



## OFFICE OF THE PRESIDENT

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MINISTRY OF INTERIOR  
AND CO-ORDINATION  
OF  
NATIONAL GOVERNMENT

P.O. Box 30510-00100  
Nairobi

Ref. No.

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and date

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**9<sup>th</sup> February, 2017**

### **All Cabinet Secretaries**

**The Principal Administrative Secretary - Office of the Deputy  
President**

**The Principal Administrative Secretary - Directorate of Public Service  
Management**

**The Comptroller of State House**

**Inspector General - National Police Service**

**The Solicitor General - Office of Attorney General**

### **INTERNAL ADVERTISEMENT FOR VACANT POSTS**

- (i) ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT  
AND DEVELOPMENT, JOB GROUP 'P' - TWENTY FOUR  
(24) POSTS**
- (ii) SENIOR PRINCIPAL LECTURER II (KESAL) GROUP 'P' - SIX  
(6) POSTS**
- (iii) PRINCIPAL LECTURER (KESAL) GROUP 'N' - FOUR (4)  
POSTS**

Applications are invited from suitably qualified serving officers in the Civil Service for the positions shown above in the State Department of Interior.

Qualified candidates are requested to make their application by completing one, PSC 2 (Revised 2016) form. The form may be downloaded from Public Service Commission website, [www.publicservice.go.ke](http://www.publicservice.go.ke).

Completed application form should be sent to **The Cabinet Secretary's Office – Ministry of Interior and Co-ordination of National Government, P. O. Box 30510 -00100, Nairobi** or hand delivered to the Interior Human Resource Registry, Harambee House on or before **3<sup>rd</sup> March, 2017**.

### ***Details of the Posts***

#### **(a) VACANCY NO. 1/2017**

**ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, TWENTY FOUR (24) POSTS:** (Kwale, Kilifi, Tana River, Lamu, Taita Taveta, Meru, Marsabit, Mandera, Wajir, Turkana, West Pokot, Trans Nzoia, Samburu, E/Marakwet, Nandi, Bomet, Kakamenga, Vihiga, Bungoma, Busia, Siaya, Homa Bay, Migori and Nyamira Counties)

**Basic Salary Scale: Ksh.77,527 – Ksh.103,894 p.m. (Job Group 'P')**

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

- (i) have served for a minimum period of twelve (12) years, three (3) of which should be at the grade of Chief Human Resource Management and Development Officer, Job Group 'M' and above or in a comparable and relevant position in the public service;
- (ii) a Bachelors degree in Human Resource Management/Development or equivalent qualification from a university recognized in Kenya;  
OR
- (iii) a Bachelor's degree in Social Sciences and Diploma in Human Resource Management/Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution **or** Part II of the Certified Public Secretaries Examination or its equivalent;
- (iv) a Masters degree in Human Resource Management/Industrial Relations, a relevant Social Science, Public/Business Administration or other relevant and equivalent qualification from a university recognized in Kenya;



- (v) be a current member of the Institute of Human Resource Management (IHRM)
- (vi) attended a Senior Management course in a recognized institution; and
- (vii) shown merit and ability as reflected in work performance and results

### **Duties and Responsibilities**

An officer at this level will be deployed at the County and will be responsible to the County Commissioner for the following specific duties and responsibilities;

- (i) managing human resource issues at the County in relation to promotions, performance appraisal, deployment, training and Development and retirement;
- (iii) handling discipline cases;
- (iv) promoting Values and Principles of Public Service;
- (v) preparing and submitting quarterly and annual reports to the Ministry headquarters; and
- (vi) being the secretary to the County Human Resource Advisory Committee(CHRAC).

### **(b) VACANCY NO. 2/2017**

#### **SENIOR PRINCIPAL LECTURER II ((KESAL) – SIX (6 POSTS)**

**Basic Salary Scale: Ksh.77,527 – Ksh.103,894 p.m. (Job Group ‘P’)**

#### **For appointment to this grade, a candidate must have:**

- (i) served for a minimum period of twelve (12) years, three (3) of which should be in the grade of Senior Lecturer, Job Group ‘M’ and above;
- (ii) a Bachelors degree in any of the following disciplines: Education, Physical Education, Sports Science, Sports Management, Sports and Recreation Management, Sports and Exercise Science, Leisure and Recreation Management or equivalent qualification from a university recognized in Kenya;
- (iii) a Masters degree in any of the following disciplines: Education, Physical Education, Sports Science, Sports Psychology, Sports Management, Sports and Recreation Management, Sports and Exercise Science, Leisure and Recreation Management, Bio-Kinetics or equivalent qualification from a university recognized in Kenya;

- (iv) Training of Trainers (TOT) certificate lasting not less than one (1) week from a recognized institution for officers who do not hold a Bachelor of Education degree or Post Graduate Diploma in Education;
- (v) certificate in Outdoor Experiential Training lasting not less than three (3) weeks from a recognized institution;
- (vi) certificate in Para-Military Training lasting not less than three (3) months from a recognized institution;
- (vii) certificate in Senior Management Course from a recognized institution; and
- (viii) demonstrated professional and administrative ability as reflected in work performance and results.

### **Duties and Responsibilities**

An officer at this level will be deployed to a head a training section. Specific duties and responsibilities include:

- (i) designing, reviewing and implementing training programs;
- (ii) coordinating research programs on experiential education and the emerging trends;
- (iii) overseeing the implementation of safety and risk management policies;
- (iv) facilitating outdoor experiential education lessons;
- (v) inspecting training schemes, log books and confidential reports;
- (vi) developing training materials and preparing course reports; and
- (vii) conducting training for senior management and staff training and development.

### **(c) VACANCY NO. 3/2017 PRINCIPAL LECTURER – FOUR (4) POSTS**

**Basic Salary Scale: Ksh.48,190 – Ksh.65,290 p.m (Job Group 'N')**

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

- (i) served for a minimum period of three (3) years in the grade of Senior Lecturer, Job Group 'M' or in a comparable and relevant position in the Public Service;
- (ii) a Bachelors degree in any of the following disciplines: Education, Physical Education, Sports Science, Sports Management, Sports and Recreation Management, Sports and Exercise Science, Leisure and Recreation

