



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.pscjobs.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 - 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 13th June, 2022 latest 5.00 pm (East African Time)**.

VACANCY IN THE MINISTRY OF LABOUR

LABOUR SECRETARY/COMMISSIONER FOR LABOUR - ONE (1) POST

V/No. 4/2022

Basic Salary Scale	Ksh.169,140 – Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	Ksh.24, 000 p.m.	
Leave Allowance:	As provided 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 cumulative period of sixteen (16) years, three (3) of which should have been at the grade of Deputy Commissioner for Labour, CSG 6 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:- Human Resource Management/Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following disciplines:- Labour Relations, Industrial Relations, Human Resource Management or Development or Planning, Law, Business Administration, Economics, Sociology, Anthropology, Statistics, Labour and Development Studies, Public Administration or International Relations from a university recognized in Kenya;
- (iv) a certificate in a Prosecution Course lasting at least One (1) month from a recognized institution; and
- (v) professional competence and conversant with Labour administration, Labour Laws and International Labour Organisation and Internal Organisation of Migration instruments, and the ability to integrate them to Kenya Vision 2030.

NOTE:

Possession of a certificate in Strategic Leadership Development Programme lasting not less than Six (6) weeks from a recognized institution will be considered an added advantage.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) formulating labour policies;
- (ii) implementing departmental programmes and policies on the administration and enforcement of Labour Laws;
- (iii) handling matters related to International Labour Organization (ILO) and International Organization for Migration (IOM), East Africa Community (EAC),

- African Union (AU), World Trade Organisation (WTO), Intergovernmental Authority for Development (IGAD) on matters related to Labour;
- (iv) liaising with social partners, other arms of Government and relevant agencies on all labour related issues;
 - (v) advising on negotiations and consultative machinery on social dialogue between employer and employee relations; and
 - (vi) advising on desirable measures to be taken for creating of employment opportunities, maintenance of industrial peace and development of labour market information systems for employment promotion.

VACANCIES IN THE MINISTRY OF EDUCATION

STATE DEPARTMENT FOR UNIVERSITY EDUCATION AND RESEARCH

SECRETARY-UNIVERSITY EDUCATION, RESEARCH, SCIENCE, TECHNOLOGY AND INNOVATION - ONE (1) POST: V/No. 5/2022

Basic Salary Scale	Ksh.169,140 - Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.80,000 p.m.	
Commuter Allowance:	Ksh.24, 000 p.m.	
Leave Allowance:	As provided 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 at the grade of Director, University Education or Research, CSG 5 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: Education, Physical Sciences, Biological Sciences, Agricultural Sciences, Natural Sciences, Earth Sciences or its equivalent from a university recognized in Kenya;
- (iii) a Master's Degree in any of the following fields: Education, Physical Sciences, Biological Sciences, Agricultural Sciences, Natural Sciences, Earth Sciences or its equivalent from a university recognized in Kenya;
- (iv) demonstrated an outstanding professional competence and managerial ability as reflected in work performance and results; and
- (v) a thorough understanding of the global, regional and national developmental goals, policies and programs and the ability to relate them to the Ministry's mandate.

NOTE:

Possession of a PhD from a recognized university in Kenya will be an added advantage.

Duties and Responsibilities

An officer at this level will be responsible for overall coordination of the University Education and Research Sub Sector. Duties and responsibilities will include:-

- (i) advising the Government through the Principal Secretary, State Department for University Education and Research on activities going on locally and internationally on University Education, Research, Innovation and Technology transfer in both public and private sectors;
- (ii) guiding the Ministry of Education in development and implementation of relevant University Education, Research, Technology transfer and Innovation policies for national development;
- (iii) coordinating formulation, implementation and reviewing of policies, strategies and programmes of University Education, Research Management and Development;
- (iv) ensuring international collaborations, partnerships and global obligations in University Education, Research, Innovation and Technology are adhered to and observed; and
- (v) providing linkages between Government, Research, Academia, Industry and the Society

**DIRECTOR-RESEARCH, SCIENCE AND TECHNOLOGY -ONE (1) POST
V/No. 6/2022**

Basic Salary Scale:	Ksh.133,870 – Ksh.197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – Ksh.60,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000 p.m.	
Leave Allowance:	As provided 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 at the grade of Deputy Director of Research, CSG 6 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Education, Physical Sciences, Biological Sciences, Agricultural Sciences, Natural Sciences, Earth Sciences or its equivalent from a university recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Biological Sciences, Agricultural Sciences, Physical Sciences, Natural Sciences and Earth Sciences from a university recognized in Kenya; and

- (iv) demonstrated a high standard of professional competence and administrative capability in the development of science and technology policies as well as appreciation of cross sectoral issues of science and technology for development

Duties and Responsibilities

The Director of Research, Science and Technology is the overall technical and administrative head of the Directorate of Research, Science and Technology. The officer will be responsible to the Principal Secretary, State Department for University Education and Research for:-

- (i) overseeing implementation of the performance contract programmes in the Directorate;
- (ii) efficient management of the Directorate of Research, Science and Technology;
- (iii) advising the Government through the Principal Secretary, State Department for University Education and Research on activities going on locally and internationally on research, innovation and technology transfer in both public and private sectors; and
- (iv) guiding the Ministry of Education in development and implementation of relevant research, technology transfer and innovation policies for national development

VACANCIES IN THE MINISTRY OF PETROLEUM AND MINING

DEPUTY DIRECTOR-PETROLEUM ENVIRONMENTAL ANALYSIS - ONE (1) POST V/No. 7/2022

Basic Salary Scale:	Ksh.99,900 - Ksh.169,140 p.m.	(CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided 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, an officer must have: -

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Petroleum Environmental Analysis, CSG 7 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: Environment, Environmental Science, Environmental Geology, Environmental Management, Natural Management or its equivalent qualification from a university recognized in Kenya;

- (iii) a Certificate in Health, Safety and Environmental related to petroleum or its equivalent qualification lasting not less than two (2) weeks from a recognized institution in Kenya;
- (iv) demonstrated outstanding professional competence and managerial ability as reflected in work performance and results; and
- (v) thorough understanding of national goals, policies and objectives and ability to relate them to petroleum function and aspirations of Vision 2030

Duties and Responsibilities: -

Duties and responsibilities at this level include:-

- (i) supervising implementation of petroleum environmental policies, strategies and procedures;
- (ii) directing stakeholders on compliance with Health Safety and Environmental (HSE) policies, environmental regulations and other relevant Health Safety and Environmental legislation on oil and gas;
- (iii) ensuring mitigating measures are in place to counter the negative impact of oil and operations;
- (iv) coordinating the development of oil and gas HSE guidelines;
- (v) coordinating oil and gas HSE audits;
- (vi) collaborating with environmental, health and safety agencies, regulators and other stakeholders in environmental conservation and protection;
- (vii) ensuring compliance with HSE legislations and regulations;
- (viii) networking with relevant Agencies on the review of Environmental and Social impact Assessment Reports related to oil and gas operations; and
- (ix) coordinating research on HSE issues affecting oil and gas

**DEPUTY DIRECTOR-PETROLEUM ECONOMIC ANALYSIS - ONE (1) POST
V/No. 8/2022**

Basic Salary Scale:	Ksh.99,900 – Ksh.169,140 p.m.	(CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided 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, an officer must have:-

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Petroleum Economic Analysis, CSG 7 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: Economics, Economics and Mathematics, Economics and Statistics, Petroleum Economics or its equivalent from a recognized university in Kenya;
- (iii) a certificate in any of the following disciplines: Petroleum Economic Modelling, Petroleum Project Economic and Risk Analysis, Petroleum Supply Chain Management, Petroleum taxation or any other related course lasting not less than two (2) weeks from a university recognized in Kenya;
- (iv) demonstrated outstanding professional competence and managerial ability as reflected in work performance and results; and
- (v) thorough understanding of national goals, policies and objectives and ability to relate them to petroleum function and aspirations of Vision 2030

Duties and Responsibilities

Duties and responsibilities at this level include:-

- (i) formulating, monitoring and evaluating policies, programmes and strategies to ensure security supply of petroleum products;
- (ii) superintending implementation of petroleum fuels supply chain monitoring systems;
- (iii) establishing petroleum fuels supply chain monitoring systems to ensure security of supply and efficient distribution of petroleum products;
- (iv) coordinating various agencies involved in oil imports and scheduling of various petroleum vessels in terminals;
- (v) ensuring optimal utilization of petroleum handling and storage facilities;
- (vi) advising on the trend of domestic consumption of petroleum products;
- (vii) coordinating economic modelling and forecasting;
- (viii) supervising project planning and appraisal;
- (ix) reviewing petroleum projects proposals on oil and gas;
- (x) assessing demand and supply projections of petroleum products;
- (xi) ensuring operational petroleum stocks and build-up in the supply and distribution system economic evaluation on opportunities in exploration, development and production in oil and gas;
- (xii) supervising prefeasibility and feasibility studies on oil and gas; and
- (xiii) coordinating research on economics of oil and gas.

**DEPUTY DIRECTOR-PETROLEUM COMMUNICATION AND MARKETING- ONE
(1) POST - V/No.9/2022**

Basic Salary Scale:	Ksh.99,900 – Ksh.169,140 p.m.	(CSG 6)
House Allowance:	Ksh.20,000 – Ksh.50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided 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, an officer must have: -

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Petroleum Communication and Marketing, CSG 7 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: Journalism, Mass Communication, Marketing, Public Relations, International Relations, Communication and Media or its equivalent qualification from a university recognized in Kenya;
- (iii) a Membership to either Public Relations Society of Kenya (PRSK), Marketing Society of Kenya (MSK) or any other relevant professional body;
- (iv) a Certificate in Oil and Gas Management Course lasting not less than two (2) weeks or its equivalent qualification from a recognized institution in Kenya;
- (v) demonstrated professional competence and managerial ability as reflected in work performance and results; and
- (vi) thorough understanding of national goals, policies and objectives and ability to relate them to petroleum function and aspirations of Vision 2030

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) supervising formulation, interpretation and implementation of communications and marketing policies, strategies and programmes for petroleum exploration;
- (ii) coordinating public engagement on matters related to oil and gas operations, communications and marketing systems;
- (iii) ensuring development of a communications and marketing framework in oil and gas operations;
- (iv) coordinating benchmarking on innovative communication and marketing trends that are relevant in the oil and gas sector;
- (v) overseeing research in petroleum communications and marketing in line with the best oil and gas industry practices;

- (vi) assessing the impact of emerging communications and marketing trends in oil and gas sector;
- (vii) liaising with relevant stakeholders in information sharing on oil and gas operations;
- (viii) participation in negotiations on CSR programmes to be undertaken by the oil companies;
- (ix) overseeing the implementation and evaluating the CSR programmes as undertaken by oil companies;
- (x) liaising with stakeholders on Corporate Social Responsibility projects;
- (xi) supervising development of CSR, policies and ensuring compliance with existing law on oil and gas, ethical standards, national and international norms relating to CSR programmes;
- (xii) increasing stakeholder trust through positive public communication programmes; and
- (xiii) encouraging consumers, employees, investors, communities and other stakeholders to make a positive impact within the environment where oil and gas operations exist

**DEPUTY DIRECTOR-PETROLEUM AUDIT AND RISK ANALYSIS - ONE (1) POST
- V/No. 10/2022**

Basic Salary Scale:	Ksh.99,900 - Ksh.169,140 p.m.	(CSG 6)
House Allowance:	Ksh.20,000 - Ksh.50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16,000 p.m.	
Leave Allowance:	As provided 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, an officer must have:

- (i) served for a minimum period of three (3) years at the grade of Assistant Director, Petroleum Audit and Risk Analysis, CSG 7 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: Commerce (Accounting option or Finance option), Business Administration (Accounting option) or equivalent qualifications from a university recognized in Kenya;
- (iii) a Part III of the Certified Public Accountant (CPA) examination or Part III of the Association for Certified Chartered Accountant (ACCA) or equivalent qualifications from a recognized institution in Kenya;
- (iv) a Certified Information System Auditors (C.I.S.A);

- (v) be registered with any of the following professional bodies: Institute of Internal Auditors (IIA), Institute of Public Accountants of Kenya (ICPAK), Association of Certified Fraud Examiners (ACFE) or Institute of Systems and Control Association (ISACA);
- (vi) a Certificate in any of the following disciplines: upstream auditing certification; Petroleum auditing; oil and gas management, international oil and gas accounting lasting not less than two (2) weeks or its equivalent qualification from a recognized institution in Kenya;
- (vii) Demonstrated outstanding professional competence and managerial ability as reflected in work performance and results; and
- (viii) thorough understanding of national goals, policies and objectives and ability to relate them to petroleum function and aspirations of Vision 2030.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) formulating petroleum audit policies, strategies and procedures to guide petroleum audit function;
- (ii) recommending adjustments resulting from petroleum audit of recoverable costs and contractors accounts;
- (iii) ensuring the execution of oil and gas audit work plans;
- (iv) providing advisory support in preparation of audit reports;
- (v) developing and reviewing of risk assessment framework;
- (vi) developing and reviewing audit techniques and procedures on petroleum functions;
- (vii) providing advice on audit queries;
- (viii) ensuring timely submission of audited reports; and
- (ix) developing audit plans.

**SENIOR PRINCIPAL-SUPERINTENDING INSPECTOR OF EXPLOSIVES - ONE (1)
POST - V/No.12/2022**

Basic Salary Scale:	Ksh.99,900 - Ksh.169,140 p.m. (CSG 6)
House Allowance:	Ksh.20,000- Ksh.50,000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.16,000 p.m.
Leave Allowance:	As provided 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, an officer must:

- (i) have served for a minimum period of three (3) years at the grade of Chief Superintending Inspector of Explosives, CSG 7 or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelor of Science Degree in any of the following fields: Explosives Science/Engineering, Mining Engineering, Chemical Engineering, Environmental Science/Engineering and Physical Science with topics in Atomic Science, Environmental Science, Organic Chemistry, Thermodynamics/Thermal Physics, Electrodynamics or Mechanics or its equivalent qualification from a university recognized in Kenya;
- (iii) have a certificate in Investigation and Prosecution from a recognized institution;
- (iv) have a certificate in Rock Blasting Techniques from a recognized institution;
- (v) have practical knowledge and experience in safe handling and disposal of explosives to specified standards; and
- (vi) be well versed with both local and international guidelines for the safe use of explosives.

Duties and Responsibilities

An officer at this level will head Quality Assurance, Environmental Management or Licensing Section in Explosives Division. Duties and responsibilities will include:-

- (i) liaising with relevant environmental agency in the approval of Environmental Impact Assessment and Audit reports on explosives development programs;
- (ii) identifying and listing all projects and programs that require an environmental assessment;
- (iii) chairing the Commission of Enquiry set up under Section 16 of the Explosives Act;
- (iv) planning yearly activities in the section and ensuring implementation;
- (v) coordinating all activities in the section;
- (vi) organizing how deteriorated explosives will be disposed off;
- (vii) monitoring and evaluating the performance of staff in the section to achieve conformity to set standards; and

(viii) guiding and supervising staff in the section to achieve set targets.

**ASSISTANT DIRECTOR-PETROLEUM LEGAL AND COMPLIANCE - ONE (1)
POST - V/No. 12/2022**

Basic Salary Scale:	Ksh.87,360 - Ksh.121,430 p.m. (CSG 7)
House Allowance:	Ksh.16,800 - Ksh.45,000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provide 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, an officer must have:-

- (i) served for a minimum period of three (3) years at the grade of Principal Petroleum Legal and Compliance Officer CSG 8 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Degree in Bachelors of Law (LLB) from a university recognized in Kenya;
- (iii) a Diploma in Law from the Council of Legal Education;
- (iv) been an Advocate of the High Court of Kenya;
- (v) a Valid Practising Certificate from Law Society of Kenya;
- (vi) a Certificate in Petroleum Law lasting not less than two (2) weeks or its equivalent qualification from a recognized institution in Kenya; and
- (vii) demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities will include:-

- (i) ensuring petroleum legal framework is aligned to the constitution and other related statutes;
- (ii) liaising with relevant stakeholders on oil and gas on legal matters;
- (iii) ensuring compliance with statutory petroleum legislations and policies;
- (iv) assessing and reviewing contracts and agreements in line with existing legal framework;
- (v) undertaking research on petroleum related legal developments;
- (vi) implementation and review of policy guidelines and regulation on petroleum legal developments;
- (vii) providing advice on legal aspects of oil and gas policies and standards;
- (viii) interpreting and implementing court orders, judgements, rulings, arbitration awards and other court documents in liaison with the State Law Office;
- (ix) issuing instructions in litigation and arbitration proceedings relating to oil and gas where necessary;
- (x) providing legal guidance for licensing and acquisition of oil and gas exploration blocks;

- (xi) ensuring proper execution of legal documentation on petroleum operations;
- (xii) developing legal mechanisms for contractual management of petroleum agreements;
- (xiii) ensuring compliance with legal obligations and regulatory requirements pertaining to oil and gas;
- (xiv) conducting due diligence on upstream, midstream and downstream legal transactions;
- (xv) initiating review of petroleum legal documents in consultation with relevant stakeholders where necessary;
- (xvi) determining the appropriate dispute resolution mechanisms including alternative dispute resolution;
- (xvii) initiating research on petroleum related legal matters;
- (xviii) ensuring compliance with legal obligations on the licenses compliance with the production Sharing Contracts (PSCs), laws and regulations; and
- (xix) providing technical secretarial services to various committees.

ASSISTANT DIRECTOR-CARTOGRAPHY - ONE (1) POST - V/No.13/2022

Basic Salary Scale:	Ksh.87,360 – Ksh.121,430 p.m. (CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m. (Depending on duty station)
Commuter Allowance:	Ksh.12,000 p.m.
Leave Allowance:	As provide 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, an officer must have:

- (i) served for a minimum period of three (3) years at the grade of Principal Cartographer, CSG 8 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: Philosophy in Technology (Geo-informatics/ Geo-informatics and Information Technology), Technology in Geo-informatics, Technology in Geomatics, Geo-spatial Engineering, Land Surveying and Photogrammetry, Geomatics, Geomatic Engineering or its equivalent qualification from a university recognized in Kenya;
- (iii) membership to Institution of Surveyors of Kenya (ISK); and
- (iv) demonstrated a high degree of professional competence and administrative capacity

Duties and Responsibilities

Duties and responsibilities will include:-

- (i) researching and initiating new Cartographic techniques and assessing human capacity development needs in line with the changing professional demands;

- (ii) verifying drawing of survey and deed plans, registry index maps, boundary schedules and preliminary index diagrams;
- (iii) verifying topographical base maps;
- (iv) checking the National Gazetteer;
- (v) supervising map design and revision of base maps from aerial imageries;
- (vi) analyzing and processing geospatial data;
- (vii) maintaining and updating mapping records;
- (viii) controlling map dissemination; and
- (ix) overseeing servicing and maintenance of Cartographic equipment and quality control of Cartographic data sets produced by both public and private organizations

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. 14/2022

Basic Salary Scale:	Ksh.133,870 – Ksh.197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – Ksh.60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	As provided 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 at the grade of Deputy Director, Weights and Measures CSG 6 or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following disciplines: 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, Information Communication Technology, Physics, Mathematics, Chemistry, Law, Legal Metrology, Engineering Mechanical/Electrical/ Electronics), Micro-processors, Business Administration or equivalent qualification from a university recognized in Kenya;
- (iv) an Advanced Certificate offered by the Institute of Trade Standards Administration (Kenya);

- (v) a Certificate of Membership of the Institute of Trade Standards Administration (Kenya);
- (vi) demonstrated a high degree of professional competence and capability required for effective planning, organization and administration of weights and measures function and;
- (vii) thorough understanding of national goals, policies and development objectives and the ability to translate them into Weights and Measures

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 services. Duties and responsibilities include:-

- (i) being the chief advisor on issues relating to the Weights and Measures Act (Cap 513) and the Trade Description Act (Cap 505) and the subsidiary legislations made under them and interpretation, application, implications and reviewing of these laws;
- (ii) spearheading the formulation, implementation and reviewing 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;
- (iii) ensuring acquisition, custody and maintenance of Kenya Primary Standards and Kenya Primary Reference Standards;
- (iv) approving of new patterns of weighing and measuring equipment; and
- (v) reviewing of existing legislation and procedures in liaison with national, regional and international bodies/institutions and other stakeholders on matter relating to legal metrology.

STATE DEPARTMENT FOR INDUSTRIALIZATION

ASSISTANT DIRECTOR OF INDUSTRIES - FIVE (5) POSTS - V/NO. 15/2022

Basic Salary Scale:	Ksh.87,360 – Ksh.121,430 p.m.	(CSG 7)
House Allowance:	Ksh.16,800 – Ksh.45,000 p.m. (Depending on Station)	
Commuter Allowance:	Ksh.12,000 p.m.	
Leave Allowance:	As provided 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, an officer must have: -

- (i) served for a minimum period of three (3) years in the grade of Principal Industrial Development Officer CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agriculture), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a University recognized in Kenya;
- (iii) a Certificate in any of the following fields; Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution; and
- (iv) demonstrated high degree of Professional, Technical and Administrative competence as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- (i) reviewing sectoral reports on Tariff and Non-Tariff Barriers (NTBS) for manufacturing industry;
- (ii) liaising with research and development institutions and other Industry Stake Holders to backstop industry on the development of industrial tooling and machining;

- (iii) identifying potential foreign investors in specific industrial sectors;
- (iv) documenting and promoting the commercialization of research and development findings; Further,
- (v) categorizing industrial clusters for industrial development;
- (vi) Negotiating on industrial related issues at bilateral, regional and multilateral fora;
- (vii) sensitizing entrepreneurs on industrial investment opportunities, providing advisory services and mentoring to/ for potential and existing entrepreneurs;
- (viii) locating potential foreign investors in specific industrial sectors in liaison with relevant government agencies; and
- (ix) undertaking monitoring and evaluation of projects/ programmes.

VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY AND REGIONAL DEVELOPMENT

STATE DEPARTMENT FOR EAST AFRICAN COMMUNITY

DEPUTY DIRECTOR-REGIONAL SOCIAL INTEGRATION- TWO (2) POSTS V/NO. 16/2022

Basic Salary Scale:	Ksh.98,500- Ksh.166,780 p.m.	(CSG 6)
House Allowance:	Ksh.20, 000 – Ksh.50,000 p.m. (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	As provided 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 twelve (12) years, and currently serving at the grade of Principal, Regional Social 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: 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 its equivalent qualification from a recognized institution;
- (iii) a membership to a relevant professional body(where applicable);
- (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 grade will include:-

- (i) coordinating the development and implementation of social sector policies and strategies on East African Community (EAC) integration;
- (ii) monitoring and evaluating EAC social sector projects, programmes, summit and council decisions;
- (iii) initiating development and implementation of activities related to social sector;
- (iv) creating and sustaining networks for constructive exchanges on EAC social integration with the public and private sector;
- (v) making recommendations on analytical background papers, country profiles, reports on EAC social integration process;
- (vi) preparing briefs and speeches on social integration issues;
- (vii) coordinating research/studies on EAC social integration process;
- (viii) widening and deepening social sector cooperation among the EAC partner states;
- (ix) coordinating the implementation of the EAC Treaty, Protocols and Agreements' provisions related to social affairs integration;
- (x) collaborating and liaising with the border agencies to facilitate movement of persons, workers, goods and services as well as cross border relations;
- (xi) coordinating delegations to bilateral and regional social integration meetings.
- (xii) overseeing the preparation and implementation of work plans, performance contracts in the Division;
- (xiii) ensuring accountability and prudent management of resource in the Division;
- (xiv) Instituting operational accountability and teambuilding;
- (xv) ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity; and
- (xvi) supervising, managing and developing staff within the Division.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**