



## PUBLIC SERVICE COMMISSION

### Our Vision

*"A citizen-centric public service"*

### Our Mission

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

## ADVERTISEMENT - VACANT POSITIONS IN THE PUBLIC SERVICE

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

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

### Please Note:

- (i) 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 4<sup>th</sup> July, 2022 latest 5.00 pm (East African Time)**.

## VACANCIES IN THE MINISTRY OF HEALTH

### DIRECTOR-GENERAL FOR HEALTH - ONE (1) POST - V/No. 17/2022

Basic Salary Scale:	Ksh.292,765 – Ksh.576,120 p.m.	(CSG 3)
House Allowance:	Ksh.100,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided in the Civil Service	
Terms of Service:	Five (5) years contract (renewable once)	

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

- (i) have experience of at least ten (10) years in management of health services, five (5) of which must be at a senior management position;
- (ii) have at least a Masters degree in Public Health, Medicine or any other health related field;
- (iii) have a registration certificate and a valid practicing license from the relevant profession regulatory body; and
- (iv) meet the provisions of Chapter Six of the Constitution of Kenya.

#### Duties and responsibilities

The Director-General shall be the technical advisor to the Government on all matters relating to health within the health sector. Specific duties and responsibilities include:

- (i) being the technical advisor to the Cabinet Secretary of health;
- (ii) being responsible for preventing and guarding against the introduction of infectious diseases into Kenya;
- (iii) promoting the public health and the prevention, limitation or suppression of infectious, communicable or preventable diseases within Kenya;
- (iv) advising the two levels of Government on matters of national security on public health;
- (v) promoting and facilitating research and investigations in connection with the prevention or treatment of human diseases;
- (vi) preparing and publishing reports and statistical or other information relative to the public health;
- (vii) obtaining and publishing periodically information on infectious diseases and other health matters and such procurable information regarding epidemic diseases in territories adjacent to Kenya or in other Countries as the interests of public health may require;
- (viii) providing guidelines for registration, licensing, certification and gazettelement of all health facilities;
- (ix) being responsible for internship program for health workers;
- (x) supervising the directorates within the national Ministry of Health; and

- (xi) performing any other duties as may be assigned by the appointing authority and any other written law.

**DIRECTOR HEALTH MANAGEMENT (FAMILY HEALTH AND SANITATION) - ONE  
(1) POST - V/No. 18/2022**

<b>Basic Salary Scale</b>	<b>Ksh.169,140 – Ksh.324,430 p.m.</b>	<b>(CSG 4)</b>
<b>House Allowance:</b>	<b>Ksh.84,000 p.m.</b>	
<b>Commuter Allowance:</b>	<b>Ksh.24,000 p.m.</b>	
<b>Leave Allowance:</b>	<b>As provided in the Civil Service</b>	
<b>Annual Leave:</b>	<b>30 working days per financial year</b>	
<b>Medical Cover:</b>	<b>As provided in the Civil Service</b>	
<b>Terms of Service</b>	<b>Permanent and Pensionable or Three (3) years contract, renewable subject to satisfactory work performance</b>	

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

- (i) be serving at the grade of Deputy Director, Health Management Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelors Degree in any of the following disciplines: Medicine, Pharmacy, Nursing, Food Safety, Health Promotion, Dental Surgery, Clinical Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines: Public Health, Health Systems Management, Epidemiology, Medicine, Clinical Medicine, Health Supply Chain, Nursing, Medical Biostatistics, Pharmacy, Mechatronics Engineering, Nutrition and Dietetics, Health Information Management, Administration, Management or equivalent and relevant field from a university recognized in Kenya;
- (iv) have a registration certificate and a valid practicing license from the relevant profession regulatory body; and
- (v) have a thorough understanding of Kenya's health priorities and strategic interest as well as regional, global health dynamics and global health security and the ability to integrate them into the health sector performance.

**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.

**Competencies**

- (i) Strong managerial skills and ability to lead teams;
- (ii) Planning and analytical skills;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Ability to work under pressure, prioritize and multi-task;

- (v) Strong communication skills and
- (vi) Conflict management skills.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) overseeing the development, implementation, monitoring and review of policies, regulations, standards, guidelines and strategic plans on prevention and control of diseases;
- (ii) providing leadership and oversee management of reproductive health, maternal, new born, child and adolescent health, vaccines and immunization, mental health, nutrition programs, environmental health interventions, control and prevention of trauma and NCDs,
- (iii) promoting linkages with national and international bodies including chairing the relevant Interagency Coordinating Committees (ICCs) and Technical Thematic Committee;
- (iv) overseeing enforcement of public health laws, proposing review and amendment;
- (v) developing and monitoring the implementation of a framework for surveillance of food, water and environmental contamination and pollution;
- (vi) designing and overseeing the response to public health emergencies;
- (vii) overseeing implementation of the Kenya Country Action plan for adaptation of public health to climate change;
- (viii) facilitating the provision of technical assistant and capacity building to countries;
- (ix) identifying and setting research agenda in relation to family health and environmental health and translating research findings to policy and strategies;
- (x) ensuring prudent utilization and accountability of resource allocated to the directorate;
- (xi) setting performance targets and monitoring performance for all staff in the directorate; and
- (xii) performing any other duties as may be assigned from time to time by the Director General for Health.

**DIRECTOR HEALTH MANAGEMENT (CLINICAL SERVICES) - ONE (1) POST  
V/No. 19/2022**

Basic Salary Scale	Ksh.169,140 – Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.84,000 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 in the Civil Service	
Terms of Service	Permanent and Pensionable or Three (3) years contract, renewable subject to satisfactory work performance	

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

- (i) be serving at the grade of Deputy Director, Health Management Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelors Degree in any of the following disciplines: Medicine, Dental Surgery, Pharmacy, Rehabilitative Medicine, Nursing, Clinical Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines: Medicine, Pharmacy, Dental Surgery, Public Health, Health Systems Management, Clinical Medicine, Medical Laboratory, Nursing, Administration, Management or equivalent and relevant field from a university recognized in Kenya;
- (iv) have a registration certificate and a valid practicing license from the relevant profession regulatory body; and
- (v) have thorough understanding of Kenya's health priorities and strategic interest as well as regional, global health dynamics and global health security and the ability to integrate them into the health sector performance.

**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.

**Competencies**

- (i) Strong managerial skills and ability to lead teams;
- (ii) Planning and analytical skills;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Ability to work under pressure, prioritize and multi-task;
- (v) Strong communication skills and
- (vi) Conflict management skills.

## **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) overseeing the development, implementation, monitoring and review of policies, regulations, standards, guidelines on clinical services and health infrastructure;
- (ii) promoting linkages with national and international bodies including chairing the relevant Interagency Coordinating Committees (ICCs) and Technical Thematic Committee;
- (iii) developing a framework for deployment of multidisciplinary teams to provide specialized services when need arises
- (iv) facilitating the provision of technical assistance and capacity building to counties;
- (v) developing standards and guidelines for continuing professional development in clinical services;
- (vi) monitoring the implementation of framework on quality of clinical services, referral systems, traditional, alternative and complementary medicine;
- (vii) coordinating and vetting outbound medical referrals;
- (viii) designing and supporting establishment of in-country regional centers of excellence for specialized care;
- (ix) designing, developing and overseeing implementation of the national patient's rights charter;
- (x) identifying and setting research agenda in relation to clinical services and referral systems and translate research findings to policies and strategies;
- (xi) ensuring prudent utilization and accountability of resources allocated to the directorate;
- (xii) setting performance targets and monitoring performance for all staff in the directorate; and
- (xiii) performing any other duties as may be assigned from time to time by the Director General for Health.

**DIRECTOR HEALTH MANAGEMENT (HEALTH SYSTEMS) - ONE (1) POST  
V/No. 20/2022**

Basic Salary Scale	Ksh.169,140 – Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.84,000 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 in the Civil Service	
Terms of Service	Permanent and Pensionable or Three (3) years contract, renewable subject to satisfactory work performance	

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

- (i) be serving at the grade of Deputy Director, Health Management Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelors Degree in any of the following disciplines: Medicine, Pharmacy, Dental Surgery, Health Systems, Healthcare Management, Nursing, Clinical Medicine, Rehabilitative Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines: Medicine, Pharmacy, Dental Surgery, Public Health, Nursing, Clinical Medicine, Health Economics, Public Health Finance Management, Administration, Management or equivalent and relevant field from a university recognized in Kenya;
- (iv) have a registration certificate and a valid practicing license from the relevant profession regulatory body; and
- (v) a have thorough understanding of Kenya’s health priorities and strategic interest as well as regional, global health dynamics and global health security and the ability to integrate them into the health sector performance.

**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.

**Competencies**

- (i) Strong managerial skills and ability to lead teams;
- (ii) Planning and analytical skills;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Ability to work under pressure, prioritize and multi-task;
- (v) Strong communication skills and
- (vi) Conflict management skills.

## Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) overseeing the development, implementation, monitoring and review of policies, regulations, standards, guidelines on health policy and planning, healthcare financing, workforce planning and management of healthcare quality;
- (ii) facilitating the provisions of technical assistance and capacity building to counties;
- (iii) promoting linkages with national and international bodies including chairing the relevant Interagency Coordinating Committees (ICCs) and Technical Thematic Committee;
- (iv) developing and monitoring the implementation of health technologies assessment framework;
- (v) developing and monitoring implementation of a framework for inclusion of Health-in-All Policies across sectors and government ministries;
- (vi) developing, implementing and reviewing innovative healthcare financing reforms including resources mobilization, equitable distribution of funding burden and funds flow to support the procurement of essential health benefit package;
- (vii) overseeing development of a framework to facilitate periodic review of benefits package in response to the current public health needs;
- (viii) developing guidelines for monitoring implementation of the WHO health workforce planning and management toolkit;
- (ix) providing oversight on the enforcement of professional and ethical standards of health workforce including traditional and alternative medicine practitioners;
- (x) identifying and setting research agenda in relation to health policy, healthcare financing and health workforce management and translate research findings to policies and strategies;
- (xi) ensuring prudent utilization and accountability of resources allocated to the directorate;
- (xii) setting performance targets and monitoring performance for all staff in the directorate; and
- (xiii) performing any other duties as may be assigned from time to time by the Director General for Health.



**DIRECTOR HEALTH MANAGEMENT (HEALTH PRODUCTS AND TECHNOLOGIES)  
ONE (1) POST - V/No. 21/2022**

Basic Salary Scale	Ksh.169,140 – Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.84,000 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 in the Civil Service	
Terms of Service	Permanent and Pensionable or Three (3) years contract, renewable subject to satisfactory work performance	

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

- (i) be serving at the grade of Deputy Director, Health Management Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelors Degree in any of the following disciplines: Medicine, Pharmacy, Dental Surgery, Nursing, Rehabilitative Medicine, Medical Laboratory Medicine or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines: Medical Supply Chain Management, Medicine, Pharmacy, Dental Surgery, Nursing, Clinical Medicine, Rehabilitative Medicine, Medical Laboratory Medicine, Administration, Management or equivalent and relevant field from a university recognized in Kenya;
- (iv) have a registration certificate and a valid practicing license from the relevant profession regulatory body; and
- (v) have a thorough understanding of Kenya's health priorities and strategic interest as well as regional, global health dynamics and global health security and the ability to integrate them into the health sector performance.

**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.

**Competencies**

- (i) Strong managerial skills and ability to lead teams;
- (ii) Planning and analytical skills;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Ability to work under pressure, prioritize and multi-task;
- (v) Strong communication skills and
- (vi) Conflict management skills.

## Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) overseeing the development, implementation, monitoring and review of policies, regulations, standards, guidelines on Health Products and Technologies (HPTs);
- (ii) developing a monitoring and evaluation framework to ensure HPT visibility and equitable resource allocation;
- (iii) developing a framework to facilitate mapping and engagement of stakeholders and development partners involved in HPTs supply chain;
- (iv) promoting linkages with national and international bodies including chairing the relevant Interagency Coordinating Committees (ICCs) and Technical Thematic Committee;
- (v) developing and implementing a monitoring and evaluation framework for improving and sustaining quality, efficacy, affordability and access to HPTs;
- (vi) developing guidelines on development, review and dissemination of consumer education material on HPT matters including antimicrobial resistance and pharmacovigilance reporting;
- (vii) facilitating the provisions of technical assistance and capacity building to counties;
- (viii) identifying and setting research agenda in relation to HPTs and translate research findings to policies and strategies;
- (ix) ensuring prudent utilization and accountability of resources allocated to the directorate; and
- (x) setting performance targets and monitoring performance for all staff in the directorate;
- (xi) performing any other duties as may be assigned from time to time by the Director General for Health.

**DIRECTOR HEALTH MANAGEMENT (DIGITAL HEALTH AND SECTOR PERFORMANCE) - ONE (1) POST - V/No. 22/2022**

Basic Salary Scale	Ksh.169,140 – Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.84,000 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 in the Civil Service	
Terms of Service	Permanent and Pensionable or Three (3) years contract, renewable subject to satisfactory work performance	

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

- (i) be serving at the grade of Deputy Director, Health Management Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelors Degree in any of the following disciplines: Information Communication Technology, Health Informatics, Health Information Science, Data Computing, Pharmacy, Nursing, Medicine, Dental Surgery, Genomic Data Science, System Design Engineering, Medical Laboratory Medicine, Clinical Medicine, Rehabilitative Medicine, or equivalent qualification from a university recognized in Kenya;
- (iii) have a Masters Degree in any of the following disciplines: Information Communication Technology, Health Informatics, Bio-Informatics Health Information Science, Data Computing, Health Economics, Health Systems, Administration, Management or equivalent and relevant field from a university recognized in Kenya;
- (iv) have a registration certificate and a valid practicing license from the relevant profession regulatory body; and
- (v) have thorough understanding of Kenya's health priorities and strategic interest as well as regional, global health dynamics and global health security and the ability to integrate them into the health sector performance.

**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.

**Competencies**

- (i) Strong managerial skills and ability to lead teams;
- (ii) Planning and analytical skills;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Ability to work under pressure, prioritize and multi-task;
- (v) Strong communication skills and

- (vi) Conflict management skills.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:-

- (i) overseeing the development, implementation, monitoring and review of policies, regulations, standards, guidelines on digital health and sector performance.
- (ii) providing a framework to facilitate identification, capturing, storage, retrieval and utilization of health data;
- (iii) developing a monitoring and evaluating sector-wide performance accountability;
- (iv) developing a support structure for assurance of Kenya's health data security in conformity with prevailing statutes;
- (v) overseeing mapping of health ICT gaps, identify priorities and develop a work plan to guide investment and implementation;
- (vi) mainstreaming health informatics in formulation of policies and strategies for improving and sustaining health system performance;
- (vii) developing and maintaining a digital repository for routine reports, technical papers and sector-wide publications for research use;
- (viii) providing timely, accurate and complete sector-wide health data for innovation and knowledge management;
- (ix) developing and implementing a framework for migration of sector-wide health data into a secure national digital health platform;
- (x) facilitating the provision of technical assistant and capacity building to counties on digital health and sector performance;
- (xi) identifying and setting research agenda in relation to digital health and sector performance;
- (xii) setting performance targets and monitoring performance for all staff in the directorate;
- (xiii) ensuring prudent utilization and accountability of resources allocated to the directorate; and
- (xiv) performing any other duties as may be assigned from time to time by the Director General for Health.

**DIRECTOR HEALTH MANAGEMENT (SECTOR CO-ORDINATION AND RELATIONS) - ONE (1) POST - V/No. 23/2022**

Basic Salary Scale	Ksh.169,140 – Ksh.324,430 p.m.	(CSG 4)
House Allowance:	Ksh.84,000 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 in the Civil Service	
Terms of Service	Permanent and Pensionable or Three (3) years contract, renewable subject to satisfactory work performance	

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

- (i) be serving at the grade of Deputy Director, Health Management Services, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelors Degree in any of the following disciplines: Communication, Public Relations, Political Science, Project Management, Monitoring & Evaluation, Public Administration, Community Health & Development or equivalent qualifications from a recognized institution;
- (iii) have a Masters Degree in any of the following fields: Global Health Diplomacy, Global Health Policy, Public Health Management, Communication, Public Relations, Political Science, Public Administration, Management or equivalent and relevant field from a recognized institution;
- (iv) have a registration Certificate and a valid practicing license from the relevant professional regulatory body; and
- (v) have a thorough understanding of Kenya's health priorities and strategic interests as well as regional, global health dynamics and global health security and the ability to integrate them into the health sector performance.

**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.

**Competencies**

- (i) Strong managerial skills and ability to lead teams;
- (ii) Planning and analytical skills;
- (iii) Mentoring, coaching and leadership skills;
- (iv) Ability to work under pressure, prioritize and multi-task;
- (v) Strong communication skills and
- (vi) Conflict management skills.

## Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing implementing, reviewing and monitoring policies, strategies, guidelines and frameworks on stakeholder engagement and liaison services between the ministry, the public, partners and non-state actors;
- (ii) be the Secretariat to the Health Sector Inter-agency Steering Committee including provision of secretariat services to the Health Sector Consultative Intergovernmental Forum;
- (iii) sensitizing and facilitating implementation and monitoring of Presidential Directives, resolutions and decisions of the health Intergovernmental Forum, the Summit and International Health Resolutions;
- (iv) promoting implementation of strategic framework for inbound health tourism and management of outbound health tourism;
- (v) providing liaison services to all stakeholders including development partners, counties and non-state actors;
- (vi) coordinating the dissemination of sector policies, strategies and guidelines to Counties and private sector in collaboration with key stakeholders;
- (vii) overseeing preparation and implementation of directorate work-plan and budget and ensure prudent utilization of resources allocated to the directorate;
- (viii) setting performance targets and monitor performance for all staff in the directorate; and
- (ix) performing any other duties as may be assigned from time to time by the Director General for Health.

## VACANCY IN THE MINISTRY OF DEVOLUTION

**SECRETARY, DEVOLUTION AFFAIRS - ONE (1) POST - V/NO. 24/2022**

Basic Salary Scale:	Ksh. 169,140 - Ksh.324, 430 p.m.	(CSG 4)
House Allowance:	Ksh. 80,000 p.m.	
Commuter Allowance:	Ksh. 24,000p.m	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided in the Civil Service	
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 Deputy Director, Devolution Affairs (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: Development Studies, Public Administration, Economics, Sociology, Peace Building and Conflict

- Management, Entrepreneurship, Political Science, or equivalent and relevant qualifications from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Development Studies, Public Administration, Economics, Sociology, Peace Building and Conflict Management, Entrepreneurship, Political Science or equivalent and relevant field from a university recognized in Kenya;
  - (iv) current membership to a relevant professional body (where applicable); and
  - (v) demonstrated managerial, leadership and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to management of devolution affairs.

**NOTE:**

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

**Duties and Responsibilities**

The Secretary, Devolution Affairs will be answerable to the Principal Secretary for the management of devolution affairs. Duties and responsibilities at this level will include:

- (i) providing strategic leadership in the development, reviewing and implementation of devolution laws, policies, frameworks, guidelines and standards;
- (ii) overseeing establishment, development and management of intergovernmental relations and servicing of intergovernmental organs;
- (iii) overseeing National Government capacity building and technical assistance to County Governments;
- (iv) overseeing research, management, monitoring and evaluation of devolution programmes including peer review mechanisms in consultation with other institutions with mandates in devolution;
- (v) spearheading the mobilization and management of conditional grants to County Governments;
- (vi) overseeing the development, reviewing and implementation of knowledge management policies, strategy framework and systems for devolved governance; and
- (vii) spearheading collaborations partnerships, linkage and liaison with relevant organization/institutions on devolution matters and convening of the devolution sector working groups and related fora.

**SECRETARY/CEO**  
**PUBLIC SERVICE COMMISSION**