

REPUBLIC OF KENYA



MINISTRY OF DEFENCE

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Ulinzi House
P.O. Box 40668,
NAIROBI - KENYA

Ref. MOD/10/1A VOL IX/224

14th December, 2016

VACANCIES (CIVILIAN STAFF)

Applications are invited for the following posts in the Ministry of Defence. Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016) and submit the same together with certified copies of the required certificates. The application form may be downloaded from Public Service Commission website www.publicservice.go.ke

Completed application forms should reach the **Cabinet Secretary's office- Ministry of Defence, P.O. Box 40668 - 00100, NAIROBI** or hand delivered to **Ulinzi House gate off Lenana Road, on or before 2016.**

1. SAFETY EQUIPMENT TECHNICIAN III, JOB GROUP 'G' - 3 POSTS

Basic Salary:	Ksh.16,692 - 21,304 p.m. (Job, Group "G")
House Allowance:	Paid according to the station of deployment
Commuter Allowance:	Ksh 4,000
Leave Allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties & Responsibilities:

This is the entry and training grade in this cadre. An officer at this level will work under the guidance of a more experienced officer. Specific duties and responsibilities include:

- (i) Repairing parachutes, aircraft safety belts, motor vehicle canopies and fabricating loose covers for both aircrafts and vehicles;
- (ii) Packing parachutes/dingys for use by soldiers;
- (iii) Storing and maintenance of parachutes;
- (iv) Maintaining upholstery and fabrics sewing machines and carpet cleaning machines;
- (v) Undertaking interior finishing which include carpeting, upholstery, repairing and modifying seat cushions/covers; and determining the strength of repairing materials.

(b) Requirements of Appointment

For appointment, a candidate must have:-

- (i) Craft Certificate Grade III in any of the following fields:- Cushion Making, Clothing Technology, Textile Engineering, Upholstery and Carpeting, from a recognized institution; and

- (ii) Certificate in computer application skills from a recognized institution.

2. SUPPLY CHAIN MANAGEMENT ASSISTANT IV, JOB GROUP 'G' – 6 POSTS

Basic Salary:	Ksh.16,692 - 21,304 p.m. (Job, Group "G")
House Allowance:	Paid according to the station of deployment
Commuter Allowance:	Ksh 4,000
Leave Allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties & Responsibilities:

This is the entry and training grade for this cadre. An officer at this level will be deployed in a Supply Chain Management unit in a Ministry or Department and will work under supervision of a senior officer. Specific duties and responsibilities include:

- (i) Handling simple tasks such as issuing and receiving stores, and
- (ii) Preparing and maintaining of records.

(b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'C-' (Minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution; and
- (ii) A Certificate in Supplies Management or its approved equivalent from a recognized institution.

OR

Advanced Certificate in Supply Chain Management from a recognized institution

- (iii) A Certificate in computer application.

3. CLERICAL OFFICER II, JOB GROUP 'F' – 6 POSTS

Basic Salary:	Ksh.12,510 - 16,080 p.m. (Job, Group "F")
House Allowance:	Paid according to the station of deployment
Commuter Allowance:	Ksh 4,000
Leave Allowance:	(Once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties & Responsibilities:

This is the entry and training grade for the Clerical cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM unit, general registry, supplies or accounts section. Specific duties and responsibilities include:

- (i) Compiling statistical records;
- (ii) Sorting, filing and dispatching letters;

- (iii) Maintaining an efficient filing 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; and
- (vii) Compiling data and drafting simple letters.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification from a recognized institution; and
- (ii) Certificate in computer application.

4. COOK III, JOB GROUP ‘E’ – 9 POSTS

Basic Salary:	Ksh.11,370 - 13,140 p.m. (Job, Group “E”)
House Allowance:	Paid according to the station of deployment
Commuter Allowance:	Ksh 3,000
Leave Allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties & Responsibilities:

This is the entry grade for this cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Specific duties and responsibilities include:

- (i) Preparing raw foods for cooking;
- (ii) Cleaning equipment used in production;
- (iii) Maintaining hygiene by ensuring cleanliness of the kitchen and its surroundings;
- (iv) Setting up and preparing equipment for use in food preparation and production; and
- (v) Alerting the supervisor of any defective equipment.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or an equivalent qualification from a recognized institution; and
- (ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution.

5. ARTISAN (MECHANICAL) III, JOB GROUP 'E' – 8 POSTS

Basic Salary:	Ksh11,370 - 13,140 p.m. (Job, Group "E")
House allowance:	Paid according to the station of deployment
Commuter allowance:	Ksh 3,000
Leave allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties & Responsibilities:

Specific duties include:

- (i) Undertaking minor services of vehicles;
- (ii) Caring for and maintaining tools or the trade;
- (iii) Maintaining cleanliness of the work place.

(b) Requirements for appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or equivalent qualification from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/Apprentice Certificate awarded by the National Industrial Training Authority or an equivalent and relevant qualification from a recognized institution.

6. ARTISAN III (MOTOR VEHICLE ELECTRICIAN), JOB GROUP 'E' – 7 POSTS

Basic Salary:	Ksh11,370 - 13,140 p.m. (Job, Group "E")
House allowance:	Paid according to the station of deployment
Commuter allowance:	Ksh 3,000
Leave allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties and Responsibilities

Specific duties and responsibilities include:

- (i) Undertaking minor services of plant machinery ;
- (ii) Caring for and maintaining tools the trade; and
- (iii) Maintaining cleanliness of the work place.

(b) 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 recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/Apprentice Certificate awarded by the Directorate of Industrial Training or an equivalent and relevant qualification from a recognized institution.

7. ARTISAN III (TAILOR), JOB GROUP 'E' – 7 POSTS

Basic Salary:	Ksh11,370 - 13,140 p.m. (Job, Group “E”)
House allowance:	Paid according to the station of deployment
Commuter allowance:	Ksh 3,000
Leave allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties and Responsibilities

Specific duties and responsibilities include:

- (i) Tailoring;
- (ii) Undertaking minor repairs; and
- (iii) Maintenance of sewing machines.

(b) 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; and
- (ii) Artisan National Trade Test Certificate Grade III or apprentice certificate awarded by the Directorate of Industrial Training or its equivalent and relevant qualification from a recognized institution.

8. DRIVER III, JOB GROUP ‘D’ – 3 POSTS

Basic Salary:	Ksh.10,380 - 11,370 p.m. (Job, Group “D”)
House allowance:	Paid according to the station of deployment
Commuter allowance:	Ksh 3,000
Leave allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties and Responsibilities

This is the entry grade for this cadre. Specific duties and responsibilities include:

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle’s cooling, oil, electrical brake systems and tyre pressure;
- (iii) Detecting and reporting malfunctioning of vehicle systems;
- (iv) Maintenance of work tickets for vehicles assigned; and
- (v) Ensuring security and safety of the vehicle on and off the road, passengers and goods.

(b) Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or an equivalent qualification from a recognized institution;
- (ii) A valid driving license free from any current endorsement(s);
- (iii) Suitability Test for Drivers Grade III conducted by the Ministry of Transport and Infrastructure; and
- (iv) Occupational Trade Test III for drivers conducted by the Ministry of Transport and Infrastructure.

9. SENIOR SUPPORT STAFF, JOB GROUP 'D' – 24 POSTS

Basic Salary:	Ksh.10,380 - 11,370 p.m. (Job, Group "D")
House allowance:	Paid according to the station of deployment
Commuter allowance:	Ksh 3,000
Leave allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties and Responsibilities

Specific duties and responsibilities include:

- (i) Undertaking cleanliness; and
- (ii) Performing messengerial, grounds maintenance and sanitary duties.

(b) 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) Certificate in computer application.

10. REGISTERED NURSE III, JOB GROUP 'H' – 3 POSTS

Basic Salary:	Ksh.19,323 - 24,662 p.m. (Job, Group "H")
House allowance:	Paid according to the station of deployment
Commuter allowance:	Ksh 4,000
Leave allowance:	(once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable.

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will include:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery,
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and
- vii.** Collecting and compiling date.

(b) Requirements for Appointment

- (i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution
- (ii) Registration Certificate issued by the Nursing Council of Kenya;

- (iii) Valid practicing license from Nursing Council of Kenya; and
- (iv) Certificate in computer application skills from a recognized institution.

NB:

Canvassing will lead to automatic disqualification.

Qualified persons irrespective of gender, age, race, culture, religion, marital status or disability are encouraged to apply.

Only shortlisted candidates will be contacted.

J. NJOROGE

FOR: PRINCIPAL SECRETARY

cc: The Secretary
Public Service Commission (K)
NAIROBI