MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT
STATE DEPARTMENT OF INTERIOR

ADVERTISEMENTMENT OF VACANT POSTS

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Applications are invited from suitably qualified candidates for the positions shown above in the State Department of Interior: at the Headquarters and at all forty seven (47) Counties.

Interested and qualified persons are requested to make their application by completing one application form PSC2 (Revised 2016). The form may be downloaded from PSC website [www.publicservice.go.ke](http://www.publicservice.go.ke).

Completed application forms should be sent to the respective

County Commissioner /The Cabinet Secretary,
Ministry of Interior and Coordination of National Government,
P. O. Box 30510 -00100, Nairobi

OR

Hand delivered to the Ministry of Interior and Coordination of National Government, Human Resource Management Registry, Harambee House
So as to reach on or before 6th June, 2017.

Please note:
- Candidates should NOT attach any document to the application form. All the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Shortlisted candidates shall be required to produce originals of their academic and professional certificates during the interviews.
Details of the Posts

Vacancy No. EXT/1/2017

Grade : Clerical Officer II (800) Posts
Terms of Service : Permanent and Pensionable

Salaries and other Benefits

Basic Salary Scale : Kshs.12,510x630 –13,140x660-13,800x720-14,520x750-
                  15,270x810-16,080 p.m (Job Group 'F')
House Allowance : Varies according to the area of deployment
Commuter Allowance : Kshs.3,000.00 p.m
Leave Allowance : Kshs.4,000.00 (Once yearly)
Leave Entitlement : 30 days per Financial Year excluding weekends & Public Holidays
Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

(i) Kenya Certificate of Secondary Education (KCSE) mean Grade C- or its approved equivalent; and
(ii) Proficiency in computer applications.

(b) Duties and Responsibilities

Officers at this level will be deployed in the Human Resource Management units, General Registry, Procurement, Accounts office or General office services.

Specific duties will include:

(i) compiling statistical records;
(ii) sorting, filing and dispatching letters;
(iii) maintaining an efficient filling system;
(iv) processing appointments, promotions, discipline, transfers and other related duties in human resource management;
(v) computation of financial or statistical records based on routine or special sources of information;
(vi) preparing payment vouchers;
(vii) compiling data and drafting simple letters.
Vacancy No. EXT/2/2017

Grade : Driver III (300) Posts

Terms of Service : Permanent and Pensionable

Salaries and other Benefits

Basic Salary Scale : Kshs.10,380x480 –10,860x510-11,370 p.m (Job Group 'D')

House Allowance : Varies according to the area of deployment

Commuter Allowance : Kshs.3,000.00 p.m

Leave Allowance : Kshs.4,000.00 (Once yearly)

Leave Entitlement : 30 days per Financial Year excluding weekends & Public Holidays

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Kenya Certificate of Secondary Education (KCSE) mean Grade '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 a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHB3) or any other recognized institution;

(iv) passed suitability Test for Driver Grade III;

(v) passed Practical Test for Drivers conducted by the respective Ministry/Department;

(vi) a valid Police Clearance Certificate (Good Conduct)

(vii) at least two (2) years driving experience.

(b) Duties and Responsibilities

Duties and responsibility at this level will involve:

(i) driving a motor vehicle as authorized;
(ii) carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc;
(iii) detecting and reporting malfunctioning of vehicle systems;
(iv) maintenance of work tickets for vehicles assigned;
(v) ensuring security and safety for the vehicle on and off the road;
(vi) safety of the passengers and/or goods therein; and
(vii) maintaining cleanliness of the vehicle.

Vacancy No. EXT/3/2017

Grade : Senior Support Staff/Senior Sanitary Cleaner (270) Posts
Terms of Service : Permanent and not Pensionable

Salaries and other Benefits

Basic Salary Scale : Kshs.10,380x480-10,860x510-11,370 p.m (Job Group 'D')
House Allowance : Varies according to the area of deployment
Commuter Allowance : Kshs.3,000.00 p.m
Leave Allowance : Kshs.4,000.00 (Once yearly)
Leave Entitlement : 30 days per Financial Year excluding weekends & Public Holidays

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

(i) minimum of Kenya Certificate of Secondary Education (KCSE) mean Grade 'D' (Plain) or its equivalent.

(b) Duties and Responsibilities

(i) General messengerial duties;
(ii) Office cleaning
Vacancy No. EXT/4/2017

Grade : Support Staff III/ Sanitary Cleaner III (289) Posts

Terms of Service : Permanent and not Pensionable

Salaries and other Benefits

Basic Salary Scale : Kshs.8,910 x120-9,030x180-9,210x210-9,420 p.m (Job Group 'A')

House Allowance : Varies according to the area of deployment

Commuter Allowance : Kshs.3,000.00 p.m

Leave Allowance : Kshs.4,000.00 (Once yearly)

Leave Entitlement : 30 days per Financial Year excluding weekends & Public Holidays

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

minimum of Kenya Certificate of Primary Education (KCPE).

(b) Duties and Responsibilities

(i) General messengerial duties;

(ii) Office cleaning;

Dr. (Eng) Karanja Kibicho, CBS
PRINCIPAL SECRETARY – INTERIOR