



**REPUBLIC OF KENYA
MINISTRY OF PUBLIC SERVICE AND GENDER
STATE DEPARTMENT FOR PUBLIC SERVICE**

VACANT POSITIONS IN THE MINISTRY OF PUBLIC SERVICE AND GENDER

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

1. VACANCY NO. 7/2020: CLERICAL OFFICER II – (JOB GROUP 'F' - CSG 14), TWO HUNDRED AND FIFTY (250) POSTS

TERMS OF SERVICE: PERMANENT

SALARY SCALE: KSHS. 16,890 - KSHS. 20,800 P.M.

Salary - **Ksh. 16,890 Per Month**
House Allowance - **As per Region Deployed**
Commuter Allowance - **Ksh. 3,000 Per Month**

A. Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of C- (Minus) or its equivalent qualification: and
- (ii) Certificate in computer application skills from a recognized institution.

(B) Duties and Responsibilities

Specific duties and responsibilities will entail

- (i) Collecting statistical records;
- (ii) Carrying out transactions related to accounts or personnel information;
- (iii) Filling receipts;
- (iv) Receiving, filing and dispatching correspondence;
- (v) Preparing initial documents for issuance stores

- (vi) Photocopying and scanning documents;
- (vii) Indexing of documents and Records;
- (viii) Checking General office cleaning; and
- (ix) Keeping safe custody of equipment, documents and records.

2. VACANCY NO. 8/2020: DRIVER III – (JOB GROUP 'D' - CSG 16), ONE HUNDRED AND FIFTY (150) POSTS

TERMS OF SERVICE: PERMANENT

SALARY SCALE: KSHS. 14,610 - KSHS. 16,250 P.M.

Salary	- Ksh. 14,610 Per Month	-
House Allowance	- As per Region Deployed	
Commuter Allowance	- Ksh. 3,000 Per Month	

A. Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution;
- (ii) A Valid driving License free from any current endorsement (s) for class (es) of vehicle (s) an officer is required to drive;
- (iii) Attended s First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (iv) Passed Suitability Test for Grade III;
- (v) A valid Certificate of Good Conduct from the Kenya Police; and
- (vi) At least two (2) years driving Experience.

(B) Duties and Responsibilities

Specific duties and responsibilities will entail

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil electrical and brake systems;

- (iii) Maintenance of work tickets for the vehicles assigned;
- (iv) Ensuring security and safety for the vehicle on and off the road;
- (v) Ensuring safety of the passengers and/or goods therein; and
- (vi) Maintaining cleanliness of the vehicle.

3. VACANCY NO. 9/2020: CLEANING SUPERVISOR III/SENIOR SUPPORT STAFF – (JOB GROUP 'D' - CSG 16), ONE HUNDRED AND FIFTY (150) POSTS

TERMS OF SERVICE: CONTRACT (3 YEARS RENEWABLE)

SALARY SCALE: KSHS. 14,610 - KSHS. 16,250 P.M.

Salary - **Ksh. 14,610 Per Month** -
House Allowance - **As per Region Deployed**
Commuter Allowance - **Ksh. 3,000 Per Month**

A. Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D plain or its equivalent qualification from a recognized institution; and

(B) Duties and Responsibilities

Specific duties and responsibilities will entail:

- (i) Maintaining office cleanliness
- (ii) Messengerial duties in the office assigned
- (iii) Undertaking any other duties that may be assigned by supervisor

Candidates who meet the above requirements are requested to make their applications by filling Application for Employment Form PSC 2 (Revised 2016) available on Public Service Commission of Kenya website (www.publicservice.go.ke). Applications should be sent to the address below or hand delivered to the Human Resource Management (Services) Unit at Uchumi House, 16th floor, Room No. 1601 on or before 20th July, 2020 or Email: recruit2020@psyq.go.ke

The Principal Secretary
State Department for Public Service
Ministry of Public Service and Gender
P.O BOX 30050-00100
NAIROBI.

Only shortlisted applicants will be contacted.