



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”

VACANT POSITIONS IN THE PUBLIC SERVICE

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

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
107/2021	Devolution Officer II	Devolution	CSG 11	15
108/2021	Secretary, Fisheries and Blue Economy	State Department for Fisheries, Aquaculture and Blue Economy	CSG 4	1
109/2021	Deputy Director, Fisheries and Blue Economy		CSG 6	7
110/2021	Assistant Director Fisheries and Blue Economy		CSG 7	27
111/2021	Fisheries and Blue Economy Officer		CSG 10	5
112/2021	Secretary, National Building Inspectorate	State Department for Public Works	CSG 4	1
113/2021	Chief Architect		CSG 4	1
115/2021	Chief Engineer Mechanical (BS)		CSG 5	1
116/2021	Director Shipping and Maritime	State Department for Shipping and Maritime	CSG 5	1
117/2021	Director Tourism	Tourism and Wildlife	CSG 5	2
118/2021	Deputy Director Tourism		CSG 6	4
119/2021	Assistant Director Tourism		CSG 7	4
120/2021	Tourism Officer II		CSG 11	12
121/2021	Deputy Director Northern Corridor Development- Energy and Infrastructure	State Department of Regional and Northern Corridor Development	CSG 6	1
122/2021	Assistant Director, Northern Corridor Development- Energy and Infrastructure		CSG 7	2
123/2021	Deputy Director Programmes, Northern Corridor Development- Project and Liaison		CSG 6	1

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES	
124/2021	Assistant Director, Programmes Northern Corridor Development-Project and Liaison		CSG 7	2	
125/2021	Deputy Director Regional Development-Integrated Projects and Programmes		CSG 6	1	
126/2021	Assistant Director, Regional Development- Integrated Projects and Programmes		CSG 7	1	
127/2021	Assistant Director, Regional Development – Planning and Development		CSG 7	2	
128/2021	Programme Officer II		CSG 11	1	
129/2021	Regional Development Officer II		CSG 11	1	
130/2021	Director, Regional Economic Integration		State Department for East African Community	CSG 5	1
131/2021	Assistant Director, Regional Economic Integration		CSG 7	5	
132/2021	Director, Business Reforms		CSG 5	1	
133/2021	Deputy Director, Business Reforms	CSG 6	1		
134/2021	Assistant Director, Business Reforms	CSG 7	1		
135/2021	Business Reform Officer II	CSG 11	3		
136/2021	Deputy Director - Regulatory Communication and Field Services	CSG 6	2		
137/2021	Regulatory, Communications and Field Services Officer II	CSG 11	5		
138/2021	Deputy Director Regional Productive and Services	CSG 6	1		
139/2021	Assistant Director, Regional Productive and Services	CSG 7	4		
140/2021	Deputy Director Regional Political Integration	CSG 6	1		
141/2021	Assistant Director Regional Political Integration	CSG 7	2		
142/2021	Assistant Director Social Integration	CSG 7	2		
143/2021	Deputy Director Regional Liaison Integration	CSG 6	3		

V/NO.	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
144/2021	Assistant Director Regional Liaison Integration		CSG 7	6
145/2021	Director Weights and Measures	Industrialization, Trade and Enterprise Development	CSG 5	1
146/2021	Director of Surveys	Land and Physical Planning	CSG 4	1
147/2021	Director, Kenya Institute of Surveying and Mapping (KISM)		CSG 5	1
148/2021	Deputy Commissioner General of Prisons	State Department for Correctional Services- Kenya Prisons Service	PG 13	1
149/2021	Senior Assistant Commissioner General of Prisons		PG 12	2
150/2021	Assistant Commissioner General of Prisons		PG 11	4
151/2021	Deputy Commissioner of Prisons		PG10	35
152/2021	Assistant Commissioner of Prisons		PG 9	103
153/2021	Senior Superintendent of Prisons		PG 8	126
154/2021	Superintendent of Prisons	PG 7	340	

The details of the posts and mode of application can be accessed on the Commission's website.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.pscjobs.go.ke so as to reach the undersigned on or before **5th January 2022 by 5.00 p.m.** (East African Time).

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



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ADVERTISEMENT - VACANT POSITIONS IN THE PUBLIC SERVICE

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

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Please Note:

- (i) Applicant 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 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.
- (vi) It is a criminal offence to present fake certificates/ documents.
- (vii) 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 **5th January 2022 latest 5.00 pm (East African Time)**.

VACANCIES IN THE MINISTRY OF DEVOLUTION

DEVOLUTION OFFICER II- FIFTEEN (15) POSTS - V/NO.107 /2021

Basic Salary Scale:	Ksh. 31,270 – Ksh. 41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4, 200 - 10, 000 (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m.	
Leave allowance	Ksh.4, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor’s Degree in any of the following disciplines: Development Studies, Public Administration, Economics, Sociology, Peace Building and Conflict Management, Entrepreneurship, Political Science or equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) data collection and compilation of briefs and reports on various devolution sector issues;
- (ii) preparation of Information, Education and Communication (IEC) materials;
- (iii) conducting research to facilitate development, implementation, monitoring and evaluation of devolution programmes, projects, laws and policies as well as emerging issues and best practices;
- (iv) development and implementation of Devolution Performance Assessment Framework by tracking, reporting and intervening in the implementation of devolution sectors, programmes and projects;
- (v) planning and designing capacity building and technical assistance programmes and projects; and
- (vi) planning and implementing Intergovernmental Relations programmes and projects

VACANCIES IN THE MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES

STATE DEPARTMENT FOR FISHERIES, AQUACULTURE AND THE BLUE ECONOMY

SECRETARY, FISHERIES AND BLUE ECONOMY- ONE (1) POST -V/NO. 108/2021

Basic Salary Scale	Ksh. 169,140 – 324,430 p.m.	(CSG 4)
House Allowance:	Ksh. 80,000 p.m	
Commuter Allowance:	Ksh. 24, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	

Medical Cover: As provided by the government
Terms of Service Permanent or Local Agreement

For appointment to this grade an officer must have:-

- (i) served for a minimum period of twelve (12) years, three (3) of which should have been in the grade of Deputy Director Fisheries or Blue Economy, CSG 6 and above or in a comparable and relevant position in the Wider Public Service or Private Sector;
- (ii) a Bachelor's Degree in any of the following fields:- Fisheries Science; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Biology; Zoology; Botany; Biochemistry; Biotechnology; Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Geology; Hydrology; Environmental Sciences; Sociology; Food Science and Technology; Tourism; Wildlife; Energy; Remote Sensing; Spatial Planning; Land Economics; Geophysics; Oceanography; Chemistry or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following fields: - Fisheries Science; Fisheries Management, Hydrology, Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Environmental Sciences; Food Science and Technology; Oceanography; or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iv) acquired wide experience in all aspects of fisheries management, development of policies and is fully conversant with the Fisheries Act and all relevant national and international instruments;
- (v) clear understanding of National, Regional, Continental and International Development goals, policies, strategies and instruments and ability to link them to sustainability;
- (vi) demonstrated ability in Conflict Resolution; and
- (vii) experience in mobilizing and managing resources

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) providing advice on all technical matters;
- (ii) overseeing the planning of overall development, reviewing and implementing of policy, legal, regulatory and institutional framework for fisheries, aquaculture and blue economy for management, development, food and nutrition security;
- (iii) overseeing matters of regional and international fisheries protocols, conventions, declarations and standards for shared fisheries and aquaculture resources and migratory fish stocks;

- (iv) overseeing the Semi-Autonomous Government Agencies domiciled in the State Department;
- (v) providing Secretariat service to the Kenya Fisheries Advisory Council;
- (vi) being a focal point person for programmes and projects, national, regional and international fisheries and aquaculture management and development organizations, commitments and declarations on Blue Economy Management Development;
- (vii) coordinating fisheries, aquaculture and blue economy policy research and collaboration;
- (viii) overseeing domestication and implementation of regional and international fisheries management conventions and protocols;
- (ix) coordinating mobilization of resources for fisheries and Aquaculture management and Development and blue economy;
- (x) promoting Kenya as center for Fisheries, Aquaculture and Blue Economy building and staff development of Fisheries Personnel; and
- (xi) overseeing the development of blue economy master plan

DEPUTY DIRECTOR FISHERIES AND BLUE ECONOMY - SEVEN (7) POSTS - V/NO. 109/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 – 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10,000 p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of one (1) year in the grade of Assistant Director Fisheries and Blue Economy CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's Degree in any of the following fields:- Fisheries Science; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Biology; Zoology; Botany; Biochemistry; Biotechnology; Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Geology; Hydrology; Environmental Sciences; Sociology; Food Science and Technology; Tourism; Wildlife; Energy; Remote Sensing; Spatial Planning; Land Economics; Geophysics; Oceanography; Chemistry or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) shown competence in planning and implementation of development, management and research of fisheries, aquaculture and Blue Economy projects and programs;

- (iv) knowledge of the Fisheries, aquaculture and Blue Economy development and management policies, Fisheries Act and other related statutes and international conventions;
- (v) shown merit and ability as reflected in work performance and results; and
- (vi) understanding of national and international fisheries agreements, conventions, protocols and the United Nations Convention on Laws of the Sea

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) initiating development and review of policies, legal, regulatory and institutional framework for the fisheries, aquaculture & blue economy resources;
- (ii) promoting regional joint management and research activities under the international and regional conventions and treaties activities under blue economy sector;
- (iii) monitoring the implementation of regional and international protocols conventions, bilateral/multilateral cooperation and treaties on Fisheries, Aquaculture & Blue Economy;
- (iv) initiating resources mobilization proposals for development of the Fisheries & Blue economy and implementation of programmes and projects for fisheries & blue economy;
- (v) coordinating capacity Building for Data/Information collection for Fisheries, Aquaculture & Blue Economy;
- (vi) advancing sustainable and prosperous ocean-based energy, marine transport, ports and shipbuilding, aquaculture, commercial fisheries and seafood processing, coastal and marine tourism, technology and circular economy;
- (vii) developing and implementing mechanisms for institutional dispute resolution on fisheries & blue economy resource base conflicts;
- (viii) initiating the development and review of Blue Economy Curriculum;
- (ix) coordinating blue investment opportunities in the marine ecosystems and Coastal zones and providing guidance on investment plans and business development in the blue economy
- (x) monitoring implementation of blue economy master plan

ASSISTANT DIRECTOR FISHERIES AND BLUE ECONOMY -TWENTY SEVEN (27) POSTS - V/NO. 110/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	As existing in the Civil Service	

Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of one (1) year in the grade of Principal Fisheries/Blue Economy Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's Degree in any of the following fields:- Fisheries Science; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Biology; Zoology; Botany; Biochemistry; Biotechnology; Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Geology; Hydrology; Environmental Sciences; Sociology; Food Science and Technology; Tourism; Wildlife; Energy; Remote Sensing; Spatial Planning; Land Economics; Geophysics; Oceanography; Chemistry or any other equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) understanding of the Fisheries and/or Blue Economy development and management policies, Fisheries Management and Development Act and other related statutes and international conventions;
- (iv) shown competence in planning and implementation of development management and research of fisheries and Blue Economy projects and programs; and
- (v) shown merit and ability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) formulating, implementing and monitoring policy on the resource conservation intervention;
- (ii) implementation of national, regional and international fisheries, aquaculture and Blue Economy agreements;
- (iii) development of strategies for promotion of food based aquatic resources;
- (iv) harmonizing fisheries, aquaculture and Blue Economy technical training in liaison with relevant institutions;
- (v) preparation and implementation of programmes and projects;
- (vi) collating and synthesizing information from fisheries, aquaculture and Blue Economy and maintaining inventory of research findings from the relevant research agencies;
- (vii) participating in the development of responsive regulations that would address concerns of future-orientated ocean industries, offshore aquaculture, and marine biotechnology; and
- (viii) development of blue economy master plan

FISHERIES AND BLUE ECONOMY OFFICER-FIVE (5) POSTS - V/NO. 111/2021

Basic Salary Scale:	Kshs.38, 270 – Kshs.51, 170 p.m.	(CSG 10)
House Allowance:	Ksh.7, 500 - 16, 500 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.5, 000 p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have Bachelor's Degree in any of the following fields:- Fisheries Science; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Biology; Zoology; Botany; Biochemistry; Biotechnology; Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental Engineering; Natural Resources Management; Conservation Biology and Resource Development; Geology; Hydrology; Environmental Sciences; Sociology; Food Science and Technology; Tourism; Wildlife; Energy; Remote Sensing; Spatial Planning; Land Economics; Geophysics; Oceanography; Chemistry or any other equivalent and relevant qualifications from a university recognized in Kenya;

Duties and Responsibilities

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

- (i) collating Fisheries, Aquaculture and Blue Economy related statistical data from field officers;
- (ii) preparation of annual and departmental reports in the different areas of specialization;
- (iii) implementation of Fisheries, Aquaculture and Blue Economy agribusiness strategies;
- (iv) organizing for capacity building for fisheries, aquaculture and blue economy forums;
- (v) organizing capacity building programs in liaison with relevant institutions and agencies on exploitation of fisheries, aquaculture & blue economy resources; and
- (vi) monitoring implementation of Fisheries, Aquaculture and Blue Economy strategies

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

STATE DEPARTMENT FOR PUBLIC WORKS

**SECRETARY, NATIONAL BUILDING INSPECTORATE-ONE (1) POST-V/NO.
112/2021**

Basic Salary Basic:	Ksh. 169,140 – 324,430 p.m.	(CSG 4)
House Allowance:	Ksh. 80,000 p.m	

Commuter Allowance:	Ksh. 24, 000 p.m.
Leave Allowance:	As existing in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the government
Terms of Service	Permanent or Local Agreement

For appointment to this grade an officer must have:-

- (i) served for a minimum period of twelve (12) years, three (3) of which should have been at the grade of Deputy Director, Built Environment CSG '6' and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor's Degree in any of the following disciplines;- Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional planning, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following disciplines Architecture, Mechanical Engineering, Structural Engineering, Electrical Engineering, Civil Engineering, Quantity Survey, Survey, Design, Urban and Regional planning, Building Economics or equivalent qualification from a university recognized in Kenya;
- (iv) been registered by a relevant and recognized professional body;
- (v) good understanding of the role of Built Environment functions and ability to translate them into national development goals; and
- (vi) demonstrated a high degree of professional, administrative capabilities and initiative in the general organization and management of the Built Environment Functions

Duties and Responsibilities:-

The secretary will head the National Buildings Inspectorate and will be responsible to the Principal Secretary for providing strategic leadership and policy direction on matters of National Built Environment Services. Duties and responsibilities at this level will include:-

- (i) formulating and reviewing of national built environment policies, strategies, procedures, programs, guidelines and regulations in consultation with major stakeholder in the built environment sector;
- (ii) overseeing preparations of standard built environment manuals and templates for use by relevant agencies;
- (iii) working in collaboration with the National and County Governments agencies and stakeholder in ensuring all built environments structures conform to established standard guidelines and regulations;
- (iv) promoting collaborating with relevant stake holders in ensuring continuous and periodic inspection of built environment structures;
- (v) facilitating coordination of multi-sectoral agencies in enforcing remedial measures in built environment structures;
- (vi) advising the cabinet secretary in respect to gazettment of renewal zone areas;
- (vii) facilitating promotion of public private partnership programs in the management of the built environment structures;
- (viii) overseeing accreditation of checkers, establishment of vetting committees and verification of enforcement notices;

- (ix) issuance of compliance inspection certificate in consultation with relevant stakeholders;
- (x) spearheading research work and facilitating promotion of benchmark studies with other reputable institutions to keep abreast with emerging trends in built environment issues;
- (xi) ensuring effective management of built environment electronic database;
- (xii) overseeing mobilization of resources and management of performance, mentoring and development of staff

CHIEF ARCHITECT -ONE (1) POST - V/NO. 113/2021

Basic Salary Scale	Ksh. 169,140 – 324,430 p.m.	(CSG 4)
House Allowance:	Ksh. 80,000 p.m	
Commuter Allowance:	Ksh. 24, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service	Permanent or Local Agreement	

For appointment to this grade an officer must have:-

- (i) served for a minimum period of twelve (12) years, three (3) of which should have been at the grade of Senior Principal Superintending Architect ‘CSG 6’ and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor’s Degree in Architecture or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master’s Degree in architecture or its equivalent and relevant qualification from a university recognized in Kenya;
- (iv) been registered with the board of registration of Architects & Quantity Surveyors of Kenya (BORAQS) as an Architect and be corporate members of a related professional Association;
- (v) demonstrated high degree of professional competence and administrative capability required for effective planning, directing, controlling and coordinating building development programs;
- (vi) thorough understanding of national goals, policies and programs and the ability to successfully play part in their implementation; and
- (vii) shown merit and ability as reflected in work performance and results

Duties and Responsibilities

The Chief Architect will head the Architectural Department of the Ministry and will be responsible to the Works Secretary for all activities of the department comprising Architectural, Maintenance, Research, Forwarding Planning Group and Surveying both at the Headquarters and in the field. Duties and responsibilities at this level will include:-

- (i) direction, control, coordination and supervision of the human resource dealing with design, construction and maintenance of all public buildings;

- (ii) formulation and implementation of Architectural polices;
- (iii) approval of drawings and advising the government on all building matters;
- (iv) implementation of the department's strategic objectives;
- (v) preparation of the department's performance contracts,
- (vi) overseeing the financial and asset management issues of the department;
- (vii) instituting operational accountability and transparency;
- (viii) securing and managing financial support for the development plans and overall supervision; and
- (ix) training and development of departmental staff

CHIEF ENGINEER MECHANICAL- (BS) - ONE (1) POST- V/NO. 115/2021

Basic Salary Scale:	Ksh. 133,870 – Ksh. 197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

For appointment to this grade an officer must have:-

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Chief Superintending Engineer (Mechanical (BS)) CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor's Degree in Mechanical Engineering or its equivalent and relevant qualification from a university recognized in Kenya;
- (iii) a Master's Degree in Mechanical Engineering or its equivalent and relevant qualification from a university recognized in Kenya;
- (iv) been registered with the Engineers Registration Board of Kenya (ERB);
- (v) corporate membership with the institution of Engineers of Kenya (IEK);
- (vi) demonstrated a high degree of professional competence and administrative capability required for effective planning, directing, controlling and coordinating building development programs; and
- (vii) thorough understanding of national goals, policies and programs and the ability to translate them to the building services Engineering functions

Duties and Responsibilities

The Chief Engineer is the Head of the Mechanical Department (Building Services) and is responsible to the Works Secretary for the review and formulation of mechanical and fire policies, planning, construction and maintenance of all the fire and mechanical services in government institutions and sites. Duties and responsibilities at this level will include:-

- (i) overall responsibility for fire and mechanical engineering services in all government buildings and institutions;
- (ii) directing, controlling and co-ordination of all mechanical designs and maintenance of the services in government installations and institutions;

- (iii) formulation and implementation of policy matters and general administration of the department;
- (iv) formulation of operational policies in conjunction with other departmental heads
- (v) formulation of policy and development standards in fire and mechanical building services for design, installation and maintenance;
- (vi) provision of assistance to other ministries and government statutory boards on matters relating to fire and mechanical building services installations;
- (vii) implementation of the department's strategic objectives;
- (viii) preparation and implementation of the department's performance management system and contracts;
- (ix) overseeing the financial asset management issues of the department;
- (x) instituting operational accountability; and
- (xi) securing and managing financial support for development plans and overall supervision, training and development of departmental staff

STATE DEPARTMENT FOR SHIPPING AND MARITIME

DIRECTOR, SHIPPING AND MARITIME - ONE (1) POST - V/NO. 116/2021

Salary Scale:	Ksh. 133,870 – Ksh. 197,800 p.m. (CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)
Commuter Allowance:	Ksh.20, 000p.m
Leave Allowance:	As existing in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the government
Terms of Service:	Permanent or Local Agreement

For appointment to this grade, one must have: -

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Assistant Director, Shipping and Maritime, 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: Social Sciences, Marine Engineering or Economics from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Marine Studies, Shipping Management, Maritime Law, Maritime Affairs, Maritime Education and Training, Marine Environment Protection or Environment Science from a university recognized in Kenya;
- (iv) Certificate in the following disciplines: Law of the Sea, Port Management, Maritime Security, Inland Water Transport, Sea Use Management, Port State Control and Formulation of National Maritime Policy or Shipping Terms from a recognized Institution; and
- (v) demonstrated professional competence, managerial and leadership capability and thorough understanding of national goals, policies and objectives and ability to relate them to shipping and Maritime function

Duties and Responsibilities

The Director, Shipping and Maritime will be answerable to the Principal Secretary and responsible for Shipping and Maritime function and overall administrative, management and coordinating functions in the Marine Causality Investigation Department. Duties and responsibilities at this level will include: -

- (i) overseeing the formulation, reviewing and implementation of policies, legal and regulatory framework and strategies to enhance maritime safety, security, protection of marine environment and facilitation of trade;
- (ii) implementing the shipping and maritime component of the integrated national transport policy;
- (iii) coordinating sector spatial planning and promoting integration of Kenya's maritime clusters;
- (iv) providing advice to local marine insurance providers;
- (v) developing strategies for promotion of maritime commercial services;
- (vi) mainstreaming women participation in the maritime and shipping industry development programmes;
- (vii) domesticating international and regional maritime conventions and treaties ;
- (viii) facilitating institutions in the maritime sub-sector to fully deliver their mandates;
- (ix) liaising with relevant international institutions on training for maritime industry;
- (x) developing , implementation and realization of the department's Strategic Plan and objectives;
- (xi) managing and accounting for the finances and assets of the department; and
- (xii) overall management and development of staff

VACANCIES IN THE MINISTRY OF TOURISM AND WILDLIFE

STATE DEPARTMENT FOR TOURISM

DIRECTOR, TOURISM - TWO (2) POSTS - V/NO. 117/2021

Basic Salary Scale:	Ksh. 133,870 – Ksh. 197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

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

- (i) served for a minimum period of three (3) years in the grade of Deputy Director of Tourism CSG 6 or in a comparable and relevant position in the wider Public Sector, National/International or Private Sector;

- (ii) a Bachelor's 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) a Masters Degree in any of the following fields:- Tourism, Environmental Science, Business Administration, Economics, Commerce, Sociology, Geography or International Relations or any other equivalent qualification in a related field from a university recognized in Kenya;
- (iv) a clear understanding of the overall National goals, policies and development objectives and ability to translate them in to Tourism Policies and Programmes

Duties and Responsibilities

The Director of Tourism will be the Head of the Department and will be responsible to the Principal Secretary for overall management and control of Tourism activities in the Country. Duties and responsibilities at this level will include:-

- (i) providing technical advice on matters pertaining to Tourism;
- (ii) overall planning, direction, overseeing, coordination, evaluation and implementation of programmes/projects of the Department;
- (iii) initiation, formulation, review and implementation of policies;
- (iv) integrating National Development policies, goals and objectives in to the Tourism functions;
- (v) representing the Principal Secretary in relevant Boards and Councils; and
- (vi) coordinating and consulting with local, regional and international bodies on matters relating to tourism as well as developing appropriate vision for the department.

DEPUTY DIRECTOR, TOURISM - FOUR (4) POSTS - V/NO. 118/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10,000 p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Assistant Director Tourism, CSG 7 or in a comparable and relevant position in the wider Public Sector, National/International or Private Sector;

- (ii) a Bachelor's 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; and
- (iii) demonstrated professional competence in Tourism Management and gained managerial and administrative capability

Duties and Responsibilities

The Deputy Director of Tourism will deputize and represent the Director in various forums. Duties and responsibilities at this level will include:-

- (i) facilitating, coordinating and monitoring of activities performed by all divisions for efficient functioning of the Department;
- (ii) undertaking special duties and programmes in the tourism sector including responding to critical issues and activities such as tourism safety concerns, crisis management and wildlife management policy implementation and reviews, coordinating tourism sustainability strategies, ensuring regular surveys on impact of tourism on economic growth, and coordinating preparation of tourism strategic plans;
- (iii) initiating tourism policy reviews and procedures, respond to parliamentary business, preparation of reports and briefs;
- (iv) coordinating local and foreign investment programmes in tourism;
- (v) reviewing and implementation of bilateral and multilateral tourism agreements/protocols;
- (vi) maintenance of necessary linkages between the department and other stakeholders such as parastatals and international organizations concerned with tourism;
- (vii) being in charge of administrative matters in the department including staff establishment and development, training, coaching and mentoring of staff; and
- (viii) being appointed to serve as Secretary to the Hotels and Restaurants Appeal Tribunal

ASSISTANT DIRECTOR, TOURISM - FOUR (4) POSTS - V/NO. 119/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 - 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of three (3) years in the grade of Principal Tourism Officer CSG 8 or in a comparable and relevant position in the wider Public Sector, National/International or Private Sector;
- (ii) a Bachelor's 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) initiating the implementation of tourism policies, strategies, programmes and projects;
- (ii) providing technical advice on issues related to tourism;
- (iii) supervising activities on the implementation of tourism product development;
- (iv) coordinating research and tourism intelligence surveys;
- (v) implementing bilateral and multilateral agreements and protocols in tourism sector;
- (vi) assessing and verifying applications for expatriates seeking employment in the tourism sector;
- (vii) developing and reviewing standard criteria for classification and grading of tourism facilities and services;
- (viii) preparing briefs and reports to the parliamentary enquires; and
- (ix) liaising with stakeholders on tourism promotion and marketing activities

TOURISM OFFICER II - TWELVE (12) POSTS - V/NO. 120/2021

Basic Salary Scale:	Ksh. 31,270 – Ksh. 41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4, 200 - 10, 000 (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m.	
Leave allowance	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor's 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

Duties and Responsibilities

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

- (i) identifying and preparing simple reports on tourism products;
- (ii) identifying Small and Medium Tourism Enterprises (SMTE's) and community based tourism projects;
- (iii) inspecting and preparing reports on tourism facilities and service providers;
- (iv) collecting data and information for development of tourism guide books and tourism statistics; and
- (v) identifying suitable locations for mounting tourism signs and symbols

VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY AND REGIONAL DEVELOPMENT

STATE DEPARTMENT FOR REGIONAL DEVELOPMENT AND NORTHERN CORRIDOR

DEPUTY DIRECTOR, NORTHERN CORRIDOR DEVELOPMENT (ENERGY AND INFRASTRUCTURE) - ONE (1) POST - V/NO. 121/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Northern Corridor Development Officer (Energy and Infrastructure) CSG 8 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: Civil Engineering, Electrical and Electronic Engineering, Mechanical Economics, Business Administration, Trade, Natural Resource Management, Engineering, Petroleum Engineering, Geology, Hydrogeology, or any other equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body (where applicable); and

- (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 proper management of regional social integration function

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) initiating formulation of strategies on the implementation of policies and strategic objectives relating to Northern Corridor Integration Projects development issues;
- (ii) coordinating bilateral and regional Northern Corridor Integration Projects cluster meetings and preparing analytical reports under the Northern Corridor Integration Projects energy and infrastructure sectors;
- (iii) carrying out Monitoring and Evaluation of Northern Corridor Integration Projects energy and infrastructure projects and programmes, providing innovative solutions and necessary policy interventions for their implementation in line with Summit directives;
- (iv) analyzing and preparing reports on implementation of energy and infrastructure projects and programmes for planning, and informed decision-making processes;
- (v) coordination development and review of standard manuals and guidelines on procedures of conducting Northern Corridor Integration Projects affairs;
- (vi) coordinating the development and implementation of energy and infrastructure policies and strategies under Northern Corridor Integration Project areas of cooperation;
- (vii) promoting Public and Private sector partnerships in the energy and infrastructure sectors; preparing briefs;
- (viii) supervising, managing and developing staff within the Division

ASSISTANT DIRECTOR, NORTHERN CORRIDOR DEVELOPMENT (ENERGY AND INFRASTRUCTURE) - TWO (2) POSTS - V/NO. 122/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of (8) years, three (3) of which should have been at the grade of Senior Northern Corridor Development Officer (Energy and Infrastructure) CSG 9 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: Civil Engineering, Electrical and Electronic Engineering, Mechanical Economics, Business Administration, Trade, Natural Resource Management, Engineering, Petroleum Engineering,

- Geology, Hydrogeology, or any other equivalent qualification from a university recognized in Kenya;
- (iii) membership to a relevant professional body (where applicable);
 - (iv) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) implementing and development of Northern Corridor Development protocols, policies and strategies, programmes and projects relating to energy and infrastructure development;
- (ii) developing standard manuals and guidelines on procedures of conducting Northern Development programmes and projects;
- (iii) coordinating the preparation of country position papers for Northern Corridor Integration Projects cluster meetings and Summits;
- (iv) preparing analytical reports with specific recommendations on areas of implementation and liaising with Partner States energy and infrastructure cluster chairs on Northern Corridor Development issues;
- (v) participating in Northern Corridor Development energy and infrastructure development negotiation cluster meetings;
- (vi) ensuring timely dissemination of information on all Northern Corridor Development energy and infrastructure development cluster matters to relevant implementing Ministries, Departments and Agencies (MDAs);
- (vii) compiling and disseminating information on employment and investment opportunities in the Northern Corridor region; and
- (viii) liaising with relevant stakeholders to resolve conflicts arising from Northern Corridor Development Projects

DEPUTY DIRECTOR, PROGRAMMES NORTHERN CORRIDOR DEVELOPMENT (PROJECTS LIAISON) - ONE (1) POST - V/NO. 123/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Northern Corridor Development Officer (Projects Liaison) CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Development Studies, Peace and Conflict Studies, International Relations/Studies, Law, Entrepreneurship, Public/ Business Administration, Project Planning and Management, Human

Resource Management, Education, or its equivalent qualification from a university recognized in Kenya;

- (iii) membership to a relevant professional body (where applicable); and
- (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 proper management of regional economic integration function

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) coordinating implementation of Northern Corridor Integration Projects development clusters priority areas of cooperation;
- (ii) liaising with relevant Northern Corridor Integration Projects Partner States and development partners to agree on priority policies, programmes and projects;
- (iii) leading Kenyan delegation participating in Northern Corridor Integration Projects cluster meetings and technical meetings and preparing analytical reports with specific recommendations on areas of implementation;
- (iv) overseeing the monitoring and evaluation of the implementation of Northern Corridor Integration Projects programmes;
- (v) making recommendations on analytical background papers, country profiles, and reports on Northern Corridor Integration Projects programmes development priorities;
- (vi) coordinating research/studies on Northern Corridor Integration Projects programmes;
- (vii) supervising, managing and development staff within the Division;
- (viii) overseeing the preparation and implementation of work plans, performance contracts in the Division

ASSISTANT DIRECTOR, NORTHERN CORRIDOR DEVELOPMENT (PROJECT LIAISON) - TWO (2) POSTS - V/NO. 124/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of Eight (8) years three (3) of which should have been at the grade of Senior Northern Corridor Development Officer (Projects Liaison) CSG 9 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in the following disciplines: Development Studies, Peace and Conflict Studies, International Relations/Studies, Entrepreneurship, Public Administration, Business Administration, Human Resource Management, Human

- Resource Planning, Human Resource Development, Law, Education, or its equivalent qualification from university recognized in Kenya;
- (iii) membership to a relevant professional body (where applicable); and
 - (iv) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) initiating development and implementation of various Northern Corridor integration projects protocols, policies, strategies and programmes;
- (ii) organizing and participating in Northern Corridor Integration projects development cluster meetings and preparing analytical reports with specific recommendations on areas of implementation;
- (iii) providing leadership in Northern Corridor Integration projects development cluster meetings;
- (iv) participating in the negotiation of Northern Corridor Integration Projects development agreements, MOUs and protocols;
- (v) compiling and disseminating information on opportunities available in the Northern Corridor Integration Projects areas of cooperation;
- (vi) validating and making recommendations on analytical background papers, country profiles, reports on Northern Corridor Integration projects development programmes;
- (vii) preparing briefs and speeches on Northern Corridor Integration projects development programmes; and
- (viii) carrying out research/studies on Northern Corridor Integration projects development programmes to inform policy

DEPUTY DIRECTOR REGIONAL DEVELOPMENT (INTEGRATED PROJECTS AND PROGRAMMES) - ONE (1) POST - V/NO. 125/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Regional Development Officer (Integrated Projects and Programmes) CSG 8 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: Natural Resource Management, Agriculture, Agricultural Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture

- Engineering, Water Resources Engineering, Animal Health, Animal Production, Range Management, Geomatic engineering and Geospatial information systems, or its equivalent qualifications from a university recognized in Kenya; and
- (iii) 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 Integrated Projects and Programmes in regional development

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating development, implementation and review of policies, strategies and guidelines of Regional Development Agencies' basin based projects and programmes;
- (ii) ensuring compliance of standards in the implementation of multipurpose dams and other integrated regional development projects and programs;
- (iii) developing and overseeing implementation of policies on management of assets and liabilities in Regional Development Agencies;
- (iv) liaising with stakeholders on resolution of conflicts over resource utilization;
- (v) collaborating and engaging development partners in promote Regional Development Agencies basin based projects and programmes;
- (vi) providing support in capacity building for the Regional Development Agencies technical staff;
- (vii) collaborating with Government Ministries/ Departments/ Agencies/ Counties and stakeholders on matters relating to regional and international protocols, agreements and conventions;
- (viii) preparing briefs of reports on the Regional Development Agencies basin based projects and programmes;
- (ix) identifying and coordinating thematic areas of research on Regional Development Agencies Basin based projects and programmes; and
- (x) participating in bilateral and multi-lateral agreements, conventions and protocols relating to Regional Development Agencies;
- (xi) overseeing the preparation and implementation of work plans, performance contracts in the division;
- (xii) ensuring accountability and prudent management of resources in the Division;
- (xiii) instituting operational accountability and teambuilding;
- (xiv) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- (xv) Supervising, managing and developing staff within the division.

ASSISTANT DIRECTOR, REGIONAL DEVELOPMENT (INTEGRATED PROJECTS AND PROGRAMMES) - ONE (1) POST - V/NO. 126/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of Eight (8) years, three (3) of which should have been at the grade of Senior Regional Development Officer (Integrated Projects and Programmes) CSG 9 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; Natural Resource Management, Agriculture, Agricultural Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture Engineering, Water Resources, Engineering, Animal Health, Animal Production, Range Management, Geomatic Engineering and Geospatial Information Systems, or its equivalent qualifications from a university recognized in Kenya; and
- (iii) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) initiating development and review of policies, strategies and guidelines of Regional Development basin based projects and programmes;
- (ii) leading teams in carrying out environmental audit exercise for Regional Development Agencies' projects and programmes;
- (iii) mapping and documenting of potential sources of conflicts over resources utilization;
- (iv) identifying and liaising with the development partners to promote Regional Development Agencies basin-based projects and programmes;
- (v) collaborating with Government Ministries/Departments/Agencies and stakeholders on matters relating to Regional and International protocols, agreements and conventions;
- (vi) spearheading technology transfer, training and promotion of best practices in the Regional Development Agencies;
- (vii) participating in the preparation of resource utilization charters for the Regional Development Agencies; and
- (viii) preparing reports on the Regional Development Agencies basin based projects and programmes

ASSISTANT DIRECTOR, REGIONAL DEVELOPMENT (PLANNING AND DEVELOPMENT) - TWO (2) POSTS - V/NO. 127/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (depending on duty station)	

Commuter Allowance:	Ksh. 12,000 p.m
Leave Allowance:	Ksh. 10,000 p.a
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Regional Development Officer (Planning and Development), CSG 9 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; Natural Resource Management, Agriculture, Agricultural Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture Engineering, Water Resources, Engineering, Animal Health, Animal Production, Range Management, Geomatic Engineering and Geospatial Information Systems, or its equivalent qualifications from a university recognized in Kenya;
- (iii) membership to a relevant professional body (where applicable); and
- (iv) demonstrated administrative and professional competence as reflected in in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

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

**PROGRAMMES OFFICER II, NORTHERN CORRIDOR DEVELOPMENT
(PROJECTS LIAISON) – ONE (1) POST - V/NO. 128/2021**

Basic Salary Scale:	Ksh. 31,270 – 41,260 p.m.	(CSG11)
House Allowance:	Ksh. 4,200 - 10,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh. 4,000 p.m.	
Leave Allowance:	Ksh. 4,000 p.a.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service	Permanent and Pensionable	

For appointment to this grade, an officer must have a Bachelors Degree in any of the following disciplines: Development Studies, Peace and Conflict Studies, Public Policy, Sociology, Project Planning and Management, International Relations/Studies, Entrepreneurship, Tourism Management, Economics and Statistics, Public Administration, Business Administration, Education, Human Resource Management, Human Resource Planning, Human Resource Development, Statistics, Law, or its equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) compiling an inventory of stakeholders to represent Kenya’s interest through effective participation at key Northern Corridor Integration Projects programme development meetings;
- (ii) compiling data on the impact of Northern Corridor Integration Projects areas of cooperation programs;
- (iii) supporting compilation of sector specific draft reports;
- (iv) collecting and collating information on Northern Corridor Development Integration Projects; and
- (v) compiling materials for consultative meetings on country’s position papers with Ministries, Departments and Agencies (MDAs) and other stakeholders on Northern Corridor Integration Projects Energy and Infrastructure sectors.

REGIONAL DEVELOPMENT OFFICER II (INTEGRATED PROJECTS AND PROGRAMMES) - ONE (1) POST - V/NO. 129/2021

Basic Salary Scale:	Ksh. 31,270 – 41,260 p.m.	(CSG11)
House Allowance:	Ksh. 4,200 - 10,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh. 4,000 p.m.	
Leave Allowance:	Ksh. 4,000 p.a.	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelors Degree in any of the following disciplines: Natural Resource Management, Agriculture, Agriculture Economics, Hydrology, Environmental Science, Environmental Economics, Geology, Civil Engineering, Agriculture Engineering, Water Resources, Engineering, Commerce, Animal Health, Animal Production, Range Management, Geomatic Engineering and Geospatial Information Systems, or its equivalent qualifications from a university recognized in Kenya.

Duties and Responsibilities:-

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

- (i) collecting data on degraded land and other vulnerable and fragile ecosystems;
- (ii) promoting Regional Development Agencies' activities geared towards conservation, restoration and management of vulnerable and fragile ecosystems;
- (iii) participating in activities of the Agencies on protection and sustainable development of riverine lacustrine, oceanic and natural resource base;
- (iv) conducting awareness and advocacy campaigns on Regional Development Programmes; and
- (v) disseminating of materials for investment forums and exhibitions on the Agencies projects and programmes

STATE DEPARTMENT FOR EAST AFRICAN COMMUNITY

DIRECTOR, REGIONAL ECONOMIC INTEGRATION - ONE (1) POST -V/NO. 130/2021

Basic Salary Scale:	Ksh. 133,870 – Ksh. 197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Assistant Director, Regional Integration, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor's Degree in any of the following disciplines:- Economics/Statistics, Engineering, Agriculture, Government/Political Science, Commerce, Marketing, Entrepreneurship, Sociology, Public/Business Administration, Human Resource Management/Planning/Development, Education, International Relations/Studies, Sports Science, Development Studies, Peace and Conflict Studies, Gender studies, Anthropology, Environmental Studies, Forestry, Tourism, Wildlife Management or Meteorology from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following disciplines:- Economics/Statistics, Engineering, Agriculture, Government/Political Science, Public Policy, Commerce, Marketing, Entrepreneurship, Sociology, Public/Business Administration, Human Resource Management/Planning/Development, Education, International Relations/Studies, Sports Science, Development Studies, Peace and Conflict Studies, Gender and Development studies, Anthropology, Environmental Studies, Forestry, Wildlife Management, Meteorology or Hydrology from a university recognized in Kenya; and
- (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 proper management of regional integration function

Duties and Responsibilities

An Officer at this level will head the Economic Affairs Division. Duties and responsibilities will include:-

- (i) participate in the formulation of national policies, EAC Development strategy and sectorial policies and strategies;
- (ii) coordinating and implementation of Customs, Trade, Standardization, Quality Assurance, Metrology and Testing (SQMT), Industry, Investment, Fiscal, Monetary Affairs and Private Sector Development areas of cooperation and liaising with relevant EAC Institutions;
- (iii) coordinating the implementation of policies and strategic objectives relating to regional integration;
- (iv) interpreting and advising on matters relating to the implementation of the EAC Treaty;
- (v) overseeing the implementation of the Customs Union, Common Market, Monetary Union and Political Federation stages of EAC integration;
- (vi) overseeing preparation and dissemination of information on EAC integration issues;
- (vii) ensuring implementation of recommendations on analytical background papers, country profiles, reports on EAC integration process, significant events and their impact on Kenya;
- (viii) supervising preparation of briefs and speeches on integration issues;
- (ix) initiating and coordinating research/studies on EAC integration process;

- (x) coordinating, participating and following up on the implementation of decisions of bilateral and regional meetings;
- (xi) promoting Public and Private Sector Partnerships in the EAC integration process;
- (xii) coordinating EAC regional meetings and conferences hosted by Kenya; and
- (xiii) Chairing the EAC integration meetings of the implementing Ministries, Departments and Agencies

**ASSISTANT DIRECTOR REGIONAL ECONOMIC INTEGRATION- FIVE (5) POSTS
V/NO. 131/2021**

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 - 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Regional Economic Integration Officer, CSG 9 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following fields:- Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or equivalent qualification from a recognized institution;
- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or equivalent qualification from a recognized institution will be an added advantage; and
- (iv) demonstrated merit and shown ability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) collating and analyzing reports of the various East African Community (EAC) meetings and conferences on trade, industry, investment, fiscal, monetary, customs, standards, competition and private sector development;
- (ii) analyzing data and preparing reports on EAC integration process and other existing programmes under the Economic Affairs;
- (iii) preparing briefs and speeches on economic integration issues;
- (iv) carrying out research/studies on EAC integration process;
- (v) preparing information, educational and communication (IEC) materials specific to economic issues on EAC integration;
- (vi) analyzing and compiling reports on emerging regional economic issues;
- (vii) preparing analytical background papers, updates and country profiles on economic issues;
- (viii) organizing and participating in bilateral and regional meetings;
- (ix) monitoring Non-Tariff Barriers to trade; and
- (x) participating in undertaking economic modeling and forecasting at regional level

DIRECTOR, BUSINESS REFORMS - ONE (1) POST - V/NO. 132/2021

Basic Salary Scale:	Ksh. 133,870 – Ksh. 197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Assistant Director, Business Reforms 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:- Business Administration, Law, Economics, Development studies, Statistics, Public Administration, Information Communication and Technology or equivalent qualification from a University recognized in Kenya; and
- (iii) a Masters Degree in any of the following disciplines:- Business Administration, Economics, Development studies, Statistics, Public Administration, Information Communication and Technology or equivalent qualification from a University recognized in Kenya; and
- (iv) demonstrated professional competence and managerial capability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) overseeing development of appropriate strategies and policies aimed at ensuring the sustainability of the ease of doing business reforms in the country;
- (ii) developing and implementing medium and long-term business reform strategy through business process re-engineering, mapping and modeling;
- (iii) developing reform from suitability strategy and coordination framework for both government and private sector to enhance the business climate agenda locally, regionally and internationally;
- (iv) coordinating donor led activities and facilitating resource mapping to identified reform areas;
- (v) conducting sub-national doing business indices to facilitate doing business between counties;

- (v) supervise the conduct of impact assessment on the business reforms undertaken toward improving business environment in the country;
- (vi) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- (vii) carrying out continuous monitoring and evaluation exercises to establish sustainability of business reforms in the country; and
- (viii) supervising, managing, mentoring and developing staff within the Directorate;

DEPUTY DIRECTOR, BUSINESS REFORMS - ONE (1) POST - V/NO. 133/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 - 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Business Reforms Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Law, Trade, Investments, Banking, Finance, Project Management, Public Administration, Business Administration, Economics, Statistics, Commerce, Entrepreneurship, Information Communication and Technology or equivalent qualification from a University recognized in Kenya;
- (iii) experience in business climate reforms and engineering organization's processes will be an added advantage

Duties and Responsibilities

An Officer at this level will report to the Director, Business Reforms for effective management and administration of the Directorate. Duties and Responsibilities will include:-

- (i) identifying business processes that require re-engineering;
- (ii) re-designing of new business processes including automation and technology enablers;
- (iii) identifying and mapping of internal government services that require reforms and design of new process flows for the same;
- (iv) reporting and indexing on country needs assessment;
- (v) conducting sub-national doing business indices to facilitate doing business between counties;
- (vi) developing and mapping areas of critical reform challenges and prescription of required enablers;
- (vii) monitoring of the performance of business climate;
- (viii) carrying out impact assessment on the business reforms undertaken towards improving business environment in the country;
- (ix) developing appropriate strategies and policies aimed at ensuring the suitability of the ease of doing Business reforms in the country and identifying and mapping out potential areas of resource mobilization to support institutionalization of reforms

ASSISTANT DIRECTOR, BUSINESS REFORMS - ONE (1) POST - V/NO. 134/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Business Reforms Officer CSG 9 and above or in a comparable and relevant position in the wider public service;
- (i) a Bachelors Degree in any of the following disciplines:- Law, Trade, Investments, Banking, Finance, Project Management, Public Administration, Business

Administration, Economics, Statistics, Commerce, Entrepreneurship or equivalent qualification from a university recognized in Kenya ;

- (ii) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (iii) demonstrated a clear understanding of the formulation, development and interpretation of Business practices and processes

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) collaborating and liaising with stakeholders to address business transformation issues;
- (ii) validating and making recommendations on reports on the business climate;
- (iii) preparing briefs on business transformation issues and coordinating research/studies on the business climate;
- (iv) validating information, educational and communication (IEC) materials on business transformations;
- (v) promoting public and private sector partnerships in business transformation;
- (vi) disseminating business transformation policies and programmes;
- (vii) conducting advocacy and publicity campaigns on business transformation; and
- (viii) managing the business transformation monitoring systems

BUSINESS REFORMS OFFICER II: THREE (3) POSTS - V/NO. 135/2021

Basic Salary Scale:	Ksh. 31,270- 40,060 p.m	(CSG 11)
House Allowance	Ksh.4, 200 - 10, 000 p.m (Depending on duty station)	
Commuter Allowance	Ksh. 4,000p.m	
Annual Leave:	30 working days per financial year	
Medical Cover	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, an officer must have a Bachelors Degree in any of the following disciplines:- Trade, Investments, Law, Banking, Finance, Project Planning and Management, Public Administration, Business Administration, Economics, Statistics, Commerce or equivalent qualification from a university recognized in Kenya.

Duties and Responsibilities

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

- (i) assisting in analyzing data and preparing reports on business transformation and reengineering;
- (ii) assisting in carrying out research/studies on ease of doing business;
- (iii) generating minutes/reports during inter-County and other stakeholders' meetings;
- (iv) assisting in preparing briefs and speeches on Business transformation issues; and
- (v) assisting in disseminating information on policies, benefits and gains of Business Transformation

**DEPUTY DIRECTOR - REGULATORY COMMUNICATION AND FIELD SERVICES
- TWO (2) POSTS - V/NO. 136/2021**

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 – 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Regulatory Communication and Field Services Officer CSG 8 and above or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Law, Trade, Investments Banking, Finance, Project Management, Public Administration, Business Administration, Economics, Statistics, Commerce, Communication or its equivalent qualifications from a university recognized in Kenya;
- (iii) demonstrated professional competence and managerial capability as reflected in work performance and results; and
- (iv) experience in regulatory reforms and legislative processes will be an added advantage

Duties and Responsibilities

An officer at this level will report to the Director, Regulatory, Communication and Field Services for effective management and Administration of Directorate.

Duties and Responsibilities will include:-

- (i) identifying Global best-In class Legal Framework and National Laws to inform design of new National Law that affect business climate;
- (ii) comparison of National Legal Framework and their appropriateness to business and identification of Legal overlaps and hurdles that exist in current Laws and Legislation;
- (iii) liaising with County Legislatives on ways to minimize regulatory hurdles that impede business such as levies, licenses, permits and proposing ways to mitigate the same in in the legal realm
- (iv) coordinating implementation of mandatory legal and regulatory business reform plans;
- (v) providing the necessary platform to ensure citizens and the business community provide a robust feedback mechanism on operational challenge areas; and
- (vi) developing communication plans for reforms and monitoring the performance of business climate

**REGULATORY, COMMUNICATIONS AND FIELD SERVICES OFFICER II -FIVE (5)
POSTS - V/NO. 137/2021**

Basic Salary Scale:	Ksh. 31,270 – Ksh. 41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4, 200 - 10, 000 (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m.	
Leave allowance	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelor’s Degree in any of the following disciplines: Law, Trade, Investments, Banking, Finance, Project Planning and Management, Public Administration, Business Administration, Economics, Commerce, Communication, Entrepreneurship or equivalent qualifications from a university recognized in Kenya

Duties and Responsibilities

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

- (i) assisting in compiling and updating data on their implementation status of various mandatory legal and regulatory changes for business reforms;
- (ii) carrying out research/studies on ease of doing business; and
- (iii) compiling reports on emerging issues, assisting in preparing communication plans for reforms, training and capacity building of stakeholders

DEPUTY DIRECTOR REGIONAL PRODUCTIVE AND SERVICES- ONE (1) POST V/NO. 138/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 – 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal, Regional Productive and Services Integration Officer, CSG 8 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Civil/Agricultural /Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Agricultural Economics, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Meteorology, Mineralogy/Geology, Hydrogeology, Tourism or its equivalent qualification from a university recognized in Kenya;

- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or equivalent qualification from a recognized institution will be an added advantage;
- (iv) a membership to a relevant professional body (where applicable); and
- (v) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating regional productive and services integration matters within East Africa Community (EAC);
- (ii) liaising with relevant EAC institutions and organs for implementation of work relating to infrastructure development, transport, communication, meteorology, energy, environment and natural resources, tourism, wildlife management, environmental disaster management, agriculture and food security areas of cooperation;
- (iii) formulating strategies on the implementation of policies and strategic objectives relating to regional productive and services integration;
- (iv) coordinating development and review of standard manuals and guidelines on procedures of conducting East African Community affairs;
- (v) coordinating key stakeholders to represent Kenya's interests through effective participation at key integration meetings;
- (vi) promoting public and private sector partnerships in regional productive and services integration sector;
- (vii) participating in bilateral and regional meetings and preparing analytical reports under the productive and services sector;
- (viii) liaising with county authorities to promote regional productive and services integration; collaborating with stakeholders to address regional productive and services integration issues;
- (ix) conducting advocacy, image building and publicity campaigns on regional productive and services integration agenda;
- (x) overseeing the preparation and implementation of work plans, performance contracts in the Division;
- (xi) ensuring accountability and prudent management of resource in the Division;
- (xii) instituting operational accountability and team building;
- (xiii) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; and
- (xiv) supervising, managing and developing staff within the Division.

ASSISTANT DIRECTOR REGIONAL PRODUCTIVE AND SERVICES- FOUR (4) POSTS V/NO. 139/2021

Basic Salary Scale: Ksh. 87,360- Ksh.121, 430 p.m. (CSG 7)
House Allowance: Ksh.16, 800 - 45,000p.m (Depending on duty station)

Commuter Allowance:	Ksh. 12,000p.m
Leave Allowance:	Ksh. 10,000p.a
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Regional Productive and Services Integration Officer, CSG9 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Civil/Agricultural /Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Agricultural Economics, Veterinary Medicine, Forestry, Wildlife Management, Environmental Studies, Disaster Preparedness/Environmental Management, Natural Resources Management, Meteorology, Mineralogy/Geology, Hydrogeology, Tourism or its equivalent qualification from a recognized institution;
- (iii) a Diploma in any of the following disciplines: Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or its equivalent qualification from a recognized institution will be an added advantage;
- (iv) membership to a relevant professional body (where applicable);
- (v) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) coordinating development and implementation of EAC protocols, policies and strategies programmes and projects relating to infrastructure development, transport, communication, meteorology, energy, environment and natural resources, tourism, wildlife management, environmental disaster management, agriculture and food security areas of cooperation;
- (ii) developing standard manuals and guidelines on procedures of conducting East African Community affairs; identifying key stakeholders to represent Kenya's interests through effective participation at key integration meetings; undertaking research to inform preparation of effective country position papers;
- (iii) liaising with relevant EAC institutions and organs;
- (iv) validating and making recommendations on analytical background papers under the productive and services sector, preparing briefs and speeches on productive and services integration issues;
- (v) carrying out research/studies on integration and cooperation matters under the productive and services sector;
- (vi) validating information, educational and communication (IEC) materials on regional productive and services integration and cooperation matters;
- (vii) participating in bilateral and regional meetings and preparing analytical reports related to productive and services sector;
- (viii) promoting the partner states' intent of integrating the management and provision of such productive and services across the East Africa Community region; and

- (ix) ensuring timely dissemination of information on productive and services matters to relevant implementing Ministries, Department and Agencies(MDAs)

DEPUTY DIRECTOR REGIONAL POLITICAL INTEGRATION: ONE (1) POST V/NO. 140/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 – 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of ten (10) years, three (3) of which should have been at the grade of Principal Regional Political Integration Officer CSG 8 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Government/Political Science, Law, International Studies/Relations, Public/Business Administration, Human Resource Management/Planning/Development, Education, Criminology, Sociology, Social Work, Peace and Conflict Resolution Studies, Disaster Management Studies, Public Policy, Peace and Conflict Studies or its equivalent qualifications from a recognized institution;
- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or equivalent qualification from a recognized institution will be an added advantage;
- (iv) membership to a relevant professional body(where applicable);
- (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 regional political integration function

Duties and Responsibilities:

An officer at this level will be responsible to the Integration Secretary for effective management and administration of regional political integration function. Duties and responsibilities will include:-

- (i) validating identified gaps in national and regional political integration policies, strategies, legal and regulatory frameworks and propose modalities for review and realignment;
- (ii) coordinating the monitoring and evaluation of political integration activities;
- (iii) prioritizing the recommendations arising from research, studies and intelligence findings and propose relevant actors for implementation;
- (iv) validating draft proposals for resource mobilization;
- (v) conducting due diligence on the suitability of proposed nominee(s) to participate in political integration assignments and make appropriate recommendation;

- (vi) prioritizing interventions/recommendations arising from reports on political integration activities and advise appropriately;
- (vii) overseeing effective implementation of awareness creation programmes on political integration;
- (viii) spearheading the development of Information, Educational and Communication (IEC) materials on political integration;
- (ix) monitoring and evaluating implementation of recommendation in consultative fora reports on political integration;
- (x) ensuring quality and standards of briefs, speeches, country position papers, Cabinet Memoranda and statements on political integration;
- (xi) preparing drafts for communication of EAC Summit and Council decisions on political integration to Ministries, Counties, Departments and Agencies (MCDAs); and
- (xii) preparing draft proposals on areas of review on EAC treaty, laws, protocols, regulations and Memoranda of Understanding (MoU)

**ASSISTANT DIRECTOR REGIONAL POLITICAL INTEGRATION-TWO (2) POSTS
V/NO. 141/2021**

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 - 45,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Regional Political Integration Officer, CSG 9 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines:- Government/Political Science, Law, International Studies/Relations, Public/Business Administration, Education, Criminology, Sociology, Social Work, Peace and Conflict Resolution Studies, Human Resource Management/Planning/Development, Disaster Management Studies, or its equivalent qualifications from a university recognized in Kenya;
- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or its equivalent qualification from a recognized institution will be an added advantage;
- (iv) membership to a relevant professional body (where applicable);
- (v) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities will include:-

- (i) coordinating implementation of the research, studies, reports and intelligence findings on political integration;
- (ii) validating concept notes on awareness creation on political integration; identifying key issues arising from reports on political integration activities;
- (iii) moderating draft briefs, statements and speeches on political integration issues;
- (iv) validating the draft Information, Educational and Communication (IEC) materials on EAC political integration issues;
- (v) organizing and participating in political integration regional meetings; identifying action areas for implementation and follow up on political integration stakeholders' consultative fora reports;
- (vi) moderating background papers, country profiles and reports on political integration;
- (vii) validating data on EALA and East African Court of Justice (EACJ) resolutions, bills, motions, opinions and rulings for implementation; validating data on EAC laws for approximation, harmonization and domestication in Kenya; and
- (viii) participating in review of EAC treaty, laws, protocols, regulations and Memoranda of Understanding (MoU) in Kenya;
- (ix) participating in meetings on review of EAC treaty, laws, protocols, regulations and Memoranda of Understanding (MoU); and
- (x) preparing briefs on East African Legislative Assembly (EALA) and East African Court of Justice (EACJ) resolutions, bills, rulings and motions

ASSISTANT DIRECTOR REGIONAL SOCIAL INTEGRATION- TWO (2) POSTS V/NO. 142/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Regional Social Integration Officer, CSC 9 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors Degree in any of the following disciplines: Sociology, Social Work, Culture and Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, International Relations/Studies, Entrepreneurship, Public/Business Administration, Human Resource Management/Planning/Development, Education, Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or its equivalent qualification from a recognized institution will be an added advantage;

- (iv) a membership to a relevant professional body (where applicable);
- (v) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) compiling and disseminating information on employment and investment opportunities in the East African Community (EAC);
- (ii) validating and making recommendations on analytical background papers, country profiles, reports on EAC social integration process;
- (iii) preparing briefs and speeches on social integration issues; carrying out research/studies on EAC social integration process;
- (iv) validating information, educational and communication (IEC) materials on EAC social integration issues;
- (v) organizing and participating in bilateral and regional social sectors meetings; and
- (vi) preparing analytical reports with specific recommendations on areas of implementation

DEPUTY DIRECTOR REGIONAL LIAISON INTEGRATION- THREE (3) POSTS V/NO. 143/2021

Basic Salary Scale:	Ksh. 99,900 - Ksh. 169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 – 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	Ksh.10, 000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	

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 been at the grade of Principle, Regional Integration, CSG '8' and above or in a comparable and relevant position in the public service.
- (ii) a Bachelor's Degree in any of the following disciplines:- International Studies, Public/Business Administration, Human Resource Management/Planning/Development, Education, Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance, Government/Political Science, Commerce, Marketing, Entrepreneurship, Law, medicine, Sociology, Development Studies, Civil/Agricultural/Telecommunication/Aeronautical/Petroleum Engineering, Agriculture, Veterinary Medicine, Forestry Wildlife Management, Natural Resources Management, Meteorology, Geology, Hydrogeology, Peace and Conflict Studies, Gender Studies, Tourism, Social Work, Culture and Sports Science Anthropology, Public Health or equivalent qualification from a university recognized in Kenya;
- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies or equivalent qualification from a recognized institution will be an added advantage;
- (iv) membership to a relevant professional body (where applicable);
- (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 regional liaison integration function

Duties and Responsibilities

An officer at this level will be based at the headquarters and will be deployed to head one of the Technical Liaison divisions. The officer will be answerable to the Director, Regional Integration. Duties and responsibilities at this level will include:-

- (i) formulating strategies on the implementation of policies and strategic objectives relating to regional integration;
- (ii) promoting public and private sector partnerships in regional integration and cooperation;
- (iii) validating and making recommendations on analytical background papers, country profiles and reports on regional integration and cooperation;
- (iv) preparing briefs on regional integration issues;
- (v) coordinating research/studies on regional integration matters;
- (vi) participating in bilateral and regional meetings and preparing analytical reports;
- (vii) liaising with county authorities to promote regional integration;
- (viii) collaborating with stakeholders to address regional integration issues; and
- (ix) conducting advocacy, image building and publicity campaigns on regional integration

Duties and Responsibilities in the Divisions will include:

Field Services

An officer at this level will head the Field Services Division. Duties and responsibilities will include:

- (i) coordinating fields services; enhancing border inter-agency coordination;
- (ii) promoting regional integration through grassroots sensitization and capacity building; monitoring and evaluating regional projects and programmes;
- (iii) attending summit, council and sectoral council meetings;
- (iv) promoting public-private sector partnerships;
- (v) providing technical assistance and quality support services to formal and informal cross border traders;
- (vi) overseeing collaboration and liaison with the border agencies and stakeholders to facilitate movement of persons, goods and services as well as cross border relations;
- (vii) coordinating liaison with county authorities to promote regional integration;
- (viii) coordinating liaison with border agencies to organize cross border meetings and forums; and
- (ix) collaborating with the stakeholders to address the issue of Non-Tariff Barriers (NTBs).

East African Legislative Assembly (EALA)

An officer at this level will head the EALA Division. Duties and responsibilities will include:

- (i) liaising with the East African Legislative Assembly (EALA) and other relevant regional institutions to develop regional legislative agenda;
- (ii) liaising with Parliamentary Committee on Regional Integration to advance Kenya's regional Legislative agenda;
- (iii) overseeing and coordinating EALA Kenya Chapter Sensitization programmes and workplans; and
- (iv) developing policies on regional integration.

Technical Council/Summits Meetings and Conferences

An officer at this level will head a Division responsible for coordinating implementation of Summit and Council directives, policies and decisions. Duties and responsibilities will include:

- (i) coordinating and following up on the implementation of the directives, decisions, policies of the Summit and Council;
- (ii) developing strategies and liaising with MDAs to implement decisions and directives;
- (iii) convening meetings with MDAs to develop country position papers;
- (iv) attending Summit, Council and Sectoral Council meetings;
- (v) coordinating bilateral meetings on specific agenda;
- (vi) overseeing management of Regional Integration Monitoring Systems (RIMS); and
- (vii) coordinating preparation of country profiles and reports

ASSISTANT DIRECTOR REGIONAL LIAISON INTEGRATION- SIX (6) POSTS V/NO. 144/2021

Basic Salary Scale:	Ksh. 87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh. 12,000p.m	
Leave Allowance:	Ksh. 10,000p.a	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of eight (8) years, three (3) of which should have been at the grade of Senior Regional Liaison Integration Officer, CSG 9 and above or in a comparable and relevant position in the public service;
- (ii) a Bachelor's Degree in any of the following disciplines:- International Studies, Public/Business Administration, Human Resource Management/Planning/ Development, Education, Economics, Statistics, Economics and Mathematics,

Economics and Statistics, Economics and Finance, Government/Political Science, Commerce, Marketing, Entrepreneurship, Sociology, Development Studies, Disaster Preparedness, Agricultural Engineering, Agriculture, Agricultural Economics, Environmental Studies, Natural Resources Management Peace and Conflict Studies, Gender Studies, Communications, Social Work, Meteorology, Geology, Hydrogeology, Tourism or equivalent qualification from a university recognized in Kenya;

- (iii) a Diploma in any of the following disciplines:- Diplomacy, Conflict Resolution and Management, Regional Integration, International Relations/Studies, Communications or its equivalent qualification from a recognized institution will be an added advantage;
- (iv) a membership to a relevant professional body(where applicxable); and
- (v) demonstrated administrative and professional competence as reflected in work performance and results

Duties and Responsibilities:

Duties and responsibilities at this level will include:-

- (i) collaborating and liaising with counties and border agencies to convene cross border meetings and facilitating movement of persons, goods and services;
- (ii) preparing briefs and analytical reports on cross-border issues;
- (iii) disseminating regional integration policies and programmes; conducting advocacy, training, image building and publicity campaigns on regional integration matters;
- (iv) monitoring and reporting on implementation of regional projects and programmes;
- (v) identifying, analyzing, resolving and reporting on unresolved cases on manifestation of Non-Tariff Barriers (NTBs);
- (vi) organizing and participating in meetings;
- (vii)organizing seminars for small scale low-value cross border traders and other stakeholders; and
- (viii) undertaking research/studies and intelligence gathering to inform strategic and policy formulation on regional integration process

VACANCIES IN THE MINISTRY OF INDUSTRIALIZATION, TRADE AND ENTERPRISE DEVELOPMENT

STATE DEPARTMENT FOR TRADE & ENTERPRISE DEVELOPMENT

DIRECTOR - WEIGHTS AND MEASURES- ONE (1) POST -V/NO. 145/2021

Basic Salary Scale:	Ksh. 133,870 – Ksh. 197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

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 been at the grade of Assistant Director, Weights and Measures, 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: Physics, Mathematics, Law, Legal Metrology, Chemistry, Computer Science, Information Communication Technology, Instrumentation, Engineering (Mechanical/Electrical/Electronics), Micro-processors or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Instrumentation, Computer Science, Physics, Mathematics, Chemistry, Law, Engineering Mechanical/ Electrical/ Electronics), Micro-processors, Business Administration or equivalent qualification from a university recognized in Kenya; and
- (iv) demonstrated professional competence administration and management of weights and measures activities

Duties and Responsibilities

An officer at this level will be the head of the Department and will be responsible to the Principal Secretary for the overall management and administration of the Weights and Measures Act (Cap 513) and the Trade Description Act (Cap 505) and the subsidiary legislations made under them; interpretation, application implications and review of these laws. Duties and responsibilities include:

- (i) spearheading the formulation, implementation and review of policies and programmes relating to consumer protection and weighing and measuring equipment used in connection with trade, human and animal health, safety and the protection of the environment;
- (ii) ensuring acquisition, custody and maintenance of Kenya Primary Standards and Kenya Primary Reference Standards;
- (iii) approval of new patterns of weighing and measuring equipment; and
- (iv) review of existing legislation and procedures in liaison with national, regional and international bodies/institutions and other stakeholders on matter relating to legal metrology

VACANCIES IN THE MINISTRY OF LAND

DIRECTOR OF SURVEYS - ONE (1) POST V/NO. 146/ 2021

Basic Salary Scale	Ksh. 169,140 – 324,430 p.m.	(CSG 4)
House Allowance:	Ksh. 80,000 p.m	
Commuter Allowance:	Ksh. 24, 000 p.m.	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service	Permanent or Local Agreement	

For appointment to this grade, a candidate must have:

- (i) served for a minimum period of fifteen (15) years and currently serving at the grade of Deputy Director of Surveys, CSG 6 and above or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors Degree in any of the following disciplines: Land Surveying and Photogrammetry, Geomatics/Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Surveys), Hydrography or equivalent qualification from a University recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines: Land Surveying and Photogrammetry, Geomatics/Geomatic Engineering, Technology in Geomatics, Technology in Geo-informatics, Geo-spatial Engineering, Philosophy in Technology (Surveys), Hydrography or equivalent qualification from a University recognized in Kenya;
- (iv) full membership of Institute of Surveyors of Kenya (MISK);
- (v) demonstrated a high degree of administrative and professional competence and managerial capability required for the effective planning, organization and administration of training programmes;
- (vi) a thorough understanding of national goals, policies and programmes and the ability to relate them to the training function; and
- (vii) meet the requirements of Chapter six of the constitution

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) formulating and reviewing policies in surveying, mapping and National Spatial data Infrastructure;
- (ii) providing effective and efficient geographic information in accordance with the Constitution of Kenya Sessional Paper No. 3 on National Land Policy 2009, Survey Act Cap 299, Registered Lands Acts (RLA) Cap 300 and other related statutes;
- (iii) providing modern geoinformation which involves land surveying, cartography, photogrammetry, photolithography and hydrography leading to the establishment of a National Land Information System (NLIMS);
- (iv) approving astronomical, gravity magnetic, VLBI, cadastral, adjudication, sub-divisional schemes, photo control, engineering and hydrographic surveys;
- (v) authorizing research of new and emerging technologies, the preparation and publication of plans, maps charts and National Gazettes on Geographical Names;
- (vi) ensuring territorial integrity of the nation by defining and maintaining physical location of national and international boundaries;
- (vii) monitoring and evaluation of the survey and mapping activities

- (viii) preparation and implementation of the department's performance appraisal systems and contracts; and
- (ix) overseeing the finances and assets management of the Department, instituting operational accountability and overall management and development of staff

**DIRECTOR, KENYA INSTITUTE OF SURVEY AND MAPPING (KISM) - ONE (1)
POSTV/NO. 147/2021**

Basic Salary Scale:	Ksh. 133,870 – Ksh. 197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent / Local Agreement	

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, Kenya Institute of Survey and Mapping, CSG 6 or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Land Surveying, Geomatics, Geomatics Engineering, Geospatial, Geospatial Engineering, Technology in Geomatics, Geo-informatics, Cartography, Remote Sensing, Photogrammetry, Geographical Information Systems (GIS), Physics, Chemistry, Geography, Mathematics, Computer Science, Information and Communication Technology (ICT), Entrepreneurship, Print Media Management, Printing Technology, Education or equivalent qualification from a University recognized in Kenya;
- (iii) a Master's degree in any of the following disciplines: Land Surveying, Geomatics, Geomatics Engineering, Geospatial, Geospatial Engineering, Cartography, Remote Sensing, Geodesy, Hydrography, Geographical Information Systems (GIS), Public/Business Administration, Environmental Science, Geography, Physics, Mathematics, Computer Science, Entrepreneurship, Printing and Publishing, Physical Planning, Regional and Urban Planning, Geophysics, Geology, Information and Communication Technology or equivalent qualification from a University recognized in Kenya;
- (iv) been registered by the Technical and Vocational Education Training Authority (TVETA) or training of Trainers Certificate or Instructor Training Certificate lasting not less than three (3) months from a recognized institution will be an added advantage
- (v) membership with a relevant professional body (where applicable);
- (vi) demonstrated administrative and professional competence and managerial capability required for effective planning, organization of training programmes; and

- (vii) exhibited a comprehensive understanding of national goals, policies and programmes and the ability to relate them to proper management of the Survey and Mapping training function; and
- (viii) meet the requirements of Chapter six of the constitution

Duties and Responsibilities

The Director will be responsible to the principal Secretary for the overall management of the Institute. Duties and responsibilities include: -

- (i) overseeing the formulation, implementation and review of the Institute's policies, procedures, standards, guidelines and programs;
- (ii) advising on matters relating to the Institute's training function;
- (iii) facilitating training programmes, seminars, workshops and symposia;
- (iv) overseeing the implementation of academic programs;
- (v) commissioning research and consultancy programmes;
- (vi) collaborating with strategic partners, organizations and institutions;
- (vii) ensuring integrity, accuracy and security of academic records;
- (viii) approving the Institute's publications; and
- (ix) coordinating curriculum development.

VACANCIES IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT

STATE DEPARTMENT FOR CORRECTIONAL SERVICES-KENYA PRISONS SERVICES

DEPUTY COMMISSIONER GENERAL OF PRISONS- PG 13 (JG T) ONE (1) POST-V/NO. 148/2021

Basic Salary Scale : Ksh.212,270 - Ksh.323,640

House Allowance : Depending on duty station

Leave Allowance : As existing in the Civil Service

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 Assistant Commissioner General of Prisons, Job Group S (PG 12);
- (ii) demonstrated thorough understanding of national goals, policies, programs and ability to relate them to the prisons functions; and
- (iii) maintained outstanding discipline

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing projections and objectives for offender containment, rehabilitation administration of justice and social reintegration;
- (ii) interpretation and enforcing prisons act, rules, Borstal Institution Act and the Prisons Service Standing Orders;
- (iii) guiding the formulation and implementation of departmental policies, rules, regulations and standing orders;
- (iv) advising the Commissioner General of Prisons on matters relating to operations of the directorates;
- (v) coordinating setting of performance contracting targets, quarterly reports, monitoring and evaluating performance of the directorates, section heads and individual officers; and
- (vi) ensuring operations are in line with government policies, strategic plans and timeframe

**SENIOR ASSISTANT COMMISSIONER GENERAL OF PRISONS: PG 12 (JG S)
TWO (2) POSTS V/NO. 149/2021**

Basic Salary Scale : Ksh.167,250 - 212,279 p.m.

House Allowance : Depending on duty station

Leave Allowance : As existing in the Civil Service

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 Assistant Commissioner General of Prisons Job Group R , (PG 11)
- (ii) a Certificate in Senior Officers Management course lasting not less than four (4) weeks from a recognized institution; and
- (iii) demonstrated professional competence and administrative capability in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) guiding policy implementation;
- (ii) ensuring teamwork within the directorates;
- (iii) monitoring and evaluating performance of the directorates, sections and individual officers;
- (iv) dissemination of information from various directorates;

- (v) liaising with other government agencies for technical advice;
- (vi) advising on financial and administrative matters;
- (vii) coordinating legal and remand services;
- (viii) coordinating security services and disaster management;
- (ix) overseeing the management of farm activities and technical services;
- (x) coordinating operations and inspection of prisons and representing the Commissioner General of Prisons in National and International conferences

**ASSISTANT COMMISSIONER GENERAL OF PRISONS: PG 11 (JG R) FOUR (4)
POSTS - V/NO. 150/2021**

Basic Salary Scale	: Ksh.126,370 - Ksh.198,730 p.m.
House Allowance	: Depending on duty station
Leave Allowance	: As existing in the Civil Service
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 Deputy Commissioner of Prisons Job Group Q , (PG 10)
- (ii) served in the grade of Assistant Commissioner of Prisons for a minimum period of three (3) years;
- (iii) a Certificate in Senior Officers Management course lasting not less than four (4) Weeks from a recognized institution;
- (iv) demonstrated professional competence and administrative capability in work performance and results; and
- (v) maintained outstanding discipline record

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) implementation decisions on uniformed staff in respect to appointments, annual performance appraisal, postings, promotions, retirements and disciplinary matters;
- (ii) coordinating training in liaison with Commandant;
- (iii) ensuring implementation of the Public Service Commission decisions and directives;
- (iv) representing the department in relevant ministerial committees and boards;
- (v) coordinating general security including control of firearms and ammunitions;
- (vi) guarding dogs, issuing of firearms permits;
- (vii) coordinating legal and human right issues
- (viii) receiving and investigating complaints from the public, staff and inmates;
- (ix) collecting and processing of prisons intelligence and analyzing and disseminating intelligence;
- (x) organizing and supervising prison industries, farms and accounting for all funds in prison industries and farms

DEPUTY COMMISSIONER OF PRISONS PG 10 (JG Q) THIRTY FIVE (35) POSTS - V/NO. 151/2021

Basic Salary Scale : Ksh.78, 510 - 138,910 p.m.
House Allowance : Depending on duty station
Leave Allowance : As existing in the Civil Service
Medical Cover : As provided by the Government
Directorate : Kenya Prisons Service Department
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 Assistant Commissioner of Prisons Job Group , (PG 9)
- (ii) a Certificate in Senior Officers Management course lasting not less four (4) weeks from a recognized institution;
- (iii) a Certificate in computer application skills from a recognized institution;
- (iv) demonstrated professional competence and administrative capability in work performance and result; and
- (v) maintained outstanding discipline record

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) managing maximum security institutions;
- (ii) enforcing prisons objectives for offender containment, rehabilitation, social re-integration and administration of justice;
- (iii) handling staff and inmates matters at regional commands and prisons headquarters;
- (iv) planning of training programmes at Prisons Staff Training College and implementing the training curriculum;
- (v) monitoring and evaluating the performance of institutions and individual officers and handling staff disciplinary matters;
- (vi) overseeing equitable distribution of prisons stores;
- (vii) conducting administrative inspections, ensuring prisoners are aware and observe all prisons rules and regulations;
- (viii) providing linkages between the regions and the prison headquarters; commanding security operations such as riots, disease outbreaks and special searches;
- (ix) seeking feedback on the provision of healthcare services to staff and inmates;
- (x) providing professional service and advice based on their areas of specialization;
- (xi) carrying out public execution;
- (xii) designing, constructing and maintaining buildings; and
- (xiii) receiving and analyzing reports

ASSISTANT COMMISSIONER OF PRISONS: PG 9 (JG P) ONE HUNDRED AND THREE (103) POSTS V/NO. 152/2021

Basic Salary Scale : Ksh.68, 720 - 98,380 p.m.
House Allowance : Depending on duty station
Leave Allowance : As existing in the Civil Service
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 Superintendent of Prisons for Job Group N , (PG 8)
- (ii) served in the grade of Senior Superintendent of Prisons for a minimum period of three (3) years;
- (iii) a Certificate of initial training for prisons officers from the prisons staff training college lasting not less than nine (9) months
OR
a Certificate of initial training for cadet officers from the prisons staff training college lasting not less thirteen (13) months
OR
a Post Graduate Diploma in Security and Correctional Science from a recognized institution;
- (iv) a Certificate in Senior Officers Management course lasting not less four (4) weeks from a recognized institution;
- (v) shown merit and ability as reflected in work performance and results; and
- (vi) maintained outstanding discipline record

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) managing principal institutions;
- (ii) staffing officer at regional commands and headquarters;
- (iii) coordinating studies at Prisons Staff Training College;
- (iv) handling staff and trainees matters at Prison Staff Training College;
- (v) directing the Prisons Bands;
- (vi) managing prison Enterprises in maximum prison;
- (vii) monitoring and evaluating performance;
- (viii) ensuring provision of healthcare services to staff, their families and inmates;
- (ix) receiving, collating and analyzing reports;
- (x) handling staff disciplinary matters;
- (xi) providing professional services based on their areas of specialization; and
- (xii) managing the design, construction and maintenance of buildings

SENIOR SUPERINTENDENT OF PRISONS-PG 8 (JG N) ONE HUNDRED AND TWENTY SIX (126) POSTS V/NO. 153/2021

Basic Salary Scale : Ksh57,060 - 83,890 p.m.
House Allowance: Depending on duty station
Leave Allowance: As existing in the Civil Service
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 Superintendent of Prisons for Job Group M , (PG 7)
- (ii) a Certificate of Initial Training for Prisons Officers from the Prisons Staff Training College lasting not less than nine (9) months.

OR

a Certificate of Initial Training for Cadet Officers from the Prisons Staff Training College lasting not less than thirteen (13) months.

OR

- a Post graduate Diploma in Security and Correctional Science from a recognized institution;
- (iii) a Certificate in Prisons Senior Officers Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) shown merit and ability as reflected in work performance and results; and
- (v) maintained outstanding discipline record

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) managing medium institutions;
- (ii) chairing Reception and Discharge Board in medium institutions;
- (iii) deploying officers depending on their suitability;
- (iv) giving direction based on data entries;
- (v) ensuring documentation and safe storage of prisoners cash, valuables and other properties and controlling security of prison institution;
- (vi) ensuring inmates are produced in courts on time and monitoring security of prisoners on transit;
- (vii) releasing inmates in maximum security institution and coordinating rehabilitation programs;
- (viii) managing prisons farms and industries activities;
- (ix) commanding parades and conducting class instructions to trainees and leading recruitment teams;
- (x) adjudicating disciplinary cases for both staff and inmates;
- (xi) supervising staff from the rank of Superintendent of Prisons and below;
- (xii) ensuring proper maintenance of hygiene and sanitation and ensuring that inmates access healthcare; reporting incidences of unusual occurrence;
- (xiii) ensuring provision of services to prisoners and providing professional services based on area of specialization

SUPERINTENDENT OF PRISONS - PG 7 (JG M) - THREE HUNDRED AND FORTY (340) POSTS - V/NO. 154/2021

Basic Salary Scale : Ksh.48, 780 - 73,310 p.m.

House Allowance : Depending on duty station
Leave Allowance : As existing in the Civil Service
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 Chief Inspector of Prisons, Job Group L , (PG 6)
- (ii) a Certificate of Initial Training for Prisons Officers from the Prisons Staff Training College lasting not less than nine (9) months;

OR

a Certificate of Initial Training for Cadet Officers from the Prisons Staff Training College lasting not less than thirteen (13) months;

OR

- a Post Graduate Diploma in Security and Correctional Science from a recognized institution;
- (iii) a Certificate in Development Course for Inspectors lasting not less than two (2) months from Prisons Staff Training College;
- (iv) a Senior Officers Management course lasting not less than four (4) weeks from a recognized institution;
- (v) shown merit and ability as reflected in work performance and results; and
- (vi) maintained outstanding discipline record

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) managing an open prison, Borstal Institutions and Youth Corrective Training Centre; chairing Reception and Discharge Board in open and medium institutions;
- (ii) deploying officers depending on their suitability;
- (iii) validating and endorsing data entries;
- (iv) controlling prisons security and special category wings in maximum security institutions and keeping valuables and cash of prisons;
- (v) ensuring inmates are produced in court on time; monitoring security of prisoners on transit and releasing inmates and coordination rehabilitation programs;
- (vi) managing prisons farms and industries activities;
- (vii) being second parade commanders, conducting class instructions to trainees and leading recruitment teams; supervising staff from the rank of Chief Inspector and below;
- (viii) adjudicating disciplinary cases for both staff and inmates;
- (ix) ensuring proper maintenance of hygiene and sanitation;
- (x) providing health services; ensuring that inmates access health care; and
- (xi) providing professional services based on their areas of specialization

SECRETARY/CEO
PUBLIC SERVICE COMMISSION

NAIROBI