



REPUBLIC OF KENYA

MINISTRY OF EAST AFRICAN COMMUNITY (EAC), LABOUR AND SOCIAL PROTECTION

OFFICE OF THE CABINET SECRETARY

Telephone: +254-20-2727980
Fax No: +254-20-272202
e-mail: cabinetsecretary@labour.go.ke
When replying please quote:

Social Security House
Block 'A' Eastern Wing
Bishops Road, Milimani
P.O. Box 40326-00100
NAIROBI,

Ref. No. HRM/2/2 VOL.III(126)

22nd February, 2017

All Principal Secretaries
The Secretary/Chief Executive Officer PSC (K)
All County Public Service Boards
The Controller and Auditor General
The Comptroller of State House
The Principal Administrative Secretary-Office of the Deputy President
The Principal Administrative Secretary, DPSM
Inspector General – National Police Service
Clerk, National Assembly

INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR AND SOCIAL PROTECTION – STATE DEPARTMENT OF EAC INTEGRATION

Applications are invited from suitably qualified serving officers in the Civil Service for the vacant posts in the State Department of EAC Integration. Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke.

S/No.	Designation	Job Group	No. of Posts
1.	Assistant Director, Regional Integration	P	1
2.	Principal Regional Integration Officer	N	4



Vision:

Deepen and widen East African Integration for Sustainable Development and improved livelihoods of all
Kenyans



VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR AND
SOCIAL PROTECTION (STATE DEPARTMENT OF EAST AFRICAN COMMUNITY)

ASSISTANT DIRECTOR, REGIONAL INTEGRATION - ONE (1) POST

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 three (3) years in the grade of Principal Regional Integration Officer, Job Group 'N';
- (ii) a Bachelors degree in any of the following disciplines: Economics/Statistics, Engineering, Agriculture, Education, Forestry, Wildlife Management, Meteorology, Geo- Sciences, Entrepreneurship, Sociology, Public/Business Administration, International Relations/Studies, Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, Environmental Studies or Tourism, from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Economics/Statistics, Engineering, Agriculture, Government/Political Science, Public Policy, Public Sector Management, Commerce, Marketing, Entrepreneurship, Industrial Strategy and Trade Policy, International Trade, Sociology, Human Resource Management, Public/Business Administration, Education, International Relations/Studies, Sports Science, Development Studies, Peace and Conflict Studies, Gender and Development Studies, Anthropology, Environmental Studies, Forestry, Wildlife Management, Meteorology, Hydrology or Geo-Sciences from a university recognized in Kenya;
- (iv) attended a senior management course in a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed at the headquarters or at a Regional Integration Centre (RIC)

Headquarters

Duties and responsibilities at this level include:

- (i) analyzing and interpreting emerging regional issues and recommending appropriate policy interventions;
- (ii) compiling and disseminating information on regional integration and cooperation matters;

- (i) served for a minimum period of three (3) years in the grade of Chief Regional Integration Officer, Job Group 'M'; .
- (ii) a Bachelors degree in any of the following disciplines: Economics/Statistics, Engineering, Agriculture, Education, Forestry, Wildlife Management, Meteorology, Geo - Sciences, Entrepreneurship, Sociology, Public/Business Administration, International Relations/Studies, Sports Science, Development Studies, Peace and Conflict Studies, Gender Studies, Anthropology, Environmental Studies or Tourism, from a university recognized in Kenya;
- (iii) a Masters degree in any of the following fields: Economics/Statistics, Engineering, Agriculture, Government/Political Science, Public Policy, Public Sector Management, Commerce, Marketing, Entrepreneurship, Industrial Strategy and Trade Policy, International Trade, Sociology, Human Resource Management, Public/Business Administration, Education, International Relations/Studies, Sports Science, Development Studies, Peace and Conflict Studies, Gender and Development Studies, Anthropology, Environmental Studies, Forestry, Wildlife Management, Meteorology, Hydrology or Geo-Sciences from a university recognized in Kenya;
- (iv) attended a senior management course in a recognized institution; and
- (v) demonstrated administrative and professional competence as reflected in work performance and results.

Duties and Responsibilities

An officer at this level may be deployed at the headquarters or at a Regional Integration Centre (RIC)

Headquarters

Duties and responsibilities at this level include:

- (i) compiling and updating data on the implementation status of common market protocol, summit and council decisions;
- (ii) preparing analytical background papers, country profiles, reports on regional integration and cooperation process;
- (iii) preparing briefs and speeches on integration issues; carrying out research/studies on regional integration and cooperation matters;
- (iv) preparing information, educational and communication (IEC) materials on regional integration issues;
- (v) organizing and participating in regional meetings; and
- (vi) promoting public and private sector partnerships in regional integration and cooperation process.

- (vi) promoting integrity and ethical conduct within the Ministry/Department; and
- (vii) ensuring accountability and prudent management of resources.

PRINCIPAL FINANCE OFFICER - ONE (1) POST

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 of three (3) years in the grade of Senior Finance Officer/Senior Budget, Job Group 'M';
- (ii) attended a Senior Management course in a recognized institution;
- (iii) attended a certificate course in Public Financial Management; and
- (iv) demonstrated professional competence in the field of Financial Management.

Duties and Responsibilities

An officer at this level will be responsible for:

- (i) co-ordinating and analyzing Medium Term Expenditure Framework (MTEF) Budget
- (ii) Assisting the Ministerial Departments in costing of Programmes;
- (iii) incorporating the district inputs into the budget process;
- (iv) communicating approved annual estimates to various departments and ensuring that there is a timely adjustment of work plans commensurate with the resources voted in the budget;
- (v) determining performance indicators for programmes; and
- (vi) initial preparation of responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees.

PRINCIPAL ACCOUNTANT - ONE (1)

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 Chief Librarian, Job Group 'M';
- (ii) a Bachelor's Degree in Library Studies/Library and Information from a university recognized in Kenya;

OR

a Bachelor's degree in any of the following disciplines with library option: Education, Information Science, Information Studies; Science or Technology in Information Science from a university recognized in Kenya;

OR

a Bachelor's degree in Social Sciences with a Post Graduate Diploma in any of the following disciplines: Library and Information Science; Library and Information Studies or Library, Archives and Records Management from a university recognized in Kenya;

- (iii) attended a senior management course in a recognized institution; and
- (iv) demonstrated professional and administrative ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities include:

- (i) coordinating acquisition, storage, circulation, preservation, conservation and weeding and digitization of information resources;
- (ii) supervising cataloguing, classification, indexing;
- (iii) checking entry of metadata in the database for conformity;
- (iv) preparing and conducting user education and information literacy programs;
- (v) retrieving information and tagging online information resources;
- (vi) participating in preparation of budget proposals for the Library;
- (vii) conducting research and writing reports for the library; and
- (viii) supervising, coaching and mentoring staff working in the library.

CHIEF LIBRARIAN - ONE (1)

Basic Salary Scale: Kshs41,590 - Ksh.55,840 p.m.

(Job Group 'M')

For appointment to this grade, a candidate must have

- (i) served for a minimum of three (3) years in the grade of Principal Office Administrator or Principal Assistant Office Administrator, Job Group 'N';
- (ii) a Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a university recognized in Kenya;

OR

a Bachelors Degree in Social Sciences from a university recognized in Kenya plus a Diploma in Secretarial from a recognized institution;

OR

a Bachelors Degree in Social Sciences plus Business Education Single and Group Certificates (BES&GC) stages I, II and III from the Kenya National Examinations Council in the following subjects:

- a) Shorthand III (minimum 120 w.p.m)
- b) Typewriting III (50 w.p.m.)/Computerized Document Processing III
- c) Business English III/Communication II
- d) Commerce II
- e) Office Practice II
- f) Office Management III/Office Administration and Management III
- g) Secretarial Duties II

- (iii) a Masters Degree in Business Administration/Business Management or any other relevant qualification from a university recognized in Kenya;
- (iv) a Certificate in Secretarial Management Course from a recognized Institution.
- (v) attended a Senior Management course lasting in a recognized institution; and
- (vi) demonstrated outstanding professional competence in management of secretarial services.

Duties and Responsibilities

- (i) Preparing up-to-date records of office administrative services personnel;
- (ii) Initiating postings and deployment orders of office administrative services personnel;
- (iii) Facilitating training of office administrative service;

- (iv) coordinating schedules of meetings and appointments
- (v) Managing office protocol and etiquette;
- (vi) Monitoring procedures for record keeping of correspondence and file movements;
- (vii) Maintaining an up to date filing system in the office; and
- (viii) Handling customer inquiries and complaints.

ASSISTANT OFFICE ADMINISTRATOR I, - TWO (2) POSTS

Basic Salary Scale: Kshs.31, 020 - 41,590 p.m. (Job Group 'K')

For appointment to this grade, a candidate must have:

- (i) served for a minimum of three (3) years in the grade of Assistant Office Administrator II or Office Administrative Assistant I, Job Group 'K';
 - (ii) a Diploma in Secretarial Studies from the Kenya National Examinations Council
- OR

Business Education Single and Group Certificates (BES &GC) stages I, II and III from the Kenya National Examinations Council in the following subjects:

- a) Shorthand III (minimum 100 w.p.m)
 - b) Typewriting III (minimum -50 w.p.m)/Computerized Document Processing III
 - c) Business English III/Communication II
 - d) Commerce II
 - e) Office Practice II
 - f) Office Management III/Office Administration and Management III
 - g) Secretarial Duties II
- (iii) a certificate in Public Relations and Customer Care from recognized institution; and
 - (iv) Shown merit and ability as reflected in work performance and results

Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) attending to visitors/clients;
- (ii) Preparing responses to routine correspondence;
- (iii) Maintaining office diary and travel itineraries;
- (iv) Ensuring security of office records, equipment and documents including classified materials;

- (v) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (vi) Maintaining an up to date filing system in the office;
- (vii) Ensuring security, integrity and confidentiality of data; and
- (viii) Supervising office cleanliness

CHIEF CLERICAL OFFICER - TWO (2) POSTS

Basic Salary Scale: Ksh.24, 662 - Ksh.29,918 p.m.

(Job Group T)

For appointment to this grade, a candidate must have:

- (i) served for minimum of three (3) years in the grade of Senior Clerical Officer, Job Group 'H';
- (ii) a certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualifications from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results;

Duties and Responsibilities

This is the highest grade in the cadre. An Officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will include:

- (i) coordination of clerical work in a section;
- (ii) maintenance of general cleanliness and security of buildings and equipment;
- (iii) planning of office accommodation and layout;
- (iv) processing documents for issue of licenses or certificate under relevant Acts.
- (v) Inducting new Clerical Officers in the Ministry/State Department; and
- (vi) Supervising and guiding staff working under him/her.