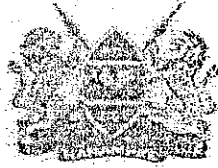


REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT
OFFICE OF THE CABINET SECRETARY

Telegraphic Address: "Personnel", Nairobi
Telephone: Nairobi 227411
Tel: 23125
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P.O. BOX 30050 - 00100
NAIROBI
KENYA

REF. No. MIR/4/23 VOL.III

4th February, 2019

Dr. Alice A. Otwala (Mrs.), CBS
Secretary/Chief Executive Officer
Public Service Commission
P.O. Box 30095 - 00100
NAIROBI

Dear *Dr. Otwala,*

INTERNSHIP POSITIONS

The State Department wishes to advertise for the eleven (11) positions approved for replacement based on earlier authority granted for vacant posts under Immigration Services as detailed below:-

I. Information Communication Technology (6 posts)

For appointment to a position in this section, an intern must have the following minimum requirements:

Bachelor's Degree in any of the following: Mathematics, Physics, Information Communication Technology or any other ICT related discipline with a bias in Information Communication Technology from a recognized Institution.

2. Supply Chain Management (2 posts)

For appointment to a position in this section, an intern must have the following minimum requirements:

- a) Bachelor's Degree in any of the following disciplines: Commerce, Business Administration (Supply Chain Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized Institution.
- b) Be computer literate

3. Records Management Officers (3 posts)

For appointment to a position in this section, an intern must have the following minimum requirements:

- a) Bachelor's degree in Information Science, Records Management or any Social Science from a recognized Institution.
- b) Be computer literate

Other requirements that successful interns will be required to have are:

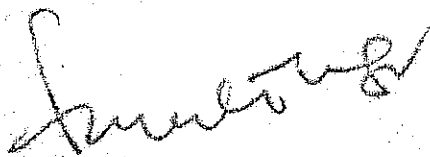
- a. A valid Certificate of Good Conduct from Directorate of Criminal Investigation;
- b. Persons accident insurance to cover for personal risks lasting for at least six months;
- c. Medical insurance cover by the National hospital Insurance Fund (NHIF) or any other reputable medical insurance firm;
- d. Copy of National Identity Card (ID) or copy of Passport;
- e. A copy of PIN certificate from Kenya Revenue Authority; and
- f. Recommendation letter from the Institution.

All the applicants must fulfill the requirements of Chapter 6 of the Constitution on leadership and integrity. Equal opportunities will be accorded, and therefore people living with disabilities, women and those from marginalized areas are encouraged to apply.

Candidates who meet the above requirements should download and fill out an application form from Public Service Commission of Kenya Internship link (www.publicservice.go.ke) and submit together with copies of certificates to the address below or hand deliver to the Human Resource Management Unit Registry, Nyayo house, 4th Floor, Room No. 4032 so as to reach the office on or before 20th February, 2019.

The Principal Secretary
Ministry of Interior and Coordination of National Government
State Department for Immigration and Citizen Services
P.O Box 30510 - 00100
NAIROBI

Yours

Sincerely


FRED MATIANG'I, PhD, EGH
CABINET SECRETARY