



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service"*

### Our Mission

*"To reform and transform the public service for efficient and effective service delivery"*

## ADVERTISEMENT - VACANT POSITIONS IN THE PUBLIC SERVICE

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

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal: [www.psckjobs.go.ke](http://www.psckjobs.go.ke)

### Please Note:

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

Applications should reach the Commission **on or before 21<sup>st</sup> November, 2023** latest **5.00 pm (East African Time)**

# VACANCIES IN THE MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION

## STATE DEPARTMENT FOR INTERNAL SECURITY AND NATIONAL ADMINISTRATION

### GOVERNMENT CHEMIST - ONE (1) POST - V/NO. 215/2023

<b>Basic Salary Scale:</b>	<b>Ksh.180,160 p.m - Ksh.335,450 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh.80,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh.24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>As existing in the Civil Service</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of eighteen (18) years, three (3) of which should be in the grade of Deputy Government Chemist, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor of Science Degree in any of the following disciplines:- Chemistry, Food Science and Technology, Forensic Science, Biochemistry, Environmental Science or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields:- Chemistry, Water Quality Management, Water and Environmental Resources, Environmental Science, Environmental Management and Planning, Food Science and Technology, Biotechnology, Forensic Science or equivalent qualifications from a university recognized in Kenya;
- (iv) demonstrated managerial and high degree of professional competence in work performance; and
- (v) exhibited a thorough understanding of the national goals, policies objectives and programmes and ability to relate them to the provision of quantitative and qualitative analytical laboratory services and water quality and pollution control services.

#### Duties and Responsibilities

The Government Chemist will be the head of the Government Chemist Department or deployed as head of a department in other ministries, and will be responsible to the Principal Secretary for efficient organization, management and administration of all the technical services. Specific duties and responsibilities at this level will include:

- (i) formulating and implementing policies, programmes and strategies in the directorate;
- (ii) liaising with other stakeholders for effective formulation, planning, co-ordination and implementation of quantitative and qualitative analytical services and water quality and pollution control services;
- (iii) provision of quantitative and qualitative analytical laboratory services and water quality and pollution control services;
- (iv) overseeing the implementation of the Chemical Weapons Convention (CWC);
- (v) coordinating, supervising, monitoring and evaluating all the departmental quantitative and qualitative analytical and forensic laboratory services;

- (vi) being responsible for implementing the departments strategic plans and objectives;
- (vii) preparing and implementing the departments performance contract;
- (viii) overseeing the financial and asset management issues;
- (ix) instituting operational accountability and transparency;
- (x) securing and managing financial support for development plans; and
- (xi) coordinating the management, training and development of staff.

**CLERICAL OFFICER II - NINE HUNDRED (900) POSTS - V/NO. 216/2023**

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

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

**Duties and Responsibilities**

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

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

**NOTE: Successful candidates will be posted to any of the following work stations: the Ministry Headquarters, the Regional Headquarters, the Counties or Sub-Counties.**

**SENIOR SUPPORT STAFF - EIGHT HUNDRED (800) POSTS - V/NO. 217/2023**

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

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

**Duties and responsibilities**

Specific duties and responsibilities at this level will include:-

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

**NOTE: Successful candidates will be posted to any of the following work stations: the Ministry Headquarters, the Regional Headquarters, the Counties or Sub-Counties.**

**VACANCIES IN THE MINISTRY OF PUBLIC SERVICE, GENDER AND AFFIRMATIVE ACTION**

**STATE DEPARTMENT FOR GENDER AND AFFIRMATIVE ACTION**

**ASSISTANT DIRECTOR, GENDER - ONE (1) POST - V/NO. 218/2023**

**Basic Salary Scale: Ksh.90,200 p.m-Ksh.124,630 p.m. (CSG 7)**  
**House Allowance: Ksh.18, 066p.m.-Ksh.45,000p.m (Depending on duty station)**  
**Commuter Allowance: Ksh.12,000 p.m.**  
**Leave Allowance: As provided in the Civil Service**  
**Annual Leave: 30 working days**  
**Medical Cover: As provided by the Government**  
**Terms of Service: Permanent and Pensionable**

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

- (i) served for a minimum period of three (3) years in the grade of Principal Gender Officer CSG '8' or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- (iii) certificate in either Gender Studies or Gender and Development, or any other relevant course lasting not less than four (4) weeks or four (4) weeks in aggregate from a recognized institution; and
- (iv) demonstrated outstanding professional competence in gender work as reflected in work performance and results.

**Duties and responsibilities:**

Specific duties and responsibilities at this level will include:-

- (i) implementing Gender Policies, projects and programmes;
- (ii) facilitating gender mainstreaming activities in Ministries, State Departments, Counties and Agencies;
- (iii) promoting Gender Social-Economic Empowerment;

- (iv) undertaking sensitization/awareness creation on Gender Programmes and Projects;
- (v) undertaking research on gender issues, including baseline survey on Female Genital Mutilation and Gender-Based Violence;
- (vi) coordinating collection and development of gender disaggregated data and management information systems;
- (vii) monitoring gender mainstreaming, Socio-Economic Empowerment and Anti-Female Genital Mutilation and Sexual and Gender Based Violence projects and programmes;
- (viii) establishing the level of compliance with the 2/3 gender principle in the Ministries/Departments, Counties and Agencies;
- (ix) providing in-put on Gender Mainstreaming in Medium Term Expenditure Framework Budget;
- (x) monitoring prevalence of Female Genital Mutation and Sexual and Gender Based Violence;
- (xi) guiding and facilitating formation of community level structure and Female Genital Mutilation and Gender Based Violence groups;
- (xii) maintaining a complaints and grievance mechanism on gender related matters at the counties; and
- (xiii) preparing Monthly, Quarterly, Bi-Annual and Annual Reports on Gender Programmes and Projects.

## VACANCIES IN THE MINISTRY OF ROADS AND TRANSPORT

### STATE DEPARTMENT FOR TRANSPORT

#### **DIRECTOR, ROAD AND RAIL TRANSPORT SERVICES -ONE (1) POST- V/NO. 219/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.143,640 p.m- Kshs.262,420 p.m</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs.49, 206 p.m. - Ksh.60,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Kshs.20, 000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent/Local Agreement</b>	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have be in the grade of Assistant Director, Road and Railway Transport Services, CSG 7 and above or in a comparable and relevant position in the wider Public Service or in the Private Sector;
- (ii) a Bachelors Degree in any of the following disciplines; Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics/Statistics, Sociology, Public Administration, Anthropology, Urban Planning, Transport Economics or equivalent qualifications from a university recognized in Kenya;

- (iii) a Masters Degree in any of the following disciplines: Transport Policy and Planning, Urban Transport, Civil Engineering, Mechanical Engineering, Architecture, Business Administration, Economics, Statistics, Sociology, Public Administration, Anthropology, Urban Development, Transport Economics, or equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated general administrative ability required for direction, control and implementation of Road and Railway Transport programs and projects;
- (v) demonstrated a thorough understanding of national goals, policies objectives and ability to relate them to road and Railway Transport function.

**Duties and responsibilities:**

Duties and responsibilities at this level will include:-

- (i) formulating, implementing, interpreting and reviewing Road and Railway transport policy, regulations, standards, guidelines and procedures;
- (ii) liaising with relevant agencies in the modernization of road and railway system in the country including non-motorized facilities in road designs;
- (iii) promoting mass transit system through development of Bus Rapid Transit and light rail urban areas;
- (iv) ensuring efficient and streamlined public transport system in the country;
- (v) maintaining and keeping safe custody of Road and Railway transport services data base including Road Accident Statistics for policy decisions;
- (vi) providing technical advice on Road and Railway Transport services in the country;
- (vii) promoting the development of Road side stations along major highways in the country;
- (viii) promoting safe, reliable and clean Road and Railway transport system;
- (ix) liaising with National Transport and Safety Authority, Nairobi Metropolitan Transport Authority, Northern Corridor Transit Transport Coordination Authority and other stakeholders to address road transport and safety matters, including traffic congestion, pollution and pedestrian safety in urban areas;
- (x) ensuring adherence to professional standards and quality control in major road and railway services in conjunction with the relevant agencies;
- (xi) overseeing research on Road and Railway Transport matters; and
- (xii) promoting innovation and modern technology in the provision of roads and Railway Transport services;
- (xiii) developing, implementing and realizing the strategic plans and objectives;
- (xiv) overseeing the implementation of the Division's performance contracts and appraisal systems;
- (xv) overseeing planning and management of the finances and assets of the division;
- (xvi) ensuring good governance in the division; and
- (xvii) overall supervision and capacity building of the division.

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

**STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING**

**LAND VALUER - FIFTY EIGHT (58) POSTS - V/NO. 220/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.39,700 – Ksh.52,960 p.m. (CSG 10)</b>
<b>House Allowance:</b>	<b>Ksh.8,133 – Ksh.16,500 p.m. (Depending on duty station)</b>
<b>Commuter Allowance:</b>	<b>Ksh.5,000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days per financial year</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>

**For appointment to this grade, a candidate must have a Bachelors Degree in any of the following disciplines: Land Economics, Real Estate and Property Studies or its equivalent qualification from a university recognized in Kenya.**

### **Duties and Responsibilities**

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

- (i) collecting data for the National Land Value Index;
- (ii) collecting and analyzing market data for Valuation purposes;
- (iii) appointing rents following subdivisions, change of users and lease extension;
- (iv) undertaking stamp duty valuation;
- (v) inspecting land and properties for rating, purchase, sale and leasing purposes;
- (vi) making searches on titles in land registries for various valuation purposes;
- (vii) calculating areas from building plans and maps;
- (viii) measuring buildings in the field for valuation;
- (ix) preparing plans and lists of plot owners and areas affected by land acquisition projects; and
- (x) filing stamp duty valuation reports.

## **VACANCY IN THE MINISTRY OF INVESTMENT, TRADE AND INDUSTRY**

### **STATE DEPARTMENT FOR TRADE**

#### **DIRECTOR, INTERNAL TRADE – ONE (I) POST – V/NO 221/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.143,640 p.m- Kshs.262,420 p.m</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs.49, 206 p.m. – Ksh.60,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Kshs.20, 000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent /Local Agreement</b>	

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

- (i) served for a minimum period of twelve (12) years, one (1) of which should be in the grade of Assistant Director, Internal Trade, CSG '7' and above or in a comparable and relevant position in the wider Public Service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics,

- International Trade/Business/Business Relations or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Business & Information Technology, Entrepreneurship, Trade Law, Economics or International Trade, Business/Relations or equivalent from a university recognized in Kenya;
  - (iv) demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development programmes and 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 policies;
- (ii) assessing the impact of regional and multi-lateral trade policies on trade and investment on the business environment;
- (iii) analyzing trade policy and the impact of regulatory instruments on the business environment;
- (iv) overseeing trade and investment promotion activities through trade fairs and exhibitions;
- (v) facilitating the growth, development and graduation of Micro, Small and Medium Enterprises (MSMEs);
- (vi) directing policies strategies and programmes on e-commerce and overseeing the establishment of business information and solution centers;
- (vii) coordinating activities of public private sector partnership for trade development
- (viii) overseeing formulation of value chain to increase efficiency by promoting the development of wholesome hubs, wholesome markets and tier I retail markets and the management of joint Loan Board (JLB) Scheme;
- (ix) coordinating research and markets intelligence for domestic trade development;
- (x) oversizing training and extension services and providing consultancy services on internal trade issues; and
- (xi) Overseeing human resource, financial and asset management issues of the department and Institution operational accountability.

**VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY (EAC) THE ASALS AND REGIONAL DEVELOPMENT**

**STATE DEPARTMENT FOR THE ASALS AND REGIONAL DEVELOPMENT**

**DIRECTOR, REGIONAL DEVELOPMENT - ONE (1) POST - V/NO. 222/2023**

**Basic Salary Scale: Ksh.143,640 p.m- Kshs.262,420 p.m (CSG 5)**  
**House Allowance: Kshs.49, 206 p.m. - Ksh.60,000 p.m**

<b>Commuter Allowance:</b>	<b>Kshs.20, 000 p.m.</b>
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent /Local Agreement</b>

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

- (i) served for a minimum period of two (2) years in the grade of Deputy Director, Regional Development, CSG '6', or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Natural Resource Management, Agriculture, Agricultural Economics, Hydrology, Environmental Sciences, Environmental Economics, Geology, Civil Engineering, Agricultural Engineering, Water Resources, Commerce, Animal Health, Animal Production, Range Management, Geomatic Engineering and Geospatial Information Systems, or equivalent qualifications from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Natural Resources Management, Agriculture, Hydrology, Environmental Science, Geology, Civil Engineering, Agricultural Engineering, Water Resources, Commerce, Animal Health, Animal Production, Range Management, Geomatic Engineering and Geospatial Information Systems or its equivalent qualifications from a university recognized in Kenya;
- (iv) demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to high proper management of planning and development functions in regional development authorities.

**Duties and responsibilities:**

Specific duties and responsibilities at this level will include:-

- (i) overseeing development, implementation and review of planning policies, strategies, resource utilization charters and guidelines of Regional Development Agencies' programmes and projects;
- (ii) overseeing implementation of recommendations and findings emanating from reports of feasibility studies, research, monitoring and evaluation of programmes, projects and investments in the Agencies;
- (iii) overseeing resource mobilization and allocation for implementation of projects, programmes and investments in Regional Development Agencies;
- (iv) spearheading collaborations with government ministries, departments, agencies, counties and stakeholders on matters relating to national, regional and international protocols, agreements, conventions and meetings;
- (v) coordinating dissemination of information on economic and investment opportunities in regional development agencies;
- (vi) ensuring compliance of standards in the implementation of multipurpose dams and other integrated regional development projects and programs;
- (vii) overseeing implementation of policies on management of assets and liabilities in regional development agencies;
- (viii) providing guidance to regional development agencies on engagement of viable public private partnerships;

- (ix) ensuring provision of support in capacity building for the regional development agencies technical staff;
- (x) presentations on topical issues relating to Regional Development Agencies in national, regional and international conferences, meetings, conventions, for a symposia;
- (xi) overseeing the preparation and implementation of work plans and performance contracts in the Directorate;
- (xii) ensuring accountability and prudent management of resources in the directorate;
- (xiii) instituting operational accountability and teambuilding;
- (xiv) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; and
- (xv) supervising, managing and developing staff within the Directorate.

## VACANCIES IN THE MINISTRY OF TOURISM, WILDLIFE AND HERITAGE

### STATE DEPARTMENT FOR TOURISM

#### **ASSISTANT DIRECTOR, TOURISM RESEARCH, POLICY & INNOVATION - TWO (2) POSTS - V/NO. 223/2023**

<b>Basic Salary Scale:</b>	Ksh.90,200 p.m-Ksh.124,630 p.m.	(CSG 7)
<b>House Allowance:</b>	Ksh 18, 066p.m.-Ksh 45,000p.m (Depending on duty station)	
<b>Commuter Allowance:</b>	Ksh.12,000 p.m.	
<b>Leave Allowance:</b>	As provided in the Civil Service	
<b>Annual Leave:</b>	30 working days	
<b>Medical Cover:</b>	As provided by the Government	
<b>Terms of Service:</b>	Permanent and Pensionable	

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

- (i) served for a minimum period of eight (8) years, two (2) of which should be in the grade of Senior Tourism Research, Policy and Innovation Officer, CSG 9 and above, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel, Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option) Economics, Statistics or International Relations from a university recognized in Kenya;
- (iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities:**

Specific duties and responsibilities at this level will include:-

- (i) developing, reviewing programs for implementation of national tourism policies, standards, norms, regulations and guidelines;
- (ii) supporting the implementation of national tourism legislation, plans and strategies;
- (iii) collaborating sectoral implementation of the National Tourism Blueprint (NTB 2030) and Kenya's vision 2030 programmes and projects;
- (iv) coordinating the setting of national goals, targets and indicators for sustainable tourism development;
- (v) supporting in the development and implementation of a five-year tourism strategy;
- (vi) monitoring and evaluating on the effectiveness of the implementation of the national tourism policies plans, codes, strategies and Tourism Act by the various actors;
- (vii) undertaking transfer of technologies for competitive development of tourism products and services;
- (viii) supporting and inspiring tourism product innovation and change;
- (ix) supporting the development of relevant human capital for the Tourism Sector;
- (x) undertaking the development and implementation of knowledge management strategies and projects;
- (xi) providing input in the development of an implementation framework and criteria for vetting expatriates working in the tourism sector;
- (xii) liaising with stakeholders in the development, proposing and overseeing incentives in the tourism sector including policy, fiscal, tax, administrative;
- (xiii) developing and monitoring implementation of tourism codes of practice;
- (xiv) establishing and maintaining a tourism database to harness information of all tourism establishments and industry actors; and
- (xv) conducting relevant research for development and promotion of tourism.

**ASSISTANT DIRECTOR, TOURISM DEVELOPMENT AND PROMOTION - TWO (2) POSTS - V/NO. 224/2023**

**Basic Salary Scale:** Ksh.90,200 p.m.-Ksh.124,630 p.m. (CSG 7)  
**House Allowance:** Ksh.18, 066p.m.-Ksh 45,000p.m (Depending on duty station)  
**Commuter Allowance:** Ksh.12,000 p.m.  
**Leave Allowance:** As provided in the Civil Service  
**Annual Leave:** 30 working days  
**Medical Cover:** As provided by the Government  
**Terms of Service:** Permanent and Pensionable

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

- (i) served for a minimum period of eight (8) years, Two(2) of which should be in the grade of Senior Tourism Development and Promotion Officer, CSG 9 and above, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option) or International Relations from a university recognized in Kenya;

- (iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities:**

Duties and responsibilities at this level will include:-

- (i) coordinating promotion of Kenya as a premier tourist destination;
- (ii) supporting in development and implementation of tourism partnership promotions;
- (iii) organizing tourism safety and security in collaboration with other key enforcement agencies;
- (iv) establishing strategic sectoral linkages in liaison with stakeholders;
- (v) coordinating organization of Kenya's regional tourism engagements (EAC, COMESA, NEPAD, IGAD etc), Meetings, Incentives, Conventions/Conferences and Exhibitions (MICE) destination;
- (vi) coordinating and participating in the international and local tourism negotiations;
- (vii) participating in promoting relations with the United Nations World Tourism Organization;
- (viii) supporting development and implementation of tourism related statutes, protocols, treaties and conventions;
- (ix) tracking the monitoring of the implementation of business tourism strategy;
- (x) providing input in implementation of the Memorandums of Understanding (MOU's) and agreements of corporations with other countries on tourism;
- (xi) tracking compliance in the implementation of UNWTO agreements, protocols, treaties and conventions;
- (xii) coordinating preparation and updating of Kenya tourism product directory;
- (xiii) undertaking sensitization and creation of awareness on tourism products development for stakeholder's uptake;
- (xiv) organizing sectoral implementation of the Kenya Vision 2030 programmes and projects related to tourism;
- (xv) supervising maintenance of up to date database of investors, collaborators, partners and other relevant stakeholders; and
- (xvi) monitoring and evaluation on the implementation of tourism development and promotion policies, frameworks and strategies.

**ASSISTANT DIRECTOR, TOURISM INVESTMENT AND FINANCE - ONE (1)  
POST - V/NO. 225/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.90,200 p.m-Ksh.124,630 p.m.</b>	<b>(CSG 7)</b>
<b>House Allowance:</b>	<b>Ksh.18, 066p.m.-Ksh 45,000p.m (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh 12,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

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

- (i) served for a minimum period of eight (8) years, Two(2) of which should be in the grade of Senior Tourism Investment and Finance Officer, CSG 9 and above, or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Tourism, Tourism Management, Tourism and Hospitality Management, Eco-tourism, Hotel and Institutional Management and Information Technology, Environmental Studies, Monitoring and Evaluation, Travel, Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Business Administration, Commerce (Marketing Option, Accounting Option), Economics, Statistics or International Relations from a university recognized in Kenya;
- (iii) demonstrated professional competence as reflected in work performance and results.

**Duties and Responsibilities:**

Specific duties and responsibilities at this level include:-

- (i) carrying out the interpretation and implementation of tourism policies on investments and finance;
- (ii) coordinating the process of profiling investment opportunities in the tourism sector;
- (iii) organizing stakeholder’s consultations on tourism investment and finance;
- (iv) coordinating development and review of frameworks for tourism partnerships and entrepreneurship;
- (v) coordinating the implementation of tourism incentives and disincentives schemes;
- (vi) coordinating the formulation, review and implementation of special financing schemes for the tourism sector;
- (vii) coordinating capacity building through offering business and investment advisory services for tourism development;
- (viii) coordinating the promotion of programmes funded under Tourism Funds and other development partners;
- (ix) supervising the establishment and maintenance of database on tourism investments;
- (x) monitoring and evaluation on the effectiveness of the implementation of tourism investment and finance policies, plans and strategies.

**VACANCY IN THE MINISTRY OF LABOUR AND SOCIAL PROTECTION**

**STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS**

**CHILDREN OFFICER II- FIFTY (50) POSTS - V/NO. 226/2023**

<b>Basic Salary Scale:</b>	<b>Ksh 32,700 p.m - Ksh 42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh 5,000p.m.- Ksh10,000 p.m (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have a Bachelors Degree in any of the following disciplines: Sociology, Child Psychology, Social Work, Community Development, Criminology, Guidance and Counselling, Social Development or Social Studies from a university recognized in Kenya.**

**Duties and Responsibilities:**

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

- (i) rescuing children from hostile environment;
- (ii) preparing and generating children welfare related reports;
- (iii) creating awareness and advocacy on Children Services;
- (iv) visiting homes to conduct interviews and compile reports for presentation to courts of law;
- (v) identifying and committing Children to safe places;
- (vi) receiving and recording complaints and any other reports regarding violation of children rights; and
- (vii) collecting data on children welfare matters.

**SOCIAL DEVELOPMENT OFFICER II - THIRTY (30) POSTS - V/NO. 227/2023**

<b>Basic Salary Scale:</b>	<b>Ksh 32,700 p.m - Ksh 42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh 5,000p.m.- Ksh.10,000 p.m (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh 4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have a Bachelors Degree in any of the following disciplines: Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/Management, Disability Studies, Counseling, Gender Studies, Gender and Development, Business Administration/Management from a university recognized in Kenya.**

**Duties and responsibilities:**

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

- (i) working with communities to identify and mobilize local resources for the implementation of development projects;
- (ii) guiding communities develop Community Action Plans (CAPs);
- (iii) liaising with local communities and other development agencies in implementing community development programmes;
- (iv) identifying self-help groups and community-based organization for registration;
- (v) collecting sex and disability disaggregated data for all social development programmes;
- (vi) collecting social development related data for planning;

- (vii) guiding communities and self-help groups to identify their social economic needs;
- (viii) mobilizing communities to implement their development projects; and
- (ix) mainstreaming disability in programmes and projects.

**ASSISTANT SOCIAL DEVELOPMENT OFFICER III - TWENTY (20) POSTS - V/NO. 228/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.26,900 p.m – Ksh.35,380 p.m.</b>	<b>(CSG 12)</b>
<b>House Allowance:</b>	<b>Ksh.3,850 p.m.- Ksh.6,750 p.m(Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have** a Diploma in any of the following disciplines:- Social Work, Community Development, Project Development/Management, Youth Work/Development, Entrepreneurship, Business Administration/Management, Counseling, Gender Studies or equivalent qualification from a recognized institution in Kenya.

**Duties and responsibilities:**

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

- (i) working with local communities and self-help groups to identify their social economic needs;
- (ii) mobilizing communities for the implementation of social economic development programmes and projects;
- (iii) registering persons with disabilities, poor and vulnerable individuals for social protection programmes;
- (iv) collecting data on accessibilities on opportunities for men and women; and
- (v) training communities and groups on livelihood projects.

**VACANCIES IN THE MINISTRY OF FOREIGN AND DIASPORA AFFAIRS**

**STATE DEPARTMENT FOR DIASPORA AFFAIRS**

**DIRECTOR, FOREIGN SERVICE - SEVEN (7) POSTS V/NO. 229/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.143,640 p.m- Kshs.262,420 p.m</b>	<b>(CSG 5)</b>
<b>House Allowance:</b>	<b>Kshs.49, 206 p.m. – Ksh.60,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Kshs.20, 000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent /Local Agreement</b>	

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

- (i) served for a minimum period of three (3) year in the grade of Deputy Director Foreign Service on CSG '6' or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors degree in any of the following discipline: International Relations, Law, Public Administration, Public Communication, Business Administration, Security Studies, Conflict Management, Human Resource Management and Development, Counselling Psychology, Economics, Finance and Banking, Marketing, Labour Relations, Trade, Project Management, or equivalent qualification from a university recognized in Kenya;
- (iii) Masters Degree in any of the following Disciplines: International Relations, Law, Public Administration, Public Communication, Business Administration, Security Studies, Conflict Management, Human Resource Management & Development, Economics, Finance and Banking, Marketing, Labour Relations, Trade, Project Management, or equivalent qualification from a university recognized in Kenya;
- (iv) demonstrated outstanding professional competence, effective leadership and managerial administrative skills;
- (v) possess effective negotiation, analytical and communication skills; and
- (vi) a clear understanding of Kenya's Foreign Policy, Diaspora Policy and other key national policies, objectives and strategies.

**Note:** having served in the Ministry of Foreign Affairs/ lived and worked in Diaspora will be considered as an added advantage.

**Duties and Responsibilities:**

An officer at this level will be responsible to the Ambassador/ Secretary, Foreign Services. Specific duties and responsibilities include:

- (i) championing the protection of Kenya's Diaspora Rights and Welfare;
- (ii) formulating, analyzing, interpreting and reviewing Kenya's Diaspora Policies;
- (iii) promoting continuous dialogue with Kenyans in diaspora;
- (iv) developing and maintaining an integrated database of Kenyans in diaspora for decision making and service delivery;
- (v) developing an incentive framework for diaspora remittances and enterprise development;
- (vi) coordinating with relevant stakeholders on diaspora matters and provision of incentives for savings, investments and entrepreneurship for the Kenyan Diaspora;
- (vii) facilitating employment of Kenyan nationals abroad and technology and skills transfer of the Kenyan Diaspora into the local economy;
- (viii) facilitating the evacuation/ repatriation and support of Kenyans in distress abroad;
- (ix) mainstreaming the Kenyan Diaspora into National Development; and
- (x) coordinating the implementation of reports on Diaspora policy matters.

**DEPUTY DIRECTOR, FOREIGN SERVICE - EIGHT (8) POSTS V/NO. 230/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.102,860 p.m - Kshs.172,350 p.m</b>	<b>(CSG 6)</b>
<b>House Allowance:</b>	<b>Kshs.21,508 p.m. - Ksh.50,000 p.m</b>	
<b>Commuter Allowance:</b>	<b>Kshs.16, 000 p.m.</b>	

<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>
<b>Annual Leave:</b>	<b>30 working days</b>
<b>Medical Cover:</b>	<b>As provided by the Government</b>
<b>Terms of Service:</b>	<b>Permanent/Local Agreement</b>

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director Foreign Service on CSG '7' or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following discipline: International Relations, Law, Public Administration, Public Communication, Business Administration, Security Studies, Conflict Management, Human Resource Management and Development, Counselling Psychology, Economics, Finance and Banking, Marketing, Labour Relations, Trade, Project Management, or equivalent qualification from a university recognized in Kenya;
- (iii) demonstrated outstanding professional competence, effective leadership and managerial/ administrative skills;
- (iv) be visionary, a team player, result oriented, innovative and committed to continuous learning;
- (v) possess effective negotiation, analytical and communication skills; and
- (vi) have a clear understanding of Kenya's Foreign Policy, Diaspora Policy and other key national policies, objectives and strategies.

**Note:** Having served in the Ministry of Foreign Affairs/ lived and worked in Diaspora will be considered as an added advantage.

**Duties and Responsibilities:**

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

- (i) championing the protection of Kenya's Diaspora Rights and Welfare;
- (ii) formulating, analyzing, interpreting and reviewing Kenya's Diaspora Policies;
- (iii) promoting continuous dialogue with Kenyans in Diaspora;
- (iv) developing and maintaining an integrated database of Kenyans in Diaspora for decision making and service delivery;
- (v) developing and maintaining an integrated database of Kenyans in Diaspora for decision making and service delivery;
- (vi) coordinating with relevant stakeholders on Diaspora matters;
- (vii) provision of incentives for savings, investments and entrepreneurship for the Kenyan Diaspora;
- (viii) facilitating employment of Kenyan nationals abroad;
- (ix) technology and skills transfer of the Kenyan Diaspora into the local economy;
- (x) facilitating the evacuation/ repatriation and support of Kenyans in distress abroad;
- (xi) mainstreaming the Kenyan Diaspora into National Development; and
- (xii) coordinating the implementation of reports on diaspora policy matters.

**ASSISTANT DIRECTOR, FOREIGN SERVICE - ELEVEN (11) POSTS V/NO. 231/2023.**

**Basic Salary Scale: Ksh.90,200 p.m-Ksh.124,630 p.m. (CSG 7)**

**House Allowance:** Ksh.18, 066p.m.-Ksh.45,000p.m (Depending on duty station)  
**Commuter Allowance:** Ksh.12,000 p.m.  
**Leave Allowance:** As provided in the Civil Service  
**Annual Leave:** 30 working days  
**Medical Cover:** As provided by the Government  
**Terms of Service:** Permanent and Pensionable

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

- (i) served for a minimum period of three (3) years in the grade of Senior Foreign Service Officer on CSG '8' or in a comparable and relevant position in the wider Public Service;
- (ii) a Bachelors degree in any of the following disciplines: International Relations, Law, Public Administration, Public Communication, Business Administration, Security Studies, Conflict Management, Human Resource Management and Development, Counselling Psychology, Economics, Finance and Banking, Marketing, Labour Relations, Trade, Project Management from a university recognized in Kenya;
- (iii) demonstrated outstanding professional competence, effective leadership and managerial/ administrative skills;
- (iv) be visionary, a team player, result oriented, innovative and committed to continuous learning;
- (v) possess effective negotiation, analytical and communication skills; and
- (vi) clear understanding of Kenya's Foreign Policy, Diaspora Policy and other key national policies, objectives and strategies.

**Note:** having served in the Ministry of Foreign Affairs/ lived and worked in the Diaspora will be considered as an added advantage.

#### **Duties and Responsibilities:**

An officer at this level will be responsible to the Head of Division. Specific duties and responsibilities include: -

- (i) promoting continuous dialogue with Kenyans in Diaspora;
- (ii) developing and maintaining an integrated database of Kenyans in Diaspora for decision making and service delivery;
- (iii) coordinating the implementation of reports on Diaspora policy matters;
- (iv) facilitating employment of Kenya nationals abroad;
- (v) networking with relevant stakeholders on Diaspora matters and provision of incentives for savings, investments and entrepreneurship for the Kenyan Diaspora;
- (vi) facilitating the integration of Kenyan Diaspora into National Development;
- (vii) championing the protection of Kenya's Diaspora Rights and Welfare; and
- (viii) facilitating the evacuation of Kenyans in distress abroad.

**VACANCIES IN THE MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS**

**STATE DEPARTMENT FOR SHIPPING AND MARITIME**

**SHIPPING AND MARITIME OFFICER II- EIGHT (8) POSTS - V/NO. 232/2023**

<b>Basic Salary Scale:</b>	<b>Ksh.32,700 p.m – Ksh.42,690 p.m.</b>	<b>(CSG 11)</b>
<b>House Allowance:</b>	<b>Ksh.5,000p.m.- Ksh.10,000 p.m (Depending on duty station)</b>	
<b>Commuter Allowance:</b>	<b>Ksh.4,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days</b>	
<b>Medical Cover:</b>	<b>As provided by the Government</b>	
<b>Terms of Service:</b>	<b>Permanent and Pensionable</b>	

**For appointment to this grade, a candidate must have a Bachelors Degree in any of the following disciplines: Marine Engineering or Economics from a university recognized in Kenya.**

**Duties and Responsibilities:**

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

- (i) collecting, collating and compiling data on shipping and maritime;
- (ii) drafting briefs and reports on shipping and maritime matters; and
- (iii) preparing preliminary working documents for sensitization of stakeholders on safety security and prevention of pollution of marine environment by ships.

**SECRETARY/CEO  
PUBLIC SERVICE COMMISSION**