



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 POSITION 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) Serving officers shall be required to avail original letters of appointment to the current substantive posts during the interviews.
- (vii) It is a criminal offence to present fake certificates/documents.

Applications should reach the Commission **on or before 2nd July, 2024** latest by **5.00 pm (East African Time)**

VACANCY IN THE OFFICE OF THE DEPUTY PRESIDENT

STATE DEPARTMENT FOR DEVOLUTION

SECRETARY DEVOLUTION AND INTERGOVERNMENTAL RELATIONS - (1) ONE POST – V/NO 220/2024

Basic Salary Scale:	Ksh 180,160 - Ksh 335,450 p.m.	(CSG 4)
House Allowance:	Ksh 80,000 p.m.	
Commuter Allowance:	Ksh 24,000 p.m.	
Extraneous Allowance	Ksh 60,000 p.m	
Entertainment Allowance:	Ksh 65,000 p.m	
Domestic Allowance	Ksh 15,000 p.m	
Annual Leave:	As provided in the Civil Service	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and Pensionable	

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

- (i) served for a minimum period of fifteen (15) 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;
- (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 qualification 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; and
- (iv) 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.

Duties and Responsibilities

Specific duties and responsibilities will include: -

- (i) providing strategic leadership in the development, review and implementation of devolution laws, policies, frameworks, guideline and standards;
- (ii) overseeing establishment, development and management of intergovernmental relations and servicing of inter-governmental organs;
- (iii) overseeing National Government capacity building and technical assistant to County Governments;

- (iv) overseeing research, management, monitoring and evaluation of devolution programmes including peer review mechanism 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, Review and Implementation of knowledge Management Policies, Strategy Framework and Systems for Devolved Governance;
- (vii) spearheading collaborations partnerships, linkages and liaison with relevant organization/institutions on devolution matters and convening of the Devolution Sector Working Groups and related fora; and
- (viii) providing overall coordination and supervision of the technical function of the State Department

AG SECRETARY/CEO
PUBLIC SERVICE COMMISSION