



**REPUBLIC OF KENYA**  
**OFFICE OF THE DEPUTY PRESIDENT**  
**STATE DEPARTMENT FOR DEVOLUTION**  
*Office of the Principal Secretary*

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**Ref No. MDP/DD/CONF/1006/A/VOL.11/(80)**

**18<sup>th</sup> October, 2023**

The Secretary/CEO, PSC (k)  
All Principal Secretaries  
All County Public Service Boards  
All County Governments  
All County Commissioners  
The Solicitor General  
The Comptroller of State House  
The Inspector General of Police Service  
The Executive Director, National Council For Persons with Disabilities  
All Heads of Department

**RE-ADVERTISEMENT OF VACANCIES IN THE STATE DEPARTMENT FOR DEVOLUTION**

The State Department for Devolution invites applications from qualified serving officers in the Public Service for the post in the grade of Senior Devolution Officer, Job Group 'L' (CSG 9) through advertisement under delegated authority as shown below;

S/No	post	Grade & JG	V/No.	No. of Vacancies
1.	Senior Devolution Officer	CSG 9/ JG 'L'	01/08/2023	10
	Total			10

## V/ No. 01/08/2023: SENIOR DEVOLUTION OFFICER – TEN (10) POSTS

Office of the Deputy President  
State Department for Devolution

Post	:	Senior Devolution Officer, Job Group 'L' (CSG 9)		
No. of Posts	:	Ten (10)		
Salary Scale	:	Kshs.44,400×1,920	-46,320×2,000	-
48,320×2,290 -		50,610×2,350	-52,960×2,550-55,510×2,850-	
		58,360	×2,750- 61,110 p.m.	
House Allowance	:	Kshs. 28, 000 p.m.		
Commuter Allowance	:	Kshs. 6,000 p.m.		
Leave Allowances	:	Kshs. 6,000 p.a		
Leave Entitlement	:	30 days per financial year excluding weekends and Public holidays		
Medical Benefits	:	As existing in the Civil Service		
Terms of Service	:	Permanent and Pensionable		

### 1. SENIOR DEVOLUTION OFFICER, CSG 9

#### (a) Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Devolution Officer 1 CSG 10 for a minimum period of three (3) years or in a comparable and relevant position in the Public Service;
- ii. Bachelor degree in any of the following disciplines: Development Studies, Public Administration, Economics, Sociology, Education, Entrepreneurship, Political Science or equivalent qualifications from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

#### (b) Duties and Responsibilities

Duties and responsibility will entail:

- i. Collecting, collaborating and analyzing data and preparation of reports on various devolution sector issues;
- ii. Implementing regulations, framework, guidelines, standards and procedures for devolution and intergovernmental relations;
- iii. Planning and coordinating Capacity Building, Civic Education and Citizen Participation program and activities;
- iv. Conducting research, monitoring and evaluation of devolution programs and projects; and
- v. Coordinating inter-governmental relations sector forums and activities

Suitably qualified candidates are required to make their applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke)

**Please Note:**

Candidates should **Not** attach any document to the application form. All the details requested in the advertisement should be filled in the form.

- Only shortlisted and successful candidates will be contacted.
- Those who had previously applied **SHOULD NOT RE-APPLY**.
- Canvassing in any form will lead to automatic disqualification.
- The **STATE DEPARTMENT FOR DEVOLUTION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.**
- WOMEN, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES WHO MEET THE REQUIREMENTS OF THE ADVERTISED POSITIONS ARE ENCOURAGED TO APPLY.**

Completed application (PSC 2 form) should reach the:

**Principal Secretary**  
**State Department for Devolution**  
**P.O. Box 30004-00100**  
**NAIROBI**  
**OR**  
Email Address: [ps@devolution.go.ke](mailto:ps@devolution.go.ke)

Or hand delivered to our offices, **Telposta Building, 1<sup>st</sup> Floor, HRM Registry** on or before **Monday, 6<sup>th</sup> November, 2023.**

Ms. Teresia Mbaika  
**PRINCIPAL SECRETARY**