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)   Applicants 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 applicants 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 Kenya's 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 avail original letters of appointment to the current substantive posts during the interviews.

Applications should reach the Commission **on or** before **21st August 2023** latest **5.00 pm (East African Time)**

STATE DEPARTAMENT FOR ICT AND DIGITAL ECONOMY

SECRETARY, ICT – INFRASTRUCTURE- ONE (1) POST – V/NO 105 /2023

Basic Salary Scale:	**Kshs.169,140 - Kshs. 324,430 p.m**	**(CSG 4)**
House Allowance:	**Kshs.80, 000 p.m.**	
Commuter Allowance:	**Kshs.24, 000 p.m.**	
Entertainment Allowance:	**Kshs.65,000 p.m**	
Extraneous Allowance:	**Kshs.60,000 p.m**	
Domestic Servants Allowance:	**Kshs.15,600 p.m**	
Leave Entitlement:	**Ksh.10,000 p.a.**	
Annual Leave:	**30 working days**	
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 ten (10) years, three (3) of which should be in the grade of Deputy Director, ICT, 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 fields; Computer Science, Computer Technology, Informatics, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics, Software/ Electronic Engineering, Telecommunications or equivalent qualification from a university recognized in Kenya;

(iii)   a Masters degree in Information and Communication Technology (ICT) or in any other related discipline from a university recognized in Kenya;

(iv)   membership to a relevant professional body;

(v)   outstanding managerial and administrative capability and wide professional experience in Information Communication Technology Policies and e-Government strategy development, implementation, monitoring and evaluation; and

(vi)   demonstrated clear understanding of National Development Policies, goals and objectives.

Note: Possession of a certificate in project management from a recognized institution will be considered an added advantage.

Duties and Responsibilities

The Secretary, ICT- Infrastructure will be responsible to the Principal Secretary for provision of strategic direction, policy development, management and administration of the ICT Infrastructure function including ICT Connectivity, Data Centre& Cloud Services and Partnership &Liaison Services. Specific duties and responsibilities will include: -

(i)   aligning ICT vision, mission and strategic objectives to Kenya Vision 2030, National Digital Masterplan 2022-2032, Digital Economy Blueprint and Government agenda.

(ii)   strengthening governance by overseeing the formulation, consolidation, review and implementation of ICT Connectivity, Data Centre & Cloud Service policies, strategies, guidelines, standards and global best practice

(iii)   overseeing formulation of Capacity Building, Project Management, Liaison & Partnership, Monitoring and Evaluation frameworks and ensure their implementation and consistent application.

(iv)   strengthening partnerships and liaison with public and private sector stakeholders.

(v)   Facilitating the review and development of enabling institutional, legal and regulatory frameworks on ICT Infrastructure, Data Centre & Cloud Services

(vi)   spearheading resource mobilization, investment, budgeting, budgetary control, accountability and prudent utilization of resources.

(vii)   coordinating investments for ICT connectivity, infrastructure, data centers and disaster recovery centres for optimum utilization of resources.

(viii) advising the government, providing leadership and promoting appropriate use of ICT Infrastructure, Data Centre & Cloud services, Project Management matters and ensuring their consistent application in the Information Communication Technology industry;

(ix)   ensuring provision of business continuity and disaster recovery for ICT infrastructure;

(x)   facilitating research, development and implementation of emerging ICT Infrastructure trends;

(xi)   ensuring the development and integration of interoperable ICT Infrastructure, Systems and Information Security across Ministries, Counties, Departments and Agencies; and

(xii)   guiding on ICT human capacity development to ensure the country has adequate skilled personnel.

SECRETARY, ICT E-GOVERNMENT & DIGITAL ECONOMY– ONE (1) POST – V/NO 106 /2023

Basic Salary Scale:	**Kshs.169,140 - Kshs. 324,430 p.m**	**(CSG 4)**
House Allowance:	**Kshs.80, 000 p.m.**	
Commuter Allowance:	**Kshs.24, 000 p.m.**	
Entertainment Allowance:	**Kshs.65,000 p.m**	
Extraneous Allowance:	**Kshs.60,000 p.m**	
Domestic Servants Allowance:	**Kshs.15,600 p.m**	
Leave Entitlement:	**Ksh.10,000 p.a.**	
Annual Leave:	**30 working days**	
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 ten (10) years, three (3) of which should be in the grade of Deputy Director, ICT, 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 fields; Computer Science, Computer Technology, Informatics, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics, Software/ Electronic Engineering, Telecommunications or equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in Information and Communication Technology (ICT) or in any other related discipline from a university recognized in Kenya;

(iv) membership to a relevant professional body;

(v) outstanding managerial and administrative capability and wide professional experience in Information Communication Technology Policies and e-Government strategy development, implementation, monitoring and evaluation; and

(vi) demonstrated clear understanding of National Development Policies, goals and objectives.

Note: Possession of a certificate in project management from a recognized institution will be considered an added advantage.

Duties and Responsibilities

The Secretary ICT, E-Government and Digital Economy will be responsible to the Principal Secretary for overall policy direction and coordination of e-Government and Digital Economy. He/she will oversee the functions of e-government Services, Data Management, Research, Digital Innovation and Incubation, Software Development & Digital Services, and E- Commerce & Entrepreneurship directorates. Specific duties and responsibilities will include: -

(i) aligning ICT vision, mission and strategic objectives to Kenya Vision 2030, National Digital Masterplan 2022-2032, Digital Economy Blueprint and Government agenda;

(ii) planning, directing, controlling and coordinating e-Government and Digital Economy functions;

(iii) strengthening governance by overseeing the formulation, review and implementation of e-Government, Data Management, Research, Digital Innovation & Incubation, Software Development & Digital Services, E-commerce & Entrepreneurship policies, strategies, guidelines, standards and global best practice;

(iv) overseeing the implementation of e-Government, Data, Research Digital Innovation & Incubation, Software Development & Digital Services, E-commerce & Entrepreneurship standards and ensuring their consistent application in government and industry;

(v) facilitating the review and development of enabling institutional, legal and regulatory frameworks on overall e-Government and Digital Economy;

(vi) spearheading resource mobilization, investment, budgeting, budgetary control accountability and prudent utilization of resources;

(vii) providing leadership in the promotion, development and implementation of research, digital innovation & incubation, e-commerce & entrepreneurship, software development & digital services in the ICT industry; and

(viii) advising Government and provide leadership in e-Government & digital economy and promoting appropriate use of ICT in government services.

SECRETARY, ICT - SECURITY & AUDIT CONTROL- ONE (1) POST –
V/NO 107 /2023

Basic Salary Scale: Kshs.169,140 - Kshs. 324,430 p.m   (CSG 4)

House Allowance:	Kshs.80, 000 p.m.
Commuter Allowance:	Kshs.24, 000 p.m.
Entertainment Allowance:	Kshs.65,000 p.m
Extraneous Allowance:	Kshs.60,000 p.m
Domestic Servants Allowance:	Kshs.15,600 p.m
Leave Entitlement:	Ksh.10,000 p.a.
Annual Leave:	30 working days
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 ten (10) years, three (3) of which should be in the grade of Deputy Director, ICT, 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 fields; Computer Science, Computer Technology, Informatics, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics, Software/ Electronic Engineering, Telecommunications or equivalent qualification from a university recognized in Kenya;

(iii) a Masters degree in Information and Communication Technology (ICT) or in any other related discipline from a university recognized in Kenya;

(iv) membership to a relevant professional body;

(v) outstanding managerial and administrative capability and wide professional experience in Information Communication Technology Policies and e-Government strategy development, implementation, monitoring and evaluation; and

(vi) demonstrated clear understanding of National Development Policies, goals and objectives.

Note: Possession of a certificate in project management from a recognized institution will be considered an added advantage.

Duties and Responsibilities

The Secretary ICT, Security & Audit Control will be responsible to the Principal Secretary for overall policy direction and coordination of ICT Security and Audit Control. He/she will oversee the Cyber Security and Systems Audit & Control directorates. Specific duties and responsibilities will include: -

(i) aligning ICT vision, mission and strategic objectives to Kenya Vision 2030, National Digital Masterplan 2022-2032, Digital Economy Blueprint and Government agenda;

(ii) planning, directing, controlling and coordinating ICT Security and Audit Control functions;

(iii) strengthening governance and overseeing the formulation, implementation and review of ICT Security and Audit strategies, guidelines, standards, procedures and global best practice;

(iv) facilitating the review and development of enabling institutional, legal and regulatory frameworks on ICT Security and Audit;

(v) spearheading resource mobilization, investment, budgeting, budgetary control accountability and prudent utilization of resources;

(vi) overseeing the implementation of ICT Security and Audit standards, and best practice and ensuring their consistent application in the Information Communication Technology industry;

(vii) overseeing the implementation of cybersecurity assessments and audits in liaison with other stakeholders;

(viii) advising the government on ICT Cybersecurity and Audit matters;

(ix) facilitating a framework for incident management;

(x) spearheading liaison and coordination of national ICT Security implementation initiatives with other sectors;

(xi) facilitating research, development and implementation of cybersecurity and audit best practice;

(xii) providing guidance on capacity building in cybersecurity and systems audit;

(xiii) providing leadership in public awareness and promotion of cybersecurity; and

(xiv) promoting government adherence to the Confidentiality, Integrity and Availability principles for e-Government services.

DIRECTOR, ICT – (STATE DEPARTMENT FOR ICT & DIGITAL EONOMY) - TEN (10) POSTS – V/NO.108/2023

Salary Scale:	**Ksh 133,870 - Ksh 197,800p.m.**	**(CSG5)**
House Allowance:	**Ksh 60,000 p.m.**	
Commuter Allowance:	**Ksh 20,000 p.m.**	
Leave Entitlement:	**Ksh.10,0000 p.a.**	
Annual Leave:	**30 working days p.a.**	
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 ten (10) years, two (2) of which should have been in the grade of Assistant Director, ICT CSG '7' and above or in comparable and relevant position in the wider public service or private sector;

(ii) a Bachelors Degree in any of the following fields: Computer Technology; Informatics, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics, Computer/Software/Electronics Engineering, Telecommunications or equivalent qualification from a university recognized in Kenya;

(iii) a Masters Degree in Computer Science of any other ICT discipline from a university recognized in Kenya;

(iv) membership to a relevant professional body.

(v) demonstrated a high level of competence and outstanding management qualities in computerized information systems, ICT policies and e-government strategies.

(vi) thorough understanding of the national goals and objectives and the ability to interpret and apply them to the computing management concepts.

Note: Possession of a certificate in project management from a recognized institution will be considered an added advantage.

Duties and Responsibilities

An Officer at this level will be responsible to the Secretary ICT for the overall coordination of the ICT directorate. Specific duties and responsibilities will include: -

(i) formulating, implementing, and reviewing ICT policies and strategies in any of the following areas: - ICT Connectivity; Data Centre and Cloud Services; Partnership and Liaison services; E-Government services; Data Management; Research. Digital Innovation and Incubation; Software Development and Digital services; E-Commerce and Entrepreneurship; Cyber Security; Systems Audit & Control; and ICT Technical Support to MDAs;

(ii) coordinating research and developing emerging technologies.;

(iii) monitoring and evaluating ICT programmes and preparing ICT status reports; and

(iv) ensuring professional and technical standards are adhered to.

DIRECTOR, ICT – (OTHER MINISTRIES/STATE DEPARTMENTS) THIRTY-FOUR (34) POSTS – V/NO.109/2023

Salary Scale:	**Ksh 133,870 - Ksh 197,800p.m.**	**(CSG5)**
House Allowance:	**Ksh 60,000 p.m.**	
Commuter Allowance:	**Ksh 20,000 p.m.**	
Leave Entitlement:	**Ksh.10,0000 p.a.**	
Annual Leave:	**30 working days p.a.**	
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 ten (10) years, two (2) of which should have been in the grade of Assistant Director, ICT CSG '7' and above or in comparable and relevant position in the wider public service or private sector;
(ii) a Bachelors Degree in any of the following fields: Computer Technology; Informatics, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics, Computer/Software/Electronics Engineering, Telecommunications or equivalent qualification from a university recognized in Kenya;
(iii) a Masters Degree in Computer Science of any other ICT discipline from a university recognized in Kenya;
(iv) membership to a relevant professional body.
(v) demonstrated a high level of competence and outstanding management qualities in computerized information systems, ICT policies and e-government strategies.
(vi) thorough understanding of the national goals and objectives and the ability to interpret and apply them to the computing management concepts.

Note: **Possession of a certificate in project management from a recognized institution will be considered an added advantage.**

Duties and Responsibilities

In the MDAs, the Director- ICT will be responsible to the Principal Secretary for the overall management and coordination of the ICT function. Specific duties and responsibilities will include: -
(i) planning, directing, controlling and coordinating ICT operations including budget and budgetary control, accountability and prudent utilization of resources;

(ii)   implementing and ensuring adherence to ICT policies, guidelines, standards, strategies and programmes;

(iii)   providing technical advice on ICT and emerging technologies;

(iv)   monitoring and evaluating programmes relating to ICT services;

(v)   continuously liaising with the Ministry responsible for ICT on shared services, upcoming implementations, reporting and other ICT related matters;

(vi)   coordinating research and development on emerging ICT issues for purposes of improvement in service delivery;

(vii)   developing and implementing ICT programmes, projects and processes in liaison with business owners to meet service delivery needs;

(viii) coordinating analysis of ICT system requirements and business process re-engineering to meet business needs;

(ix)   implementing information security and audit in the MDAs;

(x)   overseeing the implementation and integration of ICT shared systems; and

(xi)   ensuring ICT capacity building and optimal deployment of ICT officers.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION