teaching and learning approaches;
- (vi) overseeing the design, production, dissemination, implementation, evaluation and review of curriculum and instructional materials;
- (vii) overseeing assessment and administration of national examinations; and
- (viii) coordinating of crosscutting programmes and overseeing the implementation of ICT4E programme.

## **DIRECTOR GENERAL OF QUALITY ASSURANCE AND STANDARDS - ONE (1) POST - V/No.183/2017**

**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 one (1) year, in the grade of Director of Quality Assurance and Standards, Job Group 'S' or in a comparable and relevant positions 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 plus 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;
- (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) a certificate in strategic leadership course from a recognized institution;

- (v) demonstrated a high degree of professional competence and administrative capability and initiative required for effective planning, direction, control and coordination; and
- (vi) thorough understanding of national goals, policies and programs and the ability to translate them to the education management function.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal secretary for Quality Assurance and Standards function. Specific duties and responsibilities include:

- (i) providing policy direction on all matters pertaining to quality education and training standards;
- (ii) coordinating the analysis of the Kenya Certificate of Primary Education, 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) coordinating, organizing and overseeing the implementation of new, comparative and alternative teaching and learning approaches;
- (vi) coordination of 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; and
- (viii) coordination of the organization and implementation of co-curriculum activities for schools and colleges.

## **VACANCIES IN THE MINISTRY OF EAST AFRICA COMMUNITY, LABOUR AND SOCIAL PROTECTION - STATE DEPARTMENT FOR LABOUR**

### **COMMISSIONER FOR LABOUR - ONE (1) POST - V/No.184/2017**

**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 cumulative period of twenty (20) years, two (2) years of which must be in the grade of Deputy Commissioner for Labour ,Job Group 'R' and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines:- Human Resource Management/Development, law, Business Administration, Economics, Sociology,

- Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a university recognized in Kenya;
  - (iv) attended a strategic leadership course in a recognized institution;
  - (v) professional competence and be thoroughly conversant with Labour administration, Labour Laws and International Labour Organisation and Internal Organisation of Migration instruments, and the ability to integrate them to Kenya Vision 2030; and
  - (vi) shown merit and ability in work performance and results.

**NOTE:** possession of a certificate in prosecution course lasting not less than three (3) months from a recognized institution will be considered an added advantage.

### **Duties and responsibilities**

The Commissioner for Labour will head the labour Department and will be responsible to the Principal Secretary for its effective and efficient management and administration.

Specific duties and responsibilities include;

- (i) formulating and reviewing policies , strategies and programmes on administration and enforcement of labour related issues;
- (ii) implementation of labour standards relevant to the trades, conduct of surveys on new trades and formation of standards for those trades in accordance with international standards;
- (iii) settlement of industrial disputes through the enforcement of labour laws to maintain harmonious industrial relations;
- (iv) creating awareness among the working community regarding labour laws and promotion of social dialogue to establish industrial peace;
- (v) liaising with international organizations, local institutions and other Government departments in regard to related to Labour; and
- (vi) initiating ratification of International Labour Organization (ILO) and International Organization for Migration(IOM), East Africa Community (EAC), African Union (AU), World Trade Organisation (WTO), Intergovernmental Authority for Development (IGAD) on matters related to Labour.

## SENIOR DEPUTY COMMISSIONER FOR LABOUR - ONE (1) POST - V/No.185/2017

**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 cumulative period of eighteen (18) years, two (2) years of which must be in the grade of Senior Assistant Commissioner for Labour, Job Group 'Q' and above ;
- (ii) a Bachelor's degree in any of the following disciplines:- Human Resource Management/Development, law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution;
- (v) professional competence and be thoroughly conversant with Labour administration, Labour Laws and International Labour Organisation and Internal Organisation of Migration instruments, and the ability to integrate them to Kenya Vision 2030; and
- (vi) shown merit and ability in work performance and results.

**NOTE:** possession of a certificate in prosecution course lasting not less than three (3) months from a recognized institution will be considered an added advantage.

### **Duties and responsibilities**

Specific duties and responsibilities include:

- (i) implementing and reviewing labour policies and programmes;
- (ii) handling matters related to International Labour Organization (ILO) and International Organization for Migration(IOM), East Africa Community (EAC), African Union (AU), World Trade Organisation (WTO), Intergovernmental Authority for Development (IGAD) on matters related to Labour;
- (iii) liaising with social partners, other arms of Government and relevant agencies on all labour related issues;
- (iv) advising on negotiation and consultative machinery on social dialogue between employer and employee relations;

- (v) advising on desirable measures to be taken for creation of employment opportunities, maintenance of industrial peace and development of Labour Market information systems for employment promotion; and
- (vi) facilitating implementation of departmental programmes and policies on the administration and enforcement of the Labour Laws;

**DEPUTY COMMISSIONER FOR LABOUR - TWO (2) POST - V/No.186/2017**

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

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

- (i) served for cumulative period of fifteen (15) years, three (3) of which must have been in the grade of Assistant Commissioner for Labour, Job Group 'P' and above;
- (ii) a Bachelor's degree in any of the following disciplines:- Human Resource management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management or Development/Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution;
- (v) professional competence and be conversant with labour administration, labour laws, and have a clear understanding of the labour policies programmes, objectives and strategies; and
- (vi) shown merit and ability in work performance and results.

**Duties and responsibilities**

Specific duties and responsibilities include:

- (i) participating in formulation and review of policies, strategies and programs on labour administration;
- (ii) identifying opportunities in the labour market;
- (iii) coordinating preparation of departmental budget estimates and analysis of financial returns
- (iv) collecting and providing information on government policies for labour promotion and development;
- (v) providing training, consultancy and extension services on labour issues.
- (vi) referring disputes to the Industrial Court;
- (vii) co-ordinating Trade Union elections and maintaining records of elections; and

- (viii) vetting of Collective Bargaining Agreements to ensure their consistency with the law.

**SENIOR ASSISTANT COMMISSIONER FOR LABOUR - TWO (2) POSTS**  
**V/No.187/2017**

**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 for a minimum period of three (3) years in the grade of Assistant Commissioner for Labour, Job Group 'P';
- (ii) a Bachelor's degree in any of the following disciplines- Human Resource Management Planning/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics; Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Labour Relations, Industrial Relations, Human Resource Management, Development, Planning, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution; and
- (v) shown merit and ability in work performance and results.

**NOTE:** possession of a certificate in prosecution course lasting not less than three (3) months from a recognized institution will be considered an added advantage.

**Duties and responsibilities**

Specific duties and responsibilities include:

- (i) initiating and implementing labour policies and programmes;
- (ii) ensuring proper and effective functioning of the National Labour Board and Wages Council;
- (iii) coordinating the attestation of foreign contracts of employment;
- (iv) vetting and recommending issuance of work permits; and
- (v) participating in the coordination of International Labour Organisation (ILO) , International- Organization of Immigration (IOM), African Union (AU) - (Labour and Social Affairs Commission), East African Community (EAC) meetings and Conferences.

## VACANCY IN THE MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT -(STATE DEPARTMENT OF INFRASTRUCTURE)

### PHYSICIST II - SIX (6) POSTS - 188/2017

**Basic Salary Scale: Kshs. 31,020 –Kshs. 41, 590 pm (JOB GROUP 'K')**

**For appointment to this grade, a candidate must have;** a Bachelor of Science Degree in Physics or a Degree in which Physics is a major subject from a university recognized in Kenya.

#### **Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of senior officer. Duties and responsibilities will entail induction on various methods of sampling and physical tests for determination of parameters such as moisture, density and hardness of samples like metals, timber, textile, rubber and roads guardrails and sign posts.

## VACANCIES IN THE MINISTRY OF WATER AND IRRIGATION

### WATER SECRETARY - ONE (1) POST - V/No.189/2017

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

#### **For appointment to this grade, a candidate must:**

- (i) served for a minimum period of three (3) in the grade of Director, Water Services, Job Group 'S' or in comparable and relevant positions in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Civil Engineering: Geology, Hydrology, Environmental Science, Water and Environmental Engineering, Chemistry or Water from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Civil Engineering, Geology, Environmental Science, Water and Environmental Resources Engineering/ Management, Meteorology, Hydrology and Water Resources, Environmental Geology, Integrated Water Resources Management, Integrated Watershed Management, Chemistry, Water Resources Engineering from a university recognized in Kenya;
- (iv) be a member of a relevant professional body( where applicable);
- (v) a certificate in strategic leadership course from a recognized institution; and
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, profiles, objectives, values and ability to relate them to proper management of water services.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for all technical matters and will be the chief advisor on the issues relation to:- sewerage and sanitation, trans-boundary water resources, water infrastructure development and national water resources. Specific duties and responsibilities include:

- (i) coordinating the development and implementation of policies and strategic objectives relating to water resources and services;
- (ii) promoting public and private sector partnership in the water services management and development partners relationship;
- (iii) advising on matters relating to water resources and services;
- (iv) overseeing development, implementation and realization of the state departments' strategic plans and objectives; and
- (v) overseeing prudent utilization of departmental resources and assets management;

### **IRRIGATION SECRETARY - ONE (1) POST - V/No.190/2017**

**Basic Salary Scale: Ksh.152,060 – Ksh.302,980 p.m.**

**(Job Group 'T')**

#### **For appointment to this grade, a candidate must:**

- (i) served for cumulative period of twenty (20) years and currently serving in the grade of Deputy Director/Snr. Principal Superintending Engineer (Irrigation and Drainage), Deputy Director-Irrigation Water Management, Deputy Director/Senior Principal Superintending Engineer (Water Storage and Flood Control) or Deputy Director- Land Reclamation, Job Group 'R' and above, or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Water and Environmental Sciences, Agriculture, Horticulture Agronomy, Agricultural Economics, Agribusiness, Agricultural Resource Management, Agriculture and Engineering, Agricultural and Bio-Systems Engineering, Soil and Water Engineering, Civil Engineering or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Irrigation Water Management, Land and Water Management, Agronomy, Soil Science, Horticulture Crop Protection, Agriculture Economics, Agribusiness, agriculture Extension, agriculture Engineering, Agriculture Engineering Systems, Land and water Engineering, Environmental Engineering and Management, Water Resources Engineering, Irrigation Engineering, Water Engineering , Statistics or equivalent qualification from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution;
- (v) be a member to a relevant professional body (where applicable); and



- (vii) demonstrated managerial, administrative and professional competence as reflected in work performance and results; and
- (viii) demonstrated a thorough understanding of national goals, policies and objectives and the ability to relate them to the irrigation and water function.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Principal Secretary for formulating appropriate statutory and policy framework; and planning, organizing, directing and controlling the Irrigation Water Management Departmental activities. Specific duties and responsibilities include:

- (i) overseeing the development, review and implementation of relevant policies, strategies, guidelines, standards and regulations;
- (ii) providing advice and policy direction on matters relating to national irrigation policy and management, water storage and flood control, land reclamation, dams and dykes, management or irrigation schemes, mapping, designating and developing areas ideal for irrigation schemes;
- (iii) providing overall policy direction and spearheading the implementation of programmes and projects;
- (iv) planning, directing, coordinating, monitoring and implementing all programmes related to the irrigation function;
- (v) overseeing environmental and socio economic surveys on the viability of programmes and projects;
- (vi) collaborating with development partners to promote the irrigation water management function;
- (vii) overseeing the development and implementation of departmental strategic plan; and
- (viii) managing financial resources and ensuring their prudent utilization;

## **VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES**

### **STATE DEPARTMENT OF AGRICULTURE**

#### **CHIEF ENGINEER (AGRICULTURE)- TWO (2) POSTS - V/No.191/2017**

**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 cumulative period of eighteen (18) years, three (3) of which should be in the grade of Chief Superintending Engineer (Agriculture), Job Group ‘P’ and above, or in a comparable and relevant position in the Public Service;

- (ii) a Bachelor's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Bio- Systems Engineering or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Master's degree any of the following disciplines: Agricultural Engineering, Agricultural and Bio- Systems Engineering, Environmental and Bio- Systems Engineering, Engineering in Agric- Chain Management, Agro- Bio resource Science and Technology, Agricultural Processing Engineering, Agricultural Processing, Natural Resource Management, Agricultural Resource Management, Soil and Water Engineering, Land and Water Management, Land Use Management, Integrated Soil Fertility, Environmental Management, Environmental Planning and Management, Project Planning and Management, or a relevant and equivalent qualification from a university recognized in Kenya;
- (iv) been registered by the Engineers Registration Board of Kenya;
- (v) a certificate in strategic leadership course from a recognized institution;
- (vi) demonstrated a high degree of administrative, professional and technical competence and possess leadership qualities and initiative in matters of Agricultural Engineering; and
- (vii) a thorough understanding of national goals, policies, programmes and the ability to relate them to the Agricultural Engineering function.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Engineering Secretary for the following duties and responsibilities.

- (i) formulating, implementing and reviewing agricultural engineering policies, strategies, guidelines and programmes;
- (ii) interpretation and application of the Agricultural Act and other related statutes;
- (iii) providing guidance on all matters related to land resource management and agro-processing;
- (iv) facilitating and promoting research and technology transfer in agricultural mechanization and agro-processing; and
- (v) mobilising resources for implementation of agricultural engineering programmes.

### **DEPUTY DIRECTOR, KENYA SCHOOL OF AGRICULTURE - FIVE (5) VACANCIES V/No.192/2017**

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

**For appointment to this grade, a candidate have:**

- (i) served for a cumulative period of fifteen (15) years, three (3) of which should have been at the grade of Principal Lecturer, Job Group 'P' and above, or in a comparable and relevant position in the public service;

- (ii) a Bachelor of Science degree in any of the following disciplines: Agriculture, Crop Protection, Biotechnology, Agricultural Engineering, Biosystems Engineering, Soil and Water Engineering, Irrigation Engineering, Structures and process Engineering, Farm Power and Machinery, Environmental Science, Soil Environment and Land Use management, Farm Management, Food Management, Food Science and Technology, Agro-processing, Food, Nutrition and Dietetics, Food Science and Post-harvest Technology, Agriculture Economics and Rural Development, Agribusiness Management and Enterprise Development, Agricultural Marketing, Entrepreneurship, Agricultural Extension and Education, Horticulture (Floriculture, Hydroponics), Dry land Resource Management, Home Economics, Home Science, Home Management, Agriculture and Human Ecology Extension or any other equivalent qualification from a university recognized in Kenya;
  - (iii) a Master's of Science degree in any of the following disciplines: Crop Production, Agronomy, Crop Protection, Plant Health Science and Management, Plant Pathology, Soil Science, Seed Science and Technology, Horticulture, Plant Biotechnology, Plant Breeding, Plant Breeding and Biotechnology, Agricultural Information and Communication Management, Floriculture, Hydroponics, Dry-land Agriculture, Dry Land Agro Pastoral Systems; Dry-land Resource Management, Agricultural Management, Agricultural Engineering, Environmental Engineering, Bio- Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structures and Process Engineering, Agricultural Processing Farm Power and Machinery, Land and Environmental Management, Agriculture and Rural Development, Agro-bio Resource Science and Technology, Farm Management, Food Science and Technology, Agro Processing, Food Science and Post-harvest Technology, Agricultural Economics, Agribusiness Management, Agribusiness Management, Agricultural Marketing, Entrepreneurship, Agricultural and Applied Economics, Agricultural Extension and Education, Home Economics, Home Science, Home Management or any other equivalent qualification from a university recognized in Kenya;
  - (iv) a Training of Trainers Course lasting not less than two (2) weeks or other relevant qualification from a recognized institution;
- OR**
- a Postgraduate Diploma in Education from a recognized institution;
  - (v) a certificate in strategic leadership course from a recognized institution; and
  - (vi) shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) spearheading the formulation, interpretation and implementation of the school's academic policies and strategies;

- (ii) coordinating development, implementation, review, monitoring and evaluation of training programmes;
- (iii) collaborating with other stakeholders in the development of curricula and syllabi;
- (iv) liaising with relevant institutions and agencies on training matters;
- (v) overseeing administration of examinations, seminars, workshops and symposia;
- (vi) guiding on research and consultancy activities; and
- (vii) supervising, counseling, coaching and mentoring of staff.

**SENIOR PRINCIPAL LECTURER - TEN (10) POSTS - V/No.193/2017**

**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 for a cumulative period of fifteen (15) years, three (3) of which should have been in the grade of Chief Lecturer, Job Group ‘N’ and above, or in a comparable and relevant position in the public service;
- (ii) a Bachelor of Science degree in any of the following disciplines: Agriculture, Crop Protection, Biotechnology, Agricultural Engineering, Biosystems Engineering, Soil and Water Engineering, Irrigation Engineering, Structures and process Engineering, Farm Power and Machinery, Environmental Science, Soil Environment and Land Use management, Farm Management, Food Management, Food Science and Technology, Agro-processing, Food, Nutrition and Dietetics, Food Science and Post-harvest Technology, Agriculture Economics and Rural Development, Agribusiness Management and Enterprise Development, Agricultural Marketing, Entrepreneurship, Agricultural Extension and Education, Horticulture (Floriculture, Hydroponics), Dry land Resource Management, Home Economics, Home Science, Home Management, Agriculture and Human Ecology Extension or any other equivalent qualification from a university recognized in Kenya;
- (iii) a Master’s of Science degree in any of the following disciplines: Crop Production, Agronomy, Crop Protection, Plant Health Science and Management, Plant Pathology, Soil Science, Seed Science and Technology, Horticulture, Plant Biotechnology, Plant Breeding, Plant Breeding and Biotechnology, Agricultural Information and Communication Management, Floriculture, Hydroponics, Dry-land Agriculture, Dry Land Agro Pastoral Systems; Dry-land Resource Management, Agricultural Management, Agricultural Engineering, Environmental Engineering, Bio-Systems Engineering, Soil and Water Engineering, Irrigation Engineering, Structures and Process Engineering, Agricultural Processing Farm Power and Machinery, Land and Environmental Management, Agriculture and Rural Development, Agro-bio Resource Science and Technology, Farm Management, Food Science and Technology, Agro Processing, Food Science and

Post-harvest Technology, Agricultural Economics, Agribusiness Management, Agribusiness Management, Agricultural Marketing, Entrepreneurship, Agricultural and Applied Economics, Agricultural Extension and Education, Home Economics, Home Science, Home Management or any other equivalent qualification from a university recognized in Kenya;

- (iv) a Training of Trainers Course lasting not less than two (2) weeks or other relevant qualification from a recognized institution;

**OR**

a Postgraduate Diploma in Education from a recognized institution;

- (v) a certificate in strategic leadership course from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) preparing schemes of work, lesson plans, lesson notes, lecturing and demonstrating in the area of specialization;
- (ii) ensuring effective setting, moderation, administration and marking of examinations;
- (iii) preparing and implementing training programmes, seminars, workshops and symposia;
- (iv) generating materials for development and review of curriculum;
- (v) supervising demonstrations and practical exercises in areas of specialization;
- (vi) formulating training plans and development strategies for the institution;
- (vii) liaising with relevant institutions and agencies for effective development and implementation of training programmes; and
- (viii) liaising with local and international institutions, agencies and other stakeholders on adaptive on-farm research.

### **SENIOR PRINCIPAL SUPERINTENDING ENGINEER (AGRICULTURE) - THREE (3) POSTS - V/No.194/2017**

**Basic Salary Scale: Ksh.109, 089-144,928 p.m.**

**(Job Group R)**

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

- (i) served for a cumulative period of fifteen (15) years, three (3) of which must have been at the grade of Chief Superintending Engineer (Agriculture), Job Group 'P' and above, or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;

- (ii) a Master's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering, Engineering in Agri-Chain Management, Agro-Bioresource Science and Technology, Agricultural Processing Engineering, Agricultural Processing, Natural Resources Management, Agricultural Resource Management, Soil and Water Engineering, Land and Water Environmental Management, Environmental Planning and Management, Project Planning and Management or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) been registered by the Engineer Board of Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution; and
- (vii) demonstrated high degree of administrative capability, technical and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) developing procedures for validation of agricultural engineering technologies in accordance with set standards;
- (ii) carrying out detailed design and preparing bills of quantities of agricultural engineering works;
- (iii) verifying and validating agricultural engineering designs in accordance with set standards;
- (iv) coordinating implementation of agricultural engineering projects and programmes;
- (v) training stakeholders in agricultural engineering technologies;
- (vi) mainstreaming of climate change adaptation and mitigation in agricultural engineering technologies; and
- (vii) developing and maintaining of database on Agricultural Engineering technologies.

### **PRINCIPAL SUPERINTENDING ENGINEER (AGRICULTURE) - SEVEN (7) POSTS V/No.195/2017**

**Basic Salary: Ksh.89,748 – Ksh.120,270 p.m. (Job Group 'Q')**

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

- (i) served for cumulative period of fifteen (15) years, three (3) of which must have been at the grade of Senior Superintending Engineer (Agriculture), Job Group 'N' and above, or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering or any other relevant and equivalent qualification from a university recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Agricultural Engineering, Agricultural and Biosystems Engineering, Engineering in Agri-Chain Management,

Agro-Bio resource Science and Technology, Agricultural Processing Engineering, Agricultural Processing, Natural Resources Management, Agricultural Resource Management, Soil and Water Engineering, Land and Water Environmental Management, Environmental Planning and Management, Project Planning and Management or any other relevant and equivalent qualification from a university recognized in Kenya;

- (iv) been registered by the Engineer Board of Kenya
- (v) a certificate in strategic leadership course from a recognized institution; and
- (vi) demonstrated high degree of administrative capability, technical and professional competence as reflected in work performance and results.

### **Duties and Responsibilities**

Specific duties and responsibilities include:

- (i) carrying out detailed design and preparation of bill of quantities of agricultural engineering works;
- (ii) implementing agricultural engineering design works;
- (iii) verifying and validating agricultural engineering projects and programmes;
- (iv) training stakeholders in agricultural engineering technologies;
- (v) monitoring and evaluating of agricultural engineering works; and
- (vi) mainstreaming of climate change adaptation and mitigation in agricultural engineering technologies; and preparing administrative and technical reports.

## **STATE DEPARTMENT FOR LIVESTOCK**

### **SENIOR DEPUTY DIRECTOR, LIVESTOCK PRODUCTION - FIVE (5) POSTS V/No.196/2017**

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

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director of Livestock Production, Job Group 'R';
- (ii) a Bachelor's degree in any of the following disciplines:- Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resources Management, Livestock/ Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a university recognized in Kenya;
- (iv) a certificate in strategic leadership course from a recognized institution; and
- (vi) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies,

objectives and ability to relate them to proper management of Livestock Production services.

**NOTE:** possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

### **Duties and Responsibilities**

An officer at this level will be responsible to the Director Livestock Production for efficient management of Division. An officer at this level may be deployed in any of the following Divisions.

### **Livestock Production and Breeding services**

Specific duties and responsibilities include:

- (i) formulating and reviewing policies in animal production services;;
- (ii) coordinating the development of production and breeding policies of sheep, goats, poultry, pigs, rabbits, camels, donkeys dairy and beef cattle, camels and donkeys;
- (iii) collaborating with relevant institution involved in various aspects of livestock development;
- (iv) coordinating activities of Livestock Recording centre and animal breeding institutions;
- (v) developing and disseminating information on livestock production and breeding;
- (vi) identifying and setting research agenda in collaboration with stakeholders;
- (vii) managing livestock production information and statistics; and
- (viii) overseeing the preparation and implementation of work plans, performance appraisal systems and contracts of a Division;

### **Range Resources Management and Development Services.**

Specific duties and responsibilities include:-

- (i) formulating and reviewing and guiding implementation of policies on rangeland resources management and development;
- (ii) coordinating all technical matters relating to range management, development improvement and conservation;
- (iii) collaborating with relevant agencies in range and livestock research, wildlife activities and livestock water development; providing guidance to ranchers and pastoralists on matters relating to livestock production;
- (iv) collaborating with institution dealing with rangelands adjudication, environment, desertification, soil conservation, land use and climate change on range management and development;
- (v) formulating programmes and projects for drought and floods mitigation and recovery in rangelands;



- (vi) offering technical guidance on matters relating to extension services in the rangelands;
- (vii) developing livestock early warning system in conjunction with relevant stakeholders; and
- (viii) coordinating the implementation of the strategic objectives relating to range resources management and development as contained in the Departmental strategic plan.

### **Apiculture and Emerging Livestock Services**

Specific duties and responsibilities include: \_

- (i) formulating and reviewing policies in apiculture and emerging Livestock ; coordinating the development of apiculture and emerging Livestock;
- (ii) collaborating with relevant institutions involved in various aspects of apiculture and emerging Livestock Development;
- (iii) coordinating management of information and statistics on apiculture and emerging Livestock;
- (iv) promoting bee forage production and genetic conservation;;
- (v) coordinating the development of technical packages in apiculture and non-conservational livestock;
- (vi) collaborating with relevant institutions and stakeholders in standardization of inputs equipment and products for apiculture and emerging livestock;
- (vii) identifying and setting the research agenda in collaborating with other relevant Governmental departments and stakeholders; and
- (viii) coordinating the implementation of the strategic objectives relating to apiculture and emerging Livestock as contained in the Departmental strategic plan.

### **Agribusiness, Training, Research and Extension Services**

Specific duties and responsibilities include:

- (i) formulating and coordinating the implementation of specific agribusiness, extension services programmes/ projects and research;
- (ii) coordinating development and application of extension services;
- (iii) promoting Agribusiness and value addition of livestock, livestock products and by-products
- (iv) collaborating in the development of livestock products standards liaising with relevant research institute to enhance research and extension services linkages;
- (v) setting standards for livestock extension services delivery;
- (vi) coordinating and monitoring technology adoption and diffusion for improved livestock production and ensuring quality assurance of examinations and curricula for livestock training institutions and forging linkages with other relevant training institutions.

- (vii) coordinating the implementation of policies and strategic objectives relating to Agribusiness, Extension Services ,Training and Research; and
- (viii) overseeing the preparation and implementations of the Division performance management systems.

**DEPUTY DIRECTOR, ANIMAL HEALTH - ONE (1) POST      V/No.197/2017**

**Salary Scale: Ksh.109,089-144,928 p.m.**

**(Job Group R)**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Assistant Director, Animal Health, Job Group 'Q' or in a comparable and relevant position in the public service;
- (ii) a Bachelor's degree in any of the following disciplines: Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a university recognized in Kenya;
- (iii) a certificate in strategic leadership course from a recognized institution; and
- (iv) been registered by the Kenya Veterinary Board; and
- (v) shown merit and outstanding administrative capability and professional competence required in managing Animal health services.

**NOTE:** possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

### **Duties and Responsibilities**

Specific duties and responsibilities include:-

- (i) preparing project proposal for resource mobilization in animal health;
- (ii) preparing and implementing work plans and budgets;
- (iii) preparing technical reports and managing animal health information and dissemination to stakeholders;
- (iv) planning and coordinating implementation of projects and programmes in Animal Health and Welfare;
- (v) participating in formulation and review of animal health policies, strategies and laws;
- (vi) coordinating management of Veterinary Farms, quarantine stations and sentinel herds; and
- (vii) planning monitoring and evaluation of Animal Health programs.

**SENIOR ASSISTANT DIRECTOR, ANIMAL HEALTH - FOUR (4) POSTS  
V/No.198/2017**

**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 for a minimum period of three (3) years in the grade of Assistant Director, Animal Health, Job Group 'P' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelor's degree in any of the following disciplines: Animal Health Management; Animal Production, Animal Production and Health Management, Environmental Health Sciences, Livestock Economics or Health Extension from a university recognized in Kenya;
- (iii) a certificate in strategic leadership course from a recognized institution; and
- (iv) be registered by the Kenya Veterinary Board; and
- (v) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals policies objectives and ability to relate them to proper management of veterinary services

**NOTE:** possession of a relevant Master's degree from a university recognized in Kenya will be considered an added advantage.

**Duties and Responsibilities**

Specific duties and responsibilities include:-

- (i) implementing and reviewing zoological policies, strategies and programmes;
- (ii) guiding teams in eradication of animal and human trypanosomiasis and vectors;
- (iii) investigating and controlling of pests of honey bees, vectors of Rift Valley Fever, Myiasis, Leishmaniasis in livestock and other emerging and re-emerging pests;
- (iv) undertaking efficacy and potency trials of insecticides, attractants and new technologies for vector control in liaison with relevant stakeholders; mobilizing community to create awareness on adoption of insect pest eradication technologies and sustainable utilization of tsetse freed lands;
- (v) maintaining of vector bio geographical information data base;
- (vi) undertaking research in liaison with research institutions on insects pests and profiling of vector borne arbovirous;
- (vii) Ensuring the preservation and storage of zoological specimens; and
- (viii) coordinating surveillance and control of tsetse and non-tsetse transmitted Trypanosomiasis;

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