OFFICE OF THE PRESIDENT
MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL GOVERNMENT

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P.O. Box 30510-00100
Nairobi

Date: 18th January 2018

Ref. No. MIR/3/5/1 (236)

All Cabinet Secretaries
The Principal Administrative Secretary-Office of the Deputy President
The Controller of State House
Inspector General –National Police Service
The Solicitor General –Office of Attorney General
All Regional Coordinators
All County Commissioners

RE: INTERNAL ADVERTISEMENTS FOR VACANT POSTS

Applicants are invited from suitably qualified serving officers in the civil service for the positions shown below in the State Department of Interior.

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

Completed application forms should reach the Cabinet Secretary, Ministry of Interior and Coordination of National Government, P.O. Box 30510-00100, Nairobi.

OR
Hand delivered to the Interior Human Resource Management Registry, Nyayo House, 4th Floor on or before 28th February, 2018

Details of the Posts:

VACANCY NO.5/2018

ASSISTANT DIRECTOR OF FINGERPRINTS, JOB GROUP ‘P’ - FIVE (4) POSTS

BASIC SALARY SCALE: KSHS. 81,940 - 109,800

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs.45,000 p.m.
Commuter Allowance : Kshs.12,000 p.m.
Leave Allowance : Kshs.10,000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Ten (10) years cumulative service as a Fingerprint Officer or its equivalent in Public Service of which at least three (3) must be at the level of Chief Fingerprint Officer Job Group M and above.

(ii) Bachelor’s degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a recognized institution;

(iii) Possession of a Masters Degree in any of the following fields: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a recognized institution will be an added advantage.

(iv) Departmental Fingerprint Examination Certificate Paper A, B and C;

(v) Been gazetted as a Fingerprint Officer;

(vi) Departmental certificate in Advanced Fingerprint course lasting not less than two (2) weeks;
(vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(viii) Certificate in computer application skills from a recognized institution; and

(ix) Demonstrated a high degree of professional competence, administrative capability and initiative in the general organization and management of the function as reflected in work performance and results;

(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Cross referencing detected double, multiple and illegal registrations of national identity cards;

(ii) Initiating research and providing advice on wrongly linked records;

(iii) Establishing identity or non-identity of fingerprints of two sets of impressions generated by the Automated Fingerprints Identification System (AFIS);

(iv) Overseeing indexing of fingerprints files and breakdown of fingerprint formulae;

(v) Liaising with security agencies and other stakeholders in combating and controlling illegal entry of persons into the country;

(vi) Monitoring validation and/or invalidation of records based on fingerprint comparisons principles; analyzing reports on detected double, multiple and illegal registration for national Identity cards;

(vii) Monitoring validation of automated searches involving fingerprints;

(viii) Coordinating fingerprints searches of known and unknown deceased persons.

(ix) Preparing and presenting of complex fingerprint reports as evidence in court(s) of law; undertaking research and providing advice on wrongly linked records;

(x) Overseeing periodic modification and upgrading of Automated Fingerprint Identification System (AFIS);

(xi) Ensuring maintenance and periodic updating of fingerprint records; re-searching and advising on wrongly linked records;
(xii) Implementation and monitoring work plans in the area of deployment; and initiating fingerprints personnel training and research programs in liaison with stakeholders.

VACANCY 6/2018
PRINCIPAL FINGERPRINT OFFICER, JOB GROUP ‘N’ - SIX (6) POSTS

BASIC SALARY SCALE: KSHS. 51,660 - KSHS.69,990 p.m.

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs.35,000 p.m.
Commuter Allowance : Kshs.8,000 p.m.
Leave Allowance : Kshs.6,000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Served for nine (9) cumulative years as a Fingerprint Officer or its equivalent in Public Service of which at least three (3) must be at the level of Senior Fingerprint Officer Job Group L and above;

(ii) Bachelor’s degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a recognized institution;

(iii) Departmental Fingerprint Examination Certificate Paper A, B and C;

(iv) Been gazetted as a Fingerprint Officer;

(v) Departmental certificate in Advanced Fingerprint course lasting not less than two (2) weeks;

(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(vii) Certificate in computer application skills from a recognized institution; and
(viii) Demonstrated a high degree of professional competence as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities will involve:

(i) Indexing of fingerprint files; validating and/or invalidating records based on fingerprint comparison principles;

(ii) Providing advice on any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(iii) Comparing and matching identical and non-identical fingerprint impressions generated from Automated Fingerprint Identification System (AFIS);

(iv) Investigating detected double, multiple and illegal registration of national identity cards;

(v) Undertaking research and providing advice on wrongly linked records;

(vi) Conducting and validating automated searches involving less-than-ten prints;

(vii) Detecting and invalidating of illegal and double registration;

(viii) Initiating the breakdown of fingerprint formulae;

(ix) Ensuring availability of service information and work instructions; and overseeing search of known and unknown fingerprint records;

(x) Preparing and presenting fingerprints and other related documentary evidence for court proceedings;

(xi) Verifying information on identification queries from the stakeholders/enquiring agencies;

(xii) Verifying and invalidating deceased person's records from data base;

(xiii) Identifying complex fingerprint registration related cases for further action; providing identification reports as per request;

(xiv) Maintaining and ensuring safety of fingerprint documents; compiling periodic reports;

(xv) Examining and analyzing exhibit memos and queried documents to ascertain fingerprint identity and facts.
VACANCY 7/2018

PRINCIPAL FINGERPRINT ASSISTANT, JOB GROUP ‘N’ - FIVE (5) POSTS

BASIC SALARY SCALE: KSHS. 51,660 - KSHS. 69,990 p.m.

ALLOWANCES OR OTHER BENEFITS:

House Allowance : Kshs. 35,000 p.m.
Commuter Allowance : Kshs. 8,000 p.m
Leave Allowance : Kshs. 6,000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Served for ten (10) cumulative years as a Fingerprint Officer or its equivalent in Public service of which at least three (3) must be at the level of Senior Fingerprint Assistant Job Group L;
(ii) Diploma in any of the following disciplines: Fingerprint Science, Records Management, Security and Disaster Management, Information Communication Technology, Forensic Science/Investigation; Criminology or Law from a recognized institution;
(iii) Departmental Fingerprint Examination Certificates Paper A, B and C;
(iv) Been gazetted as fingerprint Officer;
(v) Certificate in Management/Supervisory Course lasting not less than two (4) weeks from a recognized institution;
(v) Certificate in computer application skills from a recognized institution; and
(vi) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Indexing of fingerprint files; validating and/or invalidating records based on fingerprint comparison principles;
(ii) Providing advice on any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(iii) Comparing and matching identical and non-identical fingerprint impressions generated from Automated Fingerprint Identification System (AFIS);

(iv) Investigating detected double, multiple and illegal registration of national identity cards;

(v) Undertaking research and providing advice on wrongly linked records;

(vi) Conducting and validating automated searches involving less-than-ten prints;

(vii) Detecting and invalidating of illegal and double registration;

(viii) Initiating the breakdown of fingerprint formulae;

(ix) Ensuring availability of service information and work instructions; and overseeing search of known and unknown fingerprint records;

(x) Preparing and presenting fingerprints and other related documentary evidence for court proceedings;

(xi) Verifying information on identification queries from the stakeholders/enquiring agencies;

(xii) Verifying and invalidating deceased person’s records from data base;

(xiii) Identifying complex fingerprint registration related cases for further action; providing identification reports as per request;

(xiv) Maintaining and ensuring safety of fingerprint documents; compiling periodic reports;

(xv) Examining and analyzing exhibit memos and queried documents to ascertain fingerprint identity and facts.

VACANCY 8/2018

CHIEF FINGERPRINT OFFICER, JOB GROUP ‘M’ – EIGHTEEN (18) POSTS

BASIC SALARY SCALE: KSHS. 44,750– KSHS. 59,860 pm

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs.28, 000 p.m.
Commuter Allowance : Kshs.8, 000 p.m.
Leave Allowance : Kshs.6, 000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Served for six (6) cumulative years, three (3) of which must be at the level of Fingerprint Officer I Job Group K,

(ii) Bachelor’s degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a recognized institution;

(iii) Departmental Fingerprint Examination Certificates Paper A, B and C;

(iv) Departmental Certificate in Advanced Fingerprint course lasting not less than two (2) weeks;

(v) Been gazetted as a Fingerprint Officer;

(vi) Certificate in computer application skills from a recognized institution; and

(vii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Generating identification reports as per request; preparing and presenting fingerprints and other related documentary evidence for court proceedings;

(ii) Providing advice on any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(iii) Comparing and matching identical and non-identical fingerprint impressions generated from Automated Fingerprint Identification System (AFIS);

(iv) Providing information on identification queries from the stakeholders/enquiring agencies;

(v) Verifying and invalidating deceased person’s records from data base; identifying complex fingerprint registration related cases for further action;

(vi) Providing identification reports as per request;
(vii) Maintaining and ensuring safety of fingerprint documents and compiling periodic reports;
(viii) Detection and invalidation of illegal and double registration;
(ix) Conducting and validating automated searches involving less-than-ten prints;
(x) Examining and analyzing exhibit memos and queried documents to ascertain fingerprint identity and facts;
(xi) Investigating detected double, multiple and illegal registration of national identity cards;
(xii) Verifying fingerprint impressions against standard classification of fingerprint formulae.

VACANCY 9/2018

CHIEF FINGERPRINT ASSISTANT, JOB GROUP ‘M’ – THIRTY (30) POSTS

BASIC SALARY SCALE: KSHS. 44,750 – KSHS. 59,860 pm

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs. 28,000 p.m.
Commuter Allowance : Kshs. 8,000 p.m.
Leave Allowance : Kshs. 6,000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Served for nine (9) years cumulative service in National Registration Bureau or its equivalent in public service three (3) of which must be at the level of Fingerprint Assistant I Job Group K.
(ii) Diploma in any of the following disciplines: Fingerprint Science, Records Management, Security and Disaster Management, Information Communication Technology, Forensic Science/Investigation; Criminology or Law from a recognized institution;
(iii) Departmental Fingerprint Examination Certificates Paper A, B and C;
(iv) Departmental certificate in Advanced Fingerprint Course lasting not less than two (2) weeks;
(v) Been gazetted as a Fingerprint Officer;
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
(vii) Certificate in computer application skills from a recognized institution; and
(viii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Generating identification reports as per request; preparing and presenting fingerprints and other related documentary evidence for court proceedings;

(ii) Providing advice on any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(iii) Comparing and matching identical and non-identical fingerprint impressions generated from Automated Fingerprints Identification System (AFIS);

(iv) Providing information on identification queries from the stakeholders/enquiring agencies;

(v) Verifying and invalidating deceased persons records from data base; identifying complex fingerprint registration related cases for further action;

(vi) Providing identification reports as per request;

(vii) Maintaining and ensuring safety of fingerprint documents and compiling periodic reports;

(viii) Detection and invalidation of illegal and double registration;

(ix) Conducting and validating automated searches involving less-than-ten prints;

(x) Examining and analyzing exhibit memos and queried documents to ascertain fingerprint identity and facts;

(xi) Investigating detected double, multiple and illegal registration of national identity cards;

(xii) Verifying fingerprint impressions against standard classification of fingerprint formulae.
VACANCY 11/2018

SENIOR FINGERPRINT OFFICER, JOB GROUP “L” SEVENTEEN (17) POSTS

BASIC SALARY SCALE: KSHS. 39,110 - SHS. 49,180 pm

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs.28, 000 p.m.
Commuter Allowance : Kshs.6, 000 p.m
Leave Allowance : Kshs.6, 000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Served in the grade of Fingerprint Officer I Job Group K, for a minimum period of three (3) years;

(ii) Bachelor’s degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a recognized institution;

(iii) Departmental Fingerprint Examinations Certificates Papers A, B and C;

(iv) Departmental Certificate in Intermediate Fingerprint Skills Development lasting not less than two (2) weeks

(v) Been gazetted as a Fingerprint Officer;

(vi) Certificate in Computer application skills from a recognized institution; and

(vii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Examining and analyzing exhibit memos and queried documents to ascertain fingerprint identity and facts,

(ii) Verifying deceased persons records;
(iii) Investigating detected double, multiple and illegal registration of national identity cards;
(iv) Comparing and matching identical and non-identical fingerprint impressions generated from Automated Fingerprint Identification System (AFIS);
(v) Verifying registration documents at border and strategic points to ascertain their validity;
(vi) Classifying fingerprint impressions;
(vii) Searching of ten print fingerprint impressions, complex fingerprint impressions and computer fingerprint generated impressions;
(viii) Verifying fingerprint impressions against standard classification of fingerprint formulae; (ix) Verifying manual/computerized records of all categories of national identity card applications;
(x) Providing advice on any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;
(xi) Filing classified fingerprint for reference.

VACANCY 12/2018

SENIOR FINGERPRINT ASSISTANT, JOB GROUP ‘L’ – NINETY TWO (92) POSTS

BASIC SALARY SCALE: KSHS. 39,110 - KSHS. 49,180 pm

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs. 28,000 p.m.
Commuter Allowance : Kshs. 6,000 p.m
Leave Allowance : Kshs. 6,000 p.m.
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

(i) Served in the grade of Fingerprint Assistant I, job group K for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: Fingerprint Science, Records Management, Security and Disaster Management, Information Communication Technology, Forensic Science/Investigation; Criminology or Law from a recognized institution;
iii) Departmental Fingerprint Examination Certificates Paper A, B and C;

(iv) Departmental Certificate in Intermediate Fingerprint Skills Development lasting not less than two (2) weeks

(v) Been gazetted as a Fingerprint Officer;

(vi) Certificate in supervisory skills development course lasting not less than two (2) weeks from a recognized institution;

(vii) Certificate in computer application skills from a recognized institution; and

(viii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Examining and analyzing exhibit memos and queried documents to ascertain fingerprint identity and facts,

(ii) Verifying deceased person’s records;

(iii) Investigating detected double, multiple and illegal registration of national identity cards;

(iv) Comparing and matching identical and non-identical fingerprint impressions generated from Automated Fingerprints Identification System (AFIS);

(v) Verifying registration documents at border and strategic points to ascertain their validity,

(vi) Classifying fingerprint impressions;

(vii) Searching of ten print fingerprint impressions, complex fingerprint impressions and computer fingerprint generated impressions;

(viii) Verifying fingerprint impressions against standard classification of fingerprint formulae;

(ix) Verifying manual/computerized records of all categories of national identity card applications;

(x) Providing advice on any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(xi) Filing classified fingerprint for reference.
VACANCY NO 13/2018

FINGERPRINT OFFICER I, JOB GROUP ‘K’ - TEN (50) POSTS

BASIC SALARY SCALE: KSHS.34, 260 – KSHS.44, 750 pm

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs.16, 500 p.m.
Commuter Allowance : Kshs. 5, 000 p.m.
Leave Allowance : Kshs. 4,000 p.m.
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have;

(i) Served in the grade of Fingerprint officer II job group J for minimum period of three years
(3)

(ii) Bachelor’s degree in any of the following disciplines: Forensic Science, Criminology, Security and Disaster Management, Information Science, Information Communication Technology, Anthropology, Library and Archival Science, Sociology, Psychology, Government/Political Science, Community Development, Conflict Management, Development Studies, Cultural Studies or Communication from a recognized institutions;

(iii) Possess Departmental Fingerprint Examination Certificates Papers A, B and C;

(iv) Been gazette as a “Fingerprint officer”

(v) Have Certificate in computer application skills from a recognized institution; and

(vi) Have shown merit and ability as reflected in work performance and results

(b) DUTIES AND RESPONSIBILITIES

Duties and Responsibilities will involve:–

(i) Classifying fingerprint impressions;

(ii) Searching of ten print fingerprint impressions, complex fingerprints impressions and computer fingerprint generated impressions;

(iii) Verifying fingerprint impressions against standard classification of fingerprint formulae;

(iv) Verifying manual/computerized records of all categories of national identity card
applications, examining indexed records to detect double, multiple or illegal registration of persons;

(v) Comparing plain fingerprint impressions against rolled fingerprint impressions to confirm correct natural sequences;

(vi) Ensuring quality of fingerprint impressions; recording of any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(vii) Filing classified fingerprints for reference.

VACANCY 14/2018

FINGERPRINT ASSISTANT I, JOB GROUP ‘K’ – NINETEEN (19) POSTS

BASIC SALARY SCALE: KSHS. KSHS.34,260– KSHS.44,750 pm

ALLOWANCES OR OTHER BENEFITS:
House Allowance : Kshs. 16, 500 p.m.
Commuter Allowance : Kshs. 5, 000 p.m.
Leave Allowance : Kshs. 4,000 p.m.
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 working days per annum
Terms of service : Permanent and Pensionable

(a) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:-

(i) Be a Fingerprint Assistant 11, Job Group J for a minimum period for three (3) years;

(ii) Diploma in any of the following disciplines: Fingerprint Science, Records Management, Security and Disaster Management, Information Communication Technology, Forensic Science/Investigation; Criminology or Law from a recognized institution;

(iii) Possess Departmental Fingerprint Examination Certificates Papers A, B and C;

(iv) Been a gazetted as a Fingerprint Officer;

(iii) Certificate in Computer application skills from a recognized institution; and

(v) Have shown merit and ability as reflected in work performance and results.
(b) Duties and Responsibilities

Duties and Responsibilities will involve:-

(i) Classifying fingerprint impressions;

(ii) Searching of ten print fingerprint impressions, complex fingerprints impressions and computer fingerprint generated impressions;

(iii) Verifying fingerprint impressions against standard classification of fingerprint formulae;

(iv) Verifying manual/computerized records of all categories of national identity card applications, examining indexed records to detect double, multiple or illegal registration of persons;

(v) Comparing plain fingerprint impressions against rolled fingerprint impressions to confirm correct natural sequences;

(vi) Ensuring quality of fingerprint impressions; recording of any abnormalities and special situations such as amputations, injured fingers/hands, scars, deformities, worn-out fingers, extra fingers and webbed fingers for future reference;

(vii) Filing classified fingerprints for reference.

VACANCY 10/2018
CHIEF CIVIL REGISTRATION OFFICER JOB GROUP ‘M’ – THIRTY FOUR (34) POSTS

BASIC SALARY SCALE: KSHS. 44,750 – KSHS. 59,860 pm

ALLOWANCES OR OTHER BENEFITS:

House allowance : To be determined as per station of deployment
Commuter Allowance : Kshs. 8,000 p.m.
Leave allowance : Kshs. 6,000 once a year
Medical Benefits : As existing in the Civil Service
Leave Entitlement : 30 Working days per annum
Terms of Service : Permanent and Pensionable

REQUIREMENTS FOR APPOINTMENT

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

Cumulative service of ten (10) years in the civil service, three (3) of which must have been at the level of Job Group ‘L’ in the wider Public Service or its equivalent;
Bachelor's degree in any of the following disciplines:- Information Science, Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Administration, Population Studies, Law or Anthropology from a recognized institution; Certificate in computer application skills from a recognized institution; and demonstrated high degree of professional competence and ability as reflected in work performed and results.

**Duties and Responsibilities will involve:-**
Assessing the applications for issuance of birth and death certificates;
Approving late registration application applications and entry of insertions;
Maintaining safe custody of registration materials and birth and death records;
Monitoring the supply and utilization of registration materials;
Conducting community awareness campaigns on births and deaths;
Training and sensitizing registration agents;
Monitoring the activities of registration agents on matters relating to registration of birth and deaths;
Compiling registration returns and statistical reports to the central records registry; and
Verify information containing in the registers from registration agents.

**Please note:**
Candidate should NOT attach any document(s) to the application form. All the details requested in the advertisement should be filled on the form.
Only shortlisted and successful candidate will be contacted.
Shortlisted candidates shall be required to produce original academic and professional certificates during the interviews.

FRED MATIANG'I, PhD, EGH
CABINET SECRETARY