



PUBLIC SERVICE COMMISSION

VACANCY IN THE OFFICE OF SECRETARY/CHIEF EXECUTIVE OFFICER

The Public Service Commission (PSC) is established pursuant to Article 233 of the Constitution of Kenya. The mandate of the Commission is spelt out in Articles 234, 155(3)(a), 158(2), (3) and (4), 171(2)(g), 230(2)(b) (ii) and 236 of the Constitution. This includes establishment and abolition of offices, appointment of persons to hold office in the public service, promotion of good governance and ensuring efficiency and effectiveness in the provision of quality services in the public service.

Pursuant to Article 233 (5) & (6) and Section 15(1) and (2) of the Public Service Commission Act, 2017, the Public Service Commission is mandated to appoint a suitably qualified person to be the Secretary to the Commission through an open, transparent and competitive recruitment process.

The Commission invites applications from suitably qualified persons who wish to be considered for appointment to the position of **Secretary/Chief Executive Officer**

1. Requirements for Appointment:

A person is qualified for appointment as a Secretary/Chief Executive Officer if the person:-

- (a) Is a citizen of Kenya;
- (b) Holds a degree from a university recognized in Kenya;
- (c) Has at least ten years relevant professional experience;
- (d) Has at least five years' experience in a leadership position at senior management level in a public service or private sector organization; and
- (e) Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution;

2. Duties and Responsibilities

The Secretary shall be —

- (a) The Chief Executive Officer;
- (b) The head of the secretariat of the Commission;
- (c) The accounting officer of the Commission;
- (d) The custodian of the records and seal of the Commission;
- (e) Responsible for —
 - (i) The execution of the decisions of the Commission;
 - (ii) Assignment of duties and supervision of the staff of the Commission;

- (iii) The preparation and submission of the programmes necessary for the achievement of the Commission's mandate for approval by the Commission;
- (iv) Ensuring compliance by the staff with the values and principles of the public service; and
- (v) The performance of such other duties as may be assigned by the Commission or any other written law.

The Secretary/Chief Executive Officer shall be accountable and answerable to the Chairperson and members of the Commission in the performance of his/her duties and responsibilities.

3. Terms of Service

1. The Secretary shall hold office for a term of five years and shall be eligible for re-appointment once.
2. The gross monthly salary and benefits attached to the position will be as determined by the Salaries and Remuneration Commission vide Kenya Gazette 8795 Vol. CXXIV-No.145 of 27th July, 2022.

4. How to apply

- (1) Application should be accompanied with detailed curriculum vitae, copies of relevant academic and professional testimonials and other relevant supporting documents. Scanned copies of these documents should accompany an online application.
- (2) Shortlisted applicants will be required to provide clearances from the following bodies at the interview:
 - (a) Kenya Revenue Authority.
 - (b) Higher Education Loans Board.
 - (c) Ethics and Anti-Corruption Commission.
 - (d) Directorate of Criminal Investigations.
- (3) All applications should be clearly marked "***Application for the position of Secretary/Chief Executive Officer***" and addressed to:-

The Chairperson

Public Service Commission

P. O. BOX 30095-00100

Commission House, Harambee Avenue, Nairobi

- (4) Manual applications should be hand-delivered to the office of the Chairperson situated at 1st Floor Commission House, Harambee Avenue, Nairobi.
- (5) Online applications should be emailed in PDF format to: **ceorecruitment2024@publicservice.go.ke**
- (6) Names of shortlisted candidates will be published in the newspapers and on the Commission's website. Only shortlisted candidates will be contacted for interview.
- (7) Before assuming office, the Secretary shall take and subscribe to the oath of office as set out in the Fourth Schedule of the PSC Act, 2017

5. Closing Date

All applications should be received on or before **Tuesday 23rd April 2024 by 5.00 p.m.**

PSC is an equal opportunity employer committed to diversity. Canvassing of any nature will lead to disqualification.

**A.M. MUCHIRI (AMB.)
CHAIRPERSON
PUBLIC SERVICE COMMISSION**