



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

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

Advertisement - Vacant Positions in the Public Service

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

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

Please Note:

- (i) Candidates 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 - Article 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.

Applications should reach the Commission **on or before 25th April, 2022 latest 5.00 pm (East African Time).**

VACANCY IN THE MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT

STATE DEPARTMENT FOR CORRECTIONAL SERVICES

PROBATION OFFICER II: FOUR HUNDRED (400) POSTS: V/NO. 1/2022- (as indicated in the following fields):

(Sociology, Community Development, Gender Studies and Medical Sociology)- 90, Criminology and Criminal Justice Studies- 100, Social Work-50, Anthropology 3, Law - 15, Information Communication Technology (ICT) - 13, Agriculture -2, Livestock Production-2, Guidance and Counselling-48, Nutrition and Dietetics-4, Psychology - 10 , Education-8, Theology-17, Islamic Studies-11, Commerce (Marketing, Entrepreneurship)-17 and Nursing- 10

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:	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:

- (i) have a Bachelors Degree in any of the following disciplines: - Sociology, Community Development, Gender Studies, Medical Sociology, Criminology and Criminal Justice, Social Work, Anthropology, Law, Information Communication Technology, Agriculture, Livestock Production, Guidance and Counselling, Nutrition and Dietetics, Clinical Psychology/Counselling Psychology/Social Psychology, Education, Religious Studies, Commerce (Entrepreneurship, Marketing), and Nursing from a university recognized in Kenya;
- (ii) have good communication skills; and
- (iii) be result oriented and committed to continuous learning.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer in this grade will perform a variety of probation duties. Duties and responsibilities will include:-

- (i) conducting social investigations;
- (ii) preparing reports;
- (iii) providing advisory information;
- (iv) supervision, rehabilitation and reintegration of offenders and ex-offenders serving non-custodial measures within the community;
- (v) participating in social crime prevention projects and programmes; and

(vi) facilitating probation and After Care support Services to clients and statutory institutions

VACANCY IN THE NATIONAL TREASURY

SUPPLY CHAIN MANAGEMENT OFFICER II- THREE HUNDRED (300) POSTS - V/NO. 2/2022

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

For appointment to this grade a candidate must have a Bachelors Degree in any of the following fields: Procurement and Supply Chain Management, Purchasing and Supplies Management, Procurement and Logistics, Procurement and Contract Management, Commerce (Supplies Option) Business Administration (Supplies Management Option), or any other relevant field 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 perform a variety of Supply Chain Management duties under the guidance of a more senior and experienced officer. The duties and responsibilities will include:

- (i) warehousing;
- (ii) undertaking distribution and fleet management;
- (iii) disposal of stores and equipment;
- (iv) procurement;
- (v) undertaking market surveys and research; and
- (vi) inventory and stock control in accordance with the laid down regulations and procedures

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**