



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"

A. CANCELLATION OF ADVERTISED POSITIONS – PUBLIC SERVICE COMMISSION

The following positions advertised on **16th April 2024** are hereby cancelled:

V/NO.	POST	GRADE	NUMBER OF VACANCIES
139/2024	Director, Human Resource Management and Development	PSC 2	1
140/2024	Senior Deputy Director, Human Resource Management and Development - Human Resource Development and PSIP	PSC 3	1
141/2024	Senior Deputy Director, Human Resource Management and Development - Discipline and Employee Wellbeing	PSC 3	1
142/2024	Director, Recruitment and Selection	PSC 2	1
143/2024	Senior Deputy Director, Human Resource Management and Development - Human Resource Planning	PSC 3	1
144/2024	Director, Compliance and Performance Management	PSC 2	1
145/2024	Director, Organization Design and Career Management	PSC 2	1
146/2024	Senior Deputy Director, Organization Design and Career Management - Career and Advisory Services	PSC 3	1
147/2024	Director, Legal Services	PSC 2	1
148/2024	Senior Deputy Director - Board Secretariat	PSC 3	1
149/2024	Senior Deputy Director, Management Information Systems	PSC 3	1
150/2024	Senior Deputy Director, Research, Policy Analysis and Analytics	PSC 3	1

B. VACANT POSITIONS IN THE PUBLIC SERVICE COMMISSION

Applications are invited from qualified persons for the positions shown below.

V/NO.	POST	JOB GRADE	NUMBER OF VACANCIES
151/2024	Deputy Commission Secretary - Human Resource Management and Development Services	PSC 2	1
152/2024	Deputy Commission Secretary-Recruitment and Selection Services	PSC 2	1
153/2024	Deputy Commission Secretary - Compliance and Performance Management Services	PSC 2	1
154/2024	Deputy Commission Secretary - Organization Design and Career Management Services	PSC 2	1
155/2024	Deputy Commission Secretary, Legal Services	PSC 2	1
156/2024	Director, Human Resource Development	PSC 3	1
157/2024	Director, Human Resource Management - Discipline and Employee Wellness	PSC 3	1
158/2024	Director, Human Resource Planning	PSC 3	1
159/2024	Director, Career Management and Advisory Services	PSC 3	1
160/2024	Director - Board Secretariat	PSC 3	1
161/2024	Director, Management Information Systems	PSC 3	1
162/2024	Director Research, Policy Analysis and Analytics	PSC 3	1

The details of the posts can be accessed on the Commission's website.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.pscjobs.go.ke

The Public Service Commission is committed to implementing the provisions of the Constitution - Article 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.**

Applications should reach the Commission on or before **14th May 2024 latest 5.00 pm (East African Time).**

AG. SECRETARY/CEO
PUBLIC SERVICE COMMISSION





PUBLIC SERVICE COMMISSION

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VACANT POSITIONS IN THE PUBLIC SERVICE COMMISSION

Applications are invited from qualified persons for the positions shown below.

V/NO.	POST	JOB GRADE	NUMBER OF VACANCIES
151/2024	Deputy Commission Secretary-Human Resource Management and Development Services	PSC 2	1
152/2024	Deputy Commission Secretary-Recruitment and Selection Services	PSC 2	1
153/2024	Deputy Commission Secretary- Compliance and Performance Management Services	PSC 2	1
154/2024	Deputy Commission Secretary-Organization Design and Career Management Services	PSC 2	1
155/2024	Deputy Commission Secretary, Legal Services	PSC 2	1
156/2024	Director, Human Resource Development	PSC 3	1
157/2024	Director, Human Resource Management - Discipline and Employee Wellness	PSC 3	1
158/2024	Director, Human Resource Planning	PSC 3	1
159/2024	Director, Career Management and Advisory Services	PSC 3	1
160/2024	Director- Board Secretariat	PSC 3	1
161/2024	Director, Management Information Systems	PSC 3	1
162/2024	Director Research, Policy Analysis and Analytics	PSC 3	1

The details of the posts can be accessed on the Commission's website.

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) Candidates 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 candidates 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 – Article 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE LIVING WITH DISABILITY, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identity Card/Passport, 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 produce the original letter of appointment to their current substantive post during the interview.

Applications should reach the Commission **on or before 14th May 2024 latest 5.00 pm (East African Time).**

**AG. SECRETARY/CEO
PUBLIC SERVICE COMMISSION**

I. DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES

DEPUTY COMMISSION SECRETARY- HUMAN RESOURCE MANAGEMENT & DEVELOPMENT SERVICES, JOB GRADE PSC 2

ONE (1) POST

VACANCY/NO: 151/2024

Basic Salary Scale	Ksh 521,071 - Ksh 601,222 pm 60% is Basic Salary. 40% is Allowances
Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years in the field of Human Resource Management and Development in the Public Service, three (3) of which must at least have been in the grade of Deputy Director, Job Grade PSC 4 or in an equivalent and comparable position in the wider Public Service;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration (Human Resource Management option) Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;

OR

- Bachelors Degree in Social Sciences plus a Post-Graduate Diploma in Human Resource Management
- (iii) Masters Degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration, Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
 - (iv) Leadership course lasting not less than four (4) weeks from a recognised institution;

- (v) Membership to a relevant professional body;
- (vi) Demonstrated thorough understanding of national goals policies and development objectives and ability to translate them into strategic human resource Management and Development policies, plans and programmes; and
- (vii) Proficiency in Computer applications.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Overseeing the development, review and interpretation of policies, guidelines, strategies and frameworks to guide the human resource management and development function in the Public Service;
- (ii) Providing professional and technical expertise on human resource functions to MDAs, State Corporations and County Governments, in respect of terms and conditions of service, disciplinary control, appeals, training, human resource development, employee relations and wellness;
- (iii) Analysing the human resource master plan and recommending appropriate interventions to ensure the Public Service is manned by highly skilled and competent personnel;
- (iv) Overseeing the review of the staff performance appraisal system in the Public Service;
- (v) Drive initiatives for partnerships and linkages with key stakeholders including MDAs, County Governments, State Corporations, Professional bodies and associations, Training and Research Institutions;
- (vi) Overseeing the review of terms and conditions of service for the public service;
- (vii) Spearheading collaboration with training institutions for purposes of offering appropriate training programmes for officers in the Public Service;
- (viii) Ensuring that disciplinary matters and appeals are addressed in line with the laid down procedures and regulations;
- (ix) Overseeing the development and implementation of strategies to promote Public Service Internship and Fellowship Programmes;
- (x) Collaborating with stakeholders for financial support and attachment of the Interns and Fellows;
- (xi) Spearheading the development of frameworks for handling discipline matters and hearing appeals from MDAs;
- (xii) Validating and presenting Board papers to ensure compliance with the applicable laws, regulations and guidelines and presenting to the relevant Committees and the Board for consideration;
- (xiii) Overseeing performance management and ensuring prudent utilization of resources;
- (xiv) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and

(xv) Overseeing mentorship and coaching of staff in the Directorate.

II. RECRUITMENT AND SELECTION SERVICES DIRECTORATE

DEPUTY COMMISSION SECRETARY- RECRUITMENT & SELECTION SERVICES, JOB GRADE PSC 2

ONE (1) POST

VACANCY/NO: 152/2024

Basic Salary Scale	Ksh 521,071 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided by the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years in the field of Human Resource Management and Development in the Public Sector, three (3) years of which must have been in the grade of Deputy Director Human Resource Management and Development, Job Grade PSC 4 or in an equivalent and comparable position in the the wider Public Service.
- (ii) Bachelors degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration, Public Administration, Business Management, Industrial Relations, Political Science or equivalent qualification from a recognized institution;
OR
Bachelors Degree in Social Sciencies plus a Post-Graduate Diploma in Human Resource Management
- (iii) Masters degree in any of the following disciplines: Human Resource Management, Human Resource Development, Social Sciences, Business Management, Business Administration, Public Administration or equivalent qualification from a recognized institution;.
- (iv) Membership to a relevant professional body;
- (v) Leadership course lasting not less than four (4) weeks from a recognised institution;

- (vi) Demonstrated thorough understanding of national goals, policies and development objectives and the ability to transform them into recruitment and human resource planning in the Public Service; and
- (vii) Proficiency in computer applications.

(b) Duties and responsibilities

Duties and responsibilities at this level will entail

- (i) Overseeing the development and review of recruitment policies and procedures in compliance with the relevant statutes;
- (ii) Spearheading the development of strategies on recruitment, appointment and assessment for the public service;
- (iii) Overseeing the analysis and processing of Recruitment and Selection requests from Public Service;
- (iv) Coordinating preparation of Board papers on recommendations and requests emanating from Ministries, State Departments and Agencies to ensure compliance with the applicable law, regulations and guidelines for effective decision making;
- (v) Coordinating the screening of applications, compiling recruitment data and undertaking pre-selection;
- (vi) Coordinating the preparation of recruitment and selection annual master plan in liaison with MDAs;
- (vii) Overseeing the development of recruitment and selection standards and assessment tools to be used in the Public Service;
- (viii) Overseeing the monitoring of advertised posts to ensure adherence to fair and open competition principles;
- (ix) Establishing partnership with professional bodies, institutions of higher learning and other stakeholders on matters relevant to the recruitment and assessment in the public service;
- (x) Spearheading the preparation of briefs of shortlists of candidates for specific positions for consideration and approval by the Board;
- (xi) Overseeing the development and issuance of guidelines to MDAs on best practices for recruitment and selection;
- (xii) Ensuring development and issuance of guidelines for undertaking human resource planning in the public service;
- (xiii) Overseeing development of a policy for identification of experts and researchers for engagement in special circumstances;
- (xiv) Overseeing performance management and ensuring prudent utilization of resources in the directorate;
- (xv) Coordinating the development and implementation of budgets, work plans, procurement plans, projects and programmes in the Directorate; and
- (xvi) Overseeing mentorship and coaching of staff in the Directorate.

III. COMPLIANCE AND PERFORMANCE MANAGEMENT SERVICES DIRECTORATE

DEPUTY COMMISSION SECRETARY-COMPLIANCE AND PERFORMANCE MANAGEMENT SERVICES, JOB GRADE PSC 2

ONE (1) POST

VACANCY/NO: 153/2024

Basic Salary Scale	Ksh 521,071 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided by the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years in the field of Human Resource Management and Development in the Public Sector, three (3) years of which must have been in the grade of Deputy Director Human Resource Management and Development, Job Grade PSC 4 or in an equivalent and comparable position in the the wider Public Service.
- (ii) Bachelors degree in any of following discipline: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Business Administration, Sociology, Economics, Public Administration, Public Policy or any other relevant Social Science from a recognized Institution;
- (iii) Masters degree in any of the following discipline: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Business Administration, Sociology, Economics, Public Administration, Public Policy or equivalent qualification from a recognized institution;
- (iv) Leadership Course lasting not less than four (4) weeks from a recognized Institution;
- (v) Membership to a relevant professional body where applicable and of good standing;
- (vi) Proficiency in computer applications; and

- (vii) Demonstrated thorough understanding of national goals, policies and development objectives and the ability to transform them into compliance and performance management policies and programmes.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Overseeing the development, review and implementation of compliance and performance management policies, strategies, guidelines, procedures and standards;
- (ii) Ensuring the development and review of business processes in MDAs and making recommendations for improved service delivery;
- (iii) Coordinating the development and management of an Integrated Performance Management system for the public service;
- (iv) Ensuring implementation of Public Service Commission (Performance Management) Regulations, 2021;
- (v) Facilitating implementation of the Annual Public Service Excellence Award (PSEA) scheme;
- (vi) Overseeing evaluation and reporting on the efficiency and effectiveness of the Public Service;
- (vii) Formulating and reviewing monitoring and evaluation strategies, standards and tools in the Public Service;
- (viii) Overseeing monitoring and evaluation of the organization, administration and personnel practices in Public Service;
- (ix) Ensuring compliance of service regulations, policies and guidelines in the public service;
- (x) Coordinating development and review of human resource audit strategies, standards and benchmarks;
- (xi) Ensuring alignment of individual performance with institutional performance;
- (xii) Overseeing the implementation of the Commission's and MHRAMC decisions;
- (xiii) Promoting the development and establishment of a common approach to strategic performance management in the public service;
- (xiv) Overseeing the development of strategies for institutionalization of performance management in the public service;
- (xv) Coordinating the evaluation and assessment of service delivery in the public service;
- (xvi) Overseeing performance management and ensuring prudent utilization of resources in the Directorate;
- (xvii) Coordinating the development and implementation of the budgets, work plans, procurement plans, projects and programmes in the Directorate; and
- (xviii) Overseeing mentorship and coaching of staff in the Directorate.

IV. ORGANIZATION DESIGN AND CAREER MANAGEMENT SERVICES DIRECTORATE

DEPUTY COMMISSION SECRETARY- ORGANIZATION DESIGN AND CAREER MANAGEMENT SERVICES, JOB GRADE PSC 2

ONE (1) POST

VACANCY/NO: 154/2024

Basic Salary Scale	Ksh 521,071 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided by the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years in the field of organization Design and Career Development in the Public Service, three (3) of which must have been in the grade of Deputy Director Organization Design and Development PSC Grade 4 or in an equivalent and comparable position in the the wider Public Service.
- (ii) Bachelor's degree in any of the following fields: Organization Development, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Information Communication and Technology, Education, Sociology, Anthropology Government/Political Science, Public Administration, Public policy or in any other relevant field from a recognized institution;
- (iii) Master's degree in any of the following fields: Organization Development, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Information Communication and Technology, Education, Sociology, Anthropology Government/Political Science, Public Administration, Public policy or in any other relevant field from a recognized institution;

- (iv) Certificate in Consultancy lasting not less than six (6) Months or its equivalent from a recognized institution;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Membership of a relevant professional body;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated thorough understanding of national goals, policies and development objectives and the ability to transform them into organization design and career management.

(b) Duties and Responsibilities

Duties and responsibilities for this level will entail:

- (i) Developing policies, strategies, procedures and guidelines on organization design and development, career management and succession management;
- (ii) Advising the Commission Board on modern and best management practices in designing public institutions;
- (iii) Collaborating with professional bodies and stakeholders in designing career guidelines in the Public Service;
- (iv) Overseeing development, review and implementation of staffing norms and standards in the Public Service;
- (v) Overseeing development and implementation of career management policies and guidelines in MDAs, State Corporations and Public Universities;
- (vi) Overseeing validation of reports on organization design and staff establishment prepared by MDAs to ensure adherence to professional standards issued by the Public Service Commission;
- (vii) Coordinating the development of competency frameworks for the Public Service;
- (viii) Presenting Board papers on organization design and career management to the Board.
- (ix) Developing benchmarks, professional standards and guidelines for establishment and abolition of offices in the Public Service;
- (x) Overseeing research on emerging issues on organizational design, career management and development;
- (xi) Advising on the skills and competences required to deliver services and making recommendations for review of qualifications for positions in the Public Service in accordance with Section 48 of the PSC Act, 2017; and
- (xii) Mobilizing and managing the Directorate's human, financial and physical resources;
- (xiii) Overseeing performance management and ensuring prudent utilization of resources in the Directorate;

- (xiv) Coordinating the development and implementation of the budget, work plans, procurement plans, projects and programmes in the Directorate; and
- (xv) Overseeing mentorship and coaching of staff in the Directorate.

V. LEGAL SERVICES DIRECTORATE

DEPUTY COMMISSION SECRETARY- LEGAL SERVICES, JOB GRADE PSC 2

ONE (1) POST

VACANCY/NO:155/2024

Basic Salary Scale	Ksh 521,071 - Ksh 601,222 pm Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided by the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years in the legal field, three (3) of which must have been in the grade of Deputy Director, Legal Services, Job Grade PSC 4 or in an equivalent and comparable position in the wider Public Service;
- (ii) Postgraduate Diploma in Law from the Kenya School of Law;
- (iii) Bachelor of Laws Degree (LLB) from a recognized institution;
- (iv) Master of Laws Degree (LLM) from a recognized institution;
- (v) Admission to the Roll of Advocates;
- (vi) Leadership course lasting not less than four (4) weeks from a recognized institution;
- (vii) Member of the Law Society of Kenya;
- (viii) Current practicing certificate;
- (ix) Proficiency in computer applications; and

- (x) Demonstrated thorough understanding of national goals policies and development objectives and the ability to transform them into legislative and regulatory frameworks.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Spearheading the development and review of legislative, regulatory and policy frameworks
- (ii) Overseeing provision of legal services;
- (iii) Providing leadership and policy direction on legal issues;
- (iv) Overseeing the preparation of legal opinions and processing of legal notices and any other Gazettement;
- (v) Interpreting and advising the Commission on all matters relating to the law;
- (vi) Ensuring compliance with the applicable laws and regulations, agreements, MOUs and contracts;
- (vii) Ensuring representation of the Commission in courts or other judicial authorities;
- (viii) Liaising with the Attorney General, other law enforcement agencies and MDAs on all legal matters;
- (ix) Overseeing legal research on emerging issues;
- (x) Overseeing the handling and hearing of appeals from County Governments, State Corporations and Public Universities;
- (xi) Attending court to represent the Public Service Commission;
- (xii) Overseeing the administering of alternative dispute resolution mechanism when directed by courts;
- (xiii) Maintaining and implementing a centralized system for tracking case status, scheduling hearings or meetings, and ensuring timely follow-up;
- (xiv) Preparing frameworks for protecting public officers against victimization and discrimination while discharging their duties;
- (xv) Overseeing performance management and ensuring prudent utilization of resources in the Directorates;
- (xvi) Coordinating the development and implementation of the budgets, work plans, procurement plans, projects and programmes in the Directorate; and
- (xvii) Overseeing mentorship and coaching of staff in the Directorate.

VI. DIRECTOR, HUMAN RESOURCE DEVELOPMENT JOB GRADE, PSC 3

ONE (1) POST

VACANCY/NO:156/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years in the field of Human Resource Management and Development in the Public Service, three (3) of which must have been in the grade of Assistant Director, Human Resource Management and Development in the Public Service, Job Grade PSC 5 or in an equivalent and comparable position in the wider Public Service;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration, Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines: - Human Resource Management, Human Resource Development, Business Administration, Human Resource Planning, Industrial/Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lasting not less than four (4) weeks from a recognised institution;
- (v) Membership to a relevant professional body;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrated professional competence and managerial capability in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Coordinating the formulation, implementation and review of legislations, policies, guidelines, frameworks, procedures and strategies for standardized management of human resource development in the Public Service;
- (ii) Supervising development of institutional frameworks for efficient and effective discharge of the Human Resource Development function in the public service;

- (iii) Overseeing the implementation of Human Resource Development policies and programmes in the Public Service and preparing reports for consideration by the board;
- (iv) Overseeing the implementation of human resource development plans and succession management strategies for the public service;
- (v) Generating research topics on emerging issues in human resource development and proposing relevant interventions;
- (vi) Supervising preparation of Board reports on human resource development matters for the relevant Board Committees;
- (vii) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and
- (viii) Overseeing mentorship and coaching of staff in the Department.

VII. DIRECTOR HUMAN RESOURCE MANAGEMENT-DISCIPLINE & EMPLOYEE WELLNESS, JOB GRADE PSC 3

ONE (1) POST

VACANCY/NO: 157/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m 60% is Basic Salary. 40% is Allowances
Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years, in the field of Human Resource Management and Development three (3) of which must have been in the grade of Assistant Director, Human Resource Management and Development, Job Grade PSC 5 or in a comparable and relevant position in the wider Public Service;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration, Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;

- (iii) Masters Degree in any of the following disciplines:- Human Resource Management, Human Resource Development, Business Administration Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lasting not less four (4) weeks from a recognised institution;
- (v) Membership to a relevant professional body;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrate professional competence and managerial capability in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Coordinating the formulation, review and interpretation of discipline & employee wellness policies, procedures, standards, guidelines and strategies in line with the relevant Laws and regulations;
- (ii) Overseeing implementation of policies, guidelines and procedures on discipline and employee wellness services in the Public Service;
- (iii) Managing collaborations in undertaking research on factors contributing to employees social, psychological and health related challenges and recommend appropriate policy interventions;
- (iv) Spearheading development of frameworks for hearing and determining disciplinary appeals from MDAs;
- (v) Overseeing implementation of capacity building programmes for officers handling the discipline function;
- (vi) Monitoring disciplinary cases to ensure that they are promptly concluded in line with the prevailing regulations and fair administrative practices;
- (vii) Coordinating processing of discipline cases from MDAs;
- (viii) Organizing and allocating tasks to staff;
- (ix) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and
- (x) Overseeing mentorship and coaching of staff in the Department.

VIII. DIRECTOR, HUMAN RESOURCE PLANNING, JOB GRADE PSC 3

ONE (1) POST

VACANCY/NO: 158/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
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Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Cumulative service period of fifteen (15) years, in the field of Human Resource Management and Development in the Public Service, three (3) years of which must have been in the grade of Assistant Director, Human Resource Management and Development Job Grade PSC 5 or in a comparable and relevant position in the wider Public Service;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration, Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines:- Human Resource Management, Human Resource Development, Business Administration Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lasting not less four (4) weeks from a recognised institution;
- (v) Membership to a relevant professional body;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrate professional competence and managerial capability in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Spearheading the development of frameworks and guidelines on human resource plans;
- (ii) Overseeing the implementation of Human Resource Plans for Public Service;
- (iii) Analysing current and future organizational needs to determine the quantity and quality of employees required in the Public Service;
- (iv) Reviewing plans of addressing skills gaps and proposing appropriate training programmes;

- (v) Analysing data on the public service human capital and propose appropriate interventions;
- (vi) Aligning public service human capital with the Public Service strategy and goals;
- (vii) Recommend strategies for attraction and retention of talents in the public service;
- (viii) Providing regular reports and updates on Human Resource planning activities to the Commission and other stakeholders;
- (ix) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and
- (x) Overseeing mentorship and coaching of staff in the Department.

IX. DIRECTOR, CAREER MANAGEMENT AND ADVISORY SERVICES, JOB GRADE PSC 3

ONE (1) POST

VACANCY/NO: 159/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%). Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years in the field of Organization Design and Career Management or Human Resource Management and Development three (3) of which must have been in the grade of a Assistant Director, Career Management and Advisory Services Job Grade PSC 5 or in a comparable and relevant position in the wider Public Service;
- (ii) Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics/Statistics, Organization Design and Development, Education, Sociology, Anthropology Government/Political Science, Public Administration or any other Social Science from a recognized institution;

- (iii) Master's degree in any of the following fields: Business Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Economic, Statistics, Organization Design and Development, Education or any other relevant qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrate professional competence and managerial capability in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Developing, reviewing and implementing policy guidelines on career and succession management in the Public Service;
- (ii) Developing guidelines and framework for development and review of Career Guidelines for the Public Service;
- (iii) Coordinating validation on reports on career guidelines and succession management undertaken by MDAs to ensure adherence to professional standards and preparing briefs for consideration by the Commission
- (iv) Capacity building and technical assistance to MDAs and State Corporations on Career management;
- (v) Compiling management information reports on career and succession management for reference and decision making;
- (vi) Coordinating capacity building of MDAs in career and succession management;
- (vii) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and
- (viii) Overseeing mentorship and coaching of staff in the Department.

X. BOARD SECRETARIAT

DIRECTOR-BOARD SECRETARIAT, PSC GRADE 3

ONE (1) POST.

VACANCY/NO:160/2024

Basic Salary Scale	Ksh 460,947.00 – Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service

	Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years, in the field of Human Resource Management and Development three (3) of which must have been in the grade of Assistant Director, Human Resource Management and Development, Job Grade PSC 5 or in a comparable and relevant position in the wider Public Service;
- (ii) Bachelors Degree in any of the following disciplines: Human Resource Management, Human Resource Development, Business Administration, Human Resource Planning, Industrial/Labour Relations, or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines:- Human Resource Management, Human Resource Development, Business Administration Human Resource Planning, Industrial /Labour Relations, Strategic Management or equivalent qualification from a recognised institution;
- (iv) Leadership course lasting not less four (4) weeks from a recognised institution;
- (v) Membership to a relevant professional body;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrate professional competence and managerial capability in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Providing secretariat services to the Commission Board;
- (ii) Overseeing compilation and processing of agenda items;
- (iii) Quality assuring Board papers for Board Meetings;
- (iv) Receiving Board papers from Directorates and Departments and circulating to the Board ahead of scheduled meetings;
- (v) Disseminating Board decisions;
- (vi) Spearheading digitization of Board minutes and records;
- (vii) Circulating key information arising from Board meetings to senior management and staff of the Commission where necessary;

- (viii) Monitoring and recording progress on Board decisions and follow up to ensure deadlines are met;
- (ix) Custodian of Board minutes and records;
- (x) Overseeing development of templates to guide staff on preparation of Board papers;
- (xi) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and
- (xii) Overseeing mentorship and coaching of staff in the Department.

XI. MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS, PSC GRADE 3

ONE (1) POST

VACANCY/NO:161/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years, in the field of Information Communication and Technology, three (3) of which must have been in the grade of Assistant Director, Management Information Systems PSC 5 or in a comparable and equivalent position in the wider Public Service;
- (ii) Bachelors degree in any of the following disciplines: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information

Technology, Electrical/Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution.

OR

- (iii) Bachelors degree in any of the following disciplines: Economics, Commerce, Mathematics, Statistics, Physics, or other ICT related disciplines with a bias in computer science from a recognized institution;
- (iv) Masters degree in any of the following disciplines: Computer Science, Information Systems, Information Science, Information Technology, Business Information Technology, or equivalent qualification from a recognized institution;
- (v) Leadership course lasting not less than four (4) weeks from a recognised institution; and
- (vi) Extensive experience in technical and management aspects of ICT and broad, practical understanding of ICT to meet service delivery requirements.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- (i) Overseeing Development, implementation and review of the Commission's information communication technology policies, standards, and strategies;
- (ii) Ensuring upgrading of ICT infrastructure to support operations of the Commission;
- (iii) Overseeing the adoption, implementation, use and development of ICT Solutions for enhanced service delivery and customer satisfaction;
- (iv) Ensuring adoption and adherence to ICT standards, Security policies, relevant legislations and regulations;
- (v) Establishing and implementing ICT data protection systems, information security and privacy management program to ensure effective management and control of inherent risks;
- (vi) Improving ICT infrastructure, systems, facilities and digital platforms to facilitate online interviews of candidates and other Commission programmes;
- (vii) Overseeing research in emerging technologies that the Commission should take advantage of for enhanced service delivery;
- (viii) Ensure provision of technical support and assistance to users of information systems;
- (ix) Ensure protection of the Commission's information systems from unauthorized access, use, disclosure, disruption, modification, or destruction;
- (x) Oversee management and maintenance of the Commission's databases;
- (xi) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and

(xii) Overseeing mentorship and coaching of staff in the Department.

XII. RESEARCH, POLICY ANALYSIS AND ANALYTICS DEPARTMENT

DIRECTOR RESEARCH, POLICY ANALYSIS AND ANALYTICS, JOB GRADE PSC 3

ONE (1) POST

VACANCY/NO: 162/2024

Basic Salary Scale	Ksh 460,947.00 - Ksh 576,167.00 p.m Basic salary - sixty percent (60%) Allowances - forty percent (40%)
Leave Allowance	As provided in the Public Service Commission
Annual Leave	Thirty (30) working days
Medical Cover	As provided by the Public Service Commission
Terms of Service	Permanent and Pensionable/Three (3) years Contract renewable subject to satisfactory performance

(a) Requirements for Appointment

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

- (i) Cumulative service period of fifteen (15) years, three (3) of which must have been in the grade of Assistant Director, Research, Policy Analysis and Analytics PSC 5 or a comparable and relevant position in the wider Public Service;
- (ii) Bachelors degree in any of the following disciplines: Public Policy, Economics, Statistics, Public Administration, or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Public Policy, Economics, Statistics, Public Administration or equivalent and relevant qualification from a recognized institution;
- (iv) Membership to a relevant professional body, where applicable ;
- (v) Leadership course lasting not less than four (4) weeks from a recognised institution;
- (vi) Proficiency in computer applications; and
- (vii) Demonstrate professional competence and managerial capability in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level entails:

- (i) Overseeing research initiatives focused on identifying and analyzing emerging trends, innovations, and best practices in public service management;
- (ii) Spearheading the development and design of data collection instruments;
- (iii) Analysing data collection processes and outcomes to identify opportunities for improvement and optimization;
- (iv) Disseminating research findings and their implications for decision-making;
- (v) Steering research activities to inform policy development;
- (vi) Overseeing the development and maintenance of a database of relevant statistics and research findings;
- (vii) Analysing the impact of research findings on existing and proposed policies and programmes on service delivery;
- (viii) Validating the policy briefs for publication and dissemination;
- (ix) Developing and implementing budgets, work plans, procurement plans, projects and programmes in the Department; and
- (x) Overseeing mentorship and coaching of staff in the Department.