



## REPUBLIC OF KENYA

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

#### OFFICE OF THE CABINET SECRETARY

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

**Ref. No.** HRM/2/2 VOL.III(139)

24<sup>th</sup> April, 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**

Refer to our letter Ref: No. HRM/2/2 VOL. III (126) dated 22<sup>nd</sup> February 2017 in which we had advertised several vacant posts and among them 5 positions in the grades of Assistant Director, Regional Integration job group 'P' (1 post) and Principal Regional Integration Officer job group 'N' (4 posts) and note that the advert on Regional Integration Officers has been cancelled and re-advertised as stated below.

S/No.	Designation	Job Group	No. of Posts
1.	Assistant Director, Regional Integration	P	3
2.	Principal Regional Integration Officer	N	4



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



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](http://www.publicservice.go.ke).

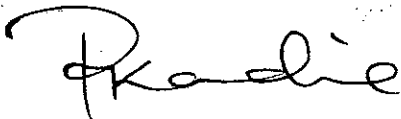
Please note

- Candidates should NOT attach any documents 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.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews
- All serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

The completed application form should be sent to:

THE PRINCIPAL SECRETARY  
STATE DEPARTMENT OF EAC INTEGRATION,  
P. O. BOX 8846-00200  
NAIROBI

Or be hand delivered to the Office of the Director of Human Resource Management and Development, Cooperative House Building 16<sup>th</sup> Floor Room No. 1602 so as to reach the office on or before 15<sup>th</sup> May, 2017.



**PHYLLIS J. KANDIE (MRS.), EGH  
CABINET SECRETARY**

VACANCIES IN THE MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR  
AND SOCIAL PROTECTION

STATE DEPARTMENT FOR EAST AFRICAN COMMUNITY

ASSISTANT DIRECTOR, REGIONAL INTEGRATION (SOCIAL AFFAIRS) JOB  
GROUP 'P' - THREE (3) 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 three (3) years in the grade of Principal Regional Integration Officer, Job Group 'N' or in a comparable and relevant position in the Public Service;
- (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).

At the Headquarters

- (i) analyzing and interpreting emerging regional issues and recommending appropriate policy interventions;

- (ii) compiling and disseminating information on regional integration and cooperation matters;
- (iii) promoting public and private sector partnerships in the integration process;
- (iv) validating and making recommendations on analytical background papers on regional integration and cooperation matters;
- (v) carrying out research/studies on integration and cooperation matters;
- (vi) validating information, educational and communication (IEC) materials on regional integration and cooperation matters;
- (vii) participating in bilateral and regional meetings and preparing analytical reports; and
- (viii) managing the Regional Integration Monitoring Systems.

#### Regional Integration Centre (RIC)

Duties and responsibilities at this level include:

- (i) collaborating and liaising with the border agencies to facilitate movement of persons, goods and services;
- (ii) preparing briefs and analytical reports on cross-border issues;
- (iii) disseminating regional integration and cooperation policies and programmes;
- (iv) conducting advocacy, image building and publicity campaigns on regional integration and cooperation matters;
- (v) organizing and participating in bilateral meetings; and
- (vi) coordinating protocol services during bilateral meetings at the Regional Integration Centres; and
- (vii) ensuring accountability and prudent management of resources.

#### PRINCIPAL REGIONAL INTEGRATION OFFICER – 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 Chief Regional Integration Officer Job Group 'M' or in a comparable and relevant position in the Public Service';

- (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) attended a senior management course in a recognized institution; and
- (iv) 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)

#### At the 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.

#### Regional Integration Centre (RIC)

Duties and responsibilities at this level include:

- (i) collaborating and liaising with the border agencies to facilitate movement of persons, goods and services;
- (ii) preparing briefs and analytical reports on cross-border issues;
- (iii) disseminating integration and cooperation policies and programmes;

- (iv) conducting advocacy, image building and publicity campaigns on regional integration;
- (v) organizing and participating in bilateral meetings at Regional Integration Centres; and
- (vi) coordinating protocol services during bilateral meetings at the Regional Integration Centres.