



KENYA SCHOOL OF GOVERNMENT

Empowering the public service



EXTERNAL ADVERTISEMENT

The Kenya School of Government (KSG) is a State Corporation established under the Kenya School of Government Act (No. 9 of 2012). The mandate of the School is to provide learning and development programs that enhance skills and competencies in the public service; conduct research; and offer consultancy services to inform policy. KSG has six campuses namely Baringo, Embu, Matuga, Mombasa, Nairobi and eLDi. The School plans to recruit highly qualified and competent Kenyan citizens to fill various vacant positions in the Academic and Administration divisions. For more information applicants can visit the KSG website: www.ksg.ac.ke.

If you believe your qualifications and career objectives match the above role, please submit your application, including a detailed CV; stating your current position, email address, telephone contacts and the advertisement reference number so as to reach us on or **before January 4, 2019** using the addressed below. Minorities and people with disabilities are encouraged to apply. Canvassing will result in automatic disqualification. Only successful candidates will be contacted.

The Director General
Kenya School of Government Council
P.O. Box 23030-00604
Lower Kabete
NAIROBI
Email: hrrecruitment2018@ksg.ac.ke

I. Director Academic Affairs- KSG 2

Duties and Responsibilities

- i. Coordinating and supervising the development and delivery of learning and development programmes;
- ii. Developing research and consultancy policy guidelines;
- iii. Coordinating teams to undertake research and consultancy assignments;
- iv. Establishing quality standards and criteria for certification;
- v. Ensuring review of corporate strategy, implementation, monitoring, evaluation and reporting of the same;
- vi. Ensuring that policies, systems and procedures are developed, reviewed and implemented;
- vii. Managing specialized centers of excellence within the school;
- viii. Coordinating the implementation, monitoring, and evaluation and reporting of the Performance Contract and the quality assurance framework.

Requirements for Appointment

- i. Master's Degree in Social Sciences or related fields from a recognized university. An earned PhD or its equivalent from a recognized University will be an added advantage;
- ii. Have at least two (2) recent publications in a refereed journal and/or book chapters;
- iii. Minimum of eight (8) years' experience in senior management in an institution of higher learning;
- iv. Demonstrate experience and knowledge in public service capacity development policies, strategic management and performance management in the public sector.

- v. Be a member of a recognized and relevant professional body in good standing
- vi. Evidence of leadership and management course attended at a recognised institution lasting at least six (6) weeks
- vii. Meet Kenya Constitution requirements of Chapter Six (6)
- viii. Good interpersonal skills

II. ACADEMIC STAFF

Applications are invited from suitably qualified candidates in any of the following fields:

- a. **Leadership & Management**
- b. **Public Finance**
- c. **Public Administration and Governance**
- d. **Devolution**
- e. **Project Management**
- f. **Monitoring and Evaluation**

1. Research Assistant - KSG 9

Duties and Responsibilities

- i. Data collection, codification and analyses
- ii. Providing technical support to faculty in research work
- iii. Carrying literature review
- iv. Compilation of bibliographic data
- v. Administration of questionnaires
- vi. Provide rapporteur services
- vii. Proof reading of research materials
- viii. Assisting in writing scientific papers including literature review

Requirements for Appointment

- i. Bachelor's Degree from a recognised university in the relevant field
- ii. A Master's Degree will be an added advantage
- iii. Demonstrate ability to conduct research
- iv. Proficiency in use of computer software for data analysis
- v. A valid certificate of good conduct
- vi. Good interpersonal skills

2. Research Fellow I - KSG 7

Duties and Responsibilities

- i. Preparation of research proposal
- ii. Preparation of proposals for research grants
- iii. Data collection, codification and analysis
- iv. Dissemination of research output
- v. Provide technical support to faculty
- vi. Assist in preparation of research reports
- vii. Preparation of course materials
- viii. Participate in delivery of training
- ix. Coordination of courses and programs
- x. Preparation of research proposals and consultancy bids,
- xi. Supervision of research students

Requirements for Appointment

- i. Satisfactory performance at Research Fellow II for at least three (3) years
- ii. Bachelor's Degree from a recognised university in relevant field

- iii. Master's Degree from a recognised university in relevant field
- iv. Ability to carry out research and consultancy assignments
- v. Ability to carry out quantitative and qualitative analysis using appropriate computer software
- vi. Evidence of previous participation in research and consultancy work
- vii. Be a member of a recognized and relevant professional body in good standing
- viii. A valid certificate of good conduct
- ix. Good interpersonal skills

3. Senior Research Fellow - KSG 6

Duties and Responsibilities

- i. Preparation of research proposal
- ii. Preparation of proposals for research grants
- iii. Data collection, codification and analysis
- iv. Dissemination of research output
- v. Provide technical support to faculty
- vi. Preparation of research reports including publications
- vii. Preparation of course materials
- viii. Participate in delivery of training
- ix. Coordination of courses and programs
- x. Preparation of research proposals and consultancy bids,
- xi. Supervision of research students
- xii. Identification of public sector issues for policy research,
- xiii. Presentation of scholarly papers in conferences and symposia

- xiv. Establish linkages with public and private sector stakeholders
- xv. Establish networks of collaboration in training and research

Requirements for Appointment

- i. Satisfactory performance at Research Fellow II for at least three (3) years
- ii. Bachelor's Degree from a recognised university in relevant field
- iii. Master's Degree from a recognised university in relevant field
- iv. Ability to carry out research and consultancy assignments
- v. Ability to carry out quantitative and qualitative analysis using appropriate computer software
- vi. Evidence of previous participation in research and consultancy work
- vii. At least one (1) publication in a refereed journal or one book chapter
- viii. Be a member of a recognized relevant professional body where applicable
- ix. Evidence of management course attended at a recognised institution lasting at least four (4) weeks
- x. Be a member of a recognized and relevant professional body in good standing
- xi. A valid certificate of good conduct
- xii. Good interpersonal skills

4. Lecturer I - KSG 7

Duties and Responsibilities

- i. Participate in development and review of curricula

- ii. Participate in development of training manuals
- iii. Deliver training programs, set examinations and moderate examination results
- iv. Coordinate organisation of courses and programs
- v. Participate in preparation of research proposals and consultancy bids
- vi. Supervise students conducting research projects

Requirements for Appointment

- i. Satisfactory performance at Lecturer II or equivalent for at least three (3) years
- ii. Bachelor's Degree from a recognised university in relevant field
- iii. Master's Degree from a recognised university in relevant field
- iv. Ability to conduct research and consultancy assignments
- v. Ability to carry out quantitative and qualitative analysis using appropriate computer software
- vi. Evidence of previous participation in research and consultancy work
- vii. Evidence of management course attended at a recognised institution lasting at least four (4) weeks
- viii. Be a member of a recognized and relevant professional body in good standing
- ix. A valid certificate of good conduct
- x. Good interpersonal skills

5. Senior Lecturer - KSG 6

Duties and Responsibilities

- i. Participate in development and review of training curricula

- ii. Participate in validation of curricula
- iii. Participate in delivery of training programs
- iv. Preparation of course materials
- v. Coordinate organisation of courses and programs
- vi. Preparation of research proposals and consultancy bids
- vii. Participate in research activities and preparation of reports for publication
- viii. Supervision of research students
- ix. Establish linkages with public and private sector stakeholders
- x. Establish networks of collaboration in training and research
- xi. Prepare program reports after delivery to guide strategic decision making

Requirements for Appointment

- i. Satisfactory performance at Lecturer I or equivalent for at least three (3) years
- ii. Bachelor's Degree from a recognised university in relevant field
- iii. Master's Degree from a recognised university in relevant field
- iv. Ability to conduct research and consultancy assignments
- v. Ability to conduct quantitative and qualitative analysis using appropriate computer software
- vi. Evidence of previous participation in research and consultancy work
- vii. At least one (1) publication in a refereed journal or one book chapter
- viii. Be a member of a recognized relevant professional body where applicable

- ix. Evidence of management course attended at a recognised institution lasting at least four (4) weeks
- x. Meet Kenya Constitution requirements of Chapter Six (6)
- xi. Good interpersonal skills

6. Senior Lecturer eLearning - KSG 6

Duties and Responsibilities

- i. Develop the course concept, to guide the digitalization of the eLearning course
- ii. Participate in curriculum design and development working together with the subject matter experts, to ensure that the objectives of the course are met.
- iii. Guide e-Learning content development and digitization of programs to come up with appropriate learning experiences such as case studies, scenarios, teaching notes.
- iv. Participate in the review of eLearning programs to ensure compliance with quality assurance standards of the School
- v. Coordinate offering of e-Learning programs to ensure it meets set objectives before final roll-out.
- vi. Supervise online enrolment and coordinate online support for participants taking the e-Learning programs
- vii. Induct online facilitators on the eLearning platform by arranging training session, meetings with subject matter expert, provide administrative support.
- viii. Review work done by graphic and multimedia designer and instructional designer
- ix. Participate in validation of curricula
- x. Participate in delivery of training programs
- xi. Preparation of research proposals and consultancy bids

- xii. Prepare program reports after delivery to guide strategic decision making

Requirements for Appointment

- i. Bachelor's Degree from a recognised university in relevant field;
- ii. Post-graduate course in eLearning from a recognised university will be an added advantage;
- iii. Ability to conduct research and consultancy assignments;
- iv. Ability to supervise development of eLearning programs;
- v. Experience with Learning Management Systems, e-Learning software and content development tools;
- vi. Evidence of previous participation in research and consultancy work
- vii. Be a member of a recognized relevant professional body where applicable;
- viii. Evidence of management course attended at a recognised institution lasting at least four (4) weeks;
- ix. Meet Kenya Constitution requirements of Chapter Six (6); and
- x. Good interpersonal skills

III. ADMINISTRATION STAFF

7. Senior Human Resource Management Officer - KSG 7

Duties and Responsibilities

- i. compile information relating to recruitment, appointments, promotions, transfers and human resource management information systems
- ii. implement human resource management decisions within existing rules, regulations and procedures
- iii. Process cases for the Staff Advisory and Training Committees and implement decisions thereof
- iv. carry out training needs assessment
- v. undertake evaluation of training programmes
- vi. update and maintain human resource management and development records
- vii. Manage human resource information system
- viii. analyze Human Resource Management issues and propose appropriate action
- ix. interpret human resource regulations in regard to pensions, salary administration and labor laws
- x. Analyze staffing levels and make proposals for succession planning

Requirements for Appointment

- i. Satisfactory performance at Human Resource Management Officer I grade or its equivalent for at least three (3) years
- ii. Bachelor's Degree in Human Resource Management or

equivalent; Manpower Studies or equivalent from a recognized institution or

- iii. Bachelor's Degree in Economics, Sociology, Business Administration, Public Administration, Commerce with Post graduate Diploma in Human Resource Management or equivalent or Certified Public Secretaries Examination Part III or equivalent from a recognized institution iv.

Certified Human Resource Professional (CHRP) Level II and III will be an added advantage

- v. Evidence of management course attended at a recognized institution lasting at least four (4) weeks
- vi. Proficiency in Computer skills
- vii. Good interpersonal skills
- viii. Valid certificate of good conduct
- ix. Shown merit and ability as reflected in work performance and results

8. Principal Accountant (Credit Controller)- KSG 6

Duties and Responsibilities

- i. Set up the terms and conditions of the receivable and payable balances
- ii. Deal with queries about payments, ensuring customers pay on time and negotiating re-payment plans
- iii. Set up credit control system
- iv. Ensure that debts are paid in a timely manner
- v. Maintain accurate records of all customers
- vi. Identify changes in payment patterns and propose action to avert indebtedness

- vii. Ensure that all transactions are compliant with KSG policies
- viii. Handle disputed bills and negotiate to bring payment within the agreed terms
- ix. Provide ad-hoc reporting as and when requested by management
- x. Undertake account reconciliations as required

Requirements for Appointment

- i. Satisfactory performance at Senior Accountant grade or its equivalent for at least three (3) years
- ii. Master's Degree in Business Administration(Accounting); Business Administration(Finance); Science in Finance; Science in Accounting or equivalent from a recognized institution will be an added advantage
- iii. Bachelor's Degree in Business Administration(Accounting); Business Administration(Finance); Science in Finance; Science in Accounting or equivalent from a recognized institution
- iv. Part II of the Certified Public Accountants (CPA); Part II of the Association of Certified Chartered Accountants (ACCA); or equivalent from a recognized institution
- v. Competency with ERP System
- vi. Evidence of management course attended at a recognized institution lasting at least four (4) weeks
- vii. Valid certificate of good conduct
- viii. Proficiency in computer skills
- ix. Good interpersonal skills

9. Accountant II - KSG 9

Duties and Responsibilities

- i. process payment
- ii. prepare financial management reports
- iii. carry out data capture in the financial system
- iv. file and retrieval of accountable documents
- v. Issue withholding and value added tax certificate to suppliers
- vi. verify vouchers and committal documents
- vii. prepare and maintain financial records
- viii. analyze the below the line accounts
- ix. write cheques and post payments and receipt vouchers in the cashbooks
- x. balance the cashbooks on daily basis
- xi. manage petty cash for office use
- xii. Prepare expenditure and Authority to Incur Expenditure (AIE)

Requirements for Appointment

- i. Bachelor's Degree in Business Administration(Accounting); Business Administration(Finance); Science in Finance; Science in Accounting or equivalent from a recognized institution
- ii. Part I of the Certified Public Accountants (CPA); Part I of the Association of Certified Chartered Accountants (ACCA); or equivalent from a recognized institution
- iii. Valid certificate of good conduct
- iv. Proficiency in computer skills
- v. Good interpersonal skills

10. Principal Internal Auditor - KSG 6

Duties and Responsibilities

- i. assess compliance with Acts, regulations and Guides
- ii. undertake special audit investigations
- iii. prepare audit operational plans
- iv. implement audit fieldwork strategy
- v. develop Risk Based Annual audit plans with the Scope, nature and timing of audit activities
- vi. undertake spot – checks
- vii. conduct post audit reviews
- viii. carry out risk assessment and develop management Guides
- ix. carry out audit follow-ups on implementation of recommendations
- x. Review Draft audit reports
- xi. Preparation of the timely quarterly reports to the Audit and Risk Management Committee
- xii. Review and assess operational, financial and management systems, policies, and Guides and recommend improvements; and
- xiii. Coach and mentor Internal Audit Staff working under him/her

Requirements for Appointment

- i. Satisfactory performance at Senior Internal Auditor grade or its equivalent for at least three (3) years
- ii. Master's Degree in Business Administration (Finance); Business Administration (Accounting); Masters of Science in Finance or equivalent from a recognized institution will be an added advantage

- iii. Bachelor's Degree in Commerce (Accounting option), Commerce (Finance option), Business Administration (Accounting option) or equivalent from a recognized institution
- iv. Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent from a recognized institution
- v. from a recognized institution
- vi. Certified Internal Auditor (C.I.A)
- vii. Certified Information System Auditors (C.I.S.A)
- viii. Registration with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing
- ix. Evidence of management course attended at a recognized institution lasting at least four (4) weeks
- x. Proficiency in computer skills
- xi. Good interpersonal skills
- xii. Valid certificate of good conduct
- xiii. Shown merit and ability as reflected in work performance and results

11. Internal Auditor I (Information System Auditor)- KSG 8

Duties and Responsibilities

- i. Carry out routine and special systems audits
- ii. Evaluate information system processes for efficiency, completeness and accuracy.
- iii. Analyse information systems and business protocols to ensure they are in tandem with each other.

- iv. Ensure acquisition, deployment and disposal of hardware and software are done in accordance with Kenya School of Government policy
- v. Review and provide assurance on Information Security of the School
- vi. Monitor and evaluate utility of ICT facilities within the School.

Requirements for Appointment

- i. Degree in Computer Science, Information Systems, Business or equivalent
- ii. Certified Information Systems Auditor (CISA)
- iii. Knowledge of Computer Assisted Audit Techniques (CAATs)
- iv. Two (2) years relevant experience
- v. Excellent analytical skills
- vi. Excellent communication and report writing skills
- vii. Evidence of supervisory skills course attended at a recognized institution lasting at least two (2) weeks
- viii. Proficiency in ERP applications
- ix. Good interpersonal skills
- x. Valid certificate of good conduct

12. Senior Supply Chain Management Assistant - KSG 9

Duties and Responsibilities

- i. prepare and maintain stores records
- ii. keep custody of and update inventory records

- iii. receive goods for the stores
- iv. comply with Procurement Act
- v. prepare requisitions for stocks replenishment
- vi. Receive and process suppliers invoices for payment
- vii. Carry out stock take and reconciliation of records
- viii. inspect and accept goods and services
- ix. participate in tender opening
- x. check and verify issue notes and invoices
- xi. maintain catalogue for items identified for disposal
- xii. monitor the movement of stores
- xiii. secure items identified for disposal
- xiv. Prepare periodic stores returns

Requirements for Appointment

- i. Satisfactory performance at Supply Chain Management Assistant grade or its equivalent for at least three (3) years
- ii. Diploma in Purchasing and Supplies Management or Chartered Institute of Purchasing and Supplies (CIPS) Final
- iii. Evidence of supervisory skills course attended at a recognized institution lasting at least two (2) weeks
- iv. Proficiency in Computer skills
- v. Good interpersonal skills
- vi. Valid certificate of good conduct
- vii. Shown merit and ability as reflected in work performance and results

13. Senior Supply Chain Management Officer - KSG 7

Duties and Responsibilities

- i. undertake periodic stock take control
- ii. maintain an up-to-date database of the School's assets
- iii. implement Supply Chain Management policies, Guides and procedures
- iv. coordinate warehouse of goods and equipment
- v. monitor distribution of goods and services
- vi. process documents for procurement of goods and service
- vii. process documents for disposal of stores and equipment
- viii. undertake procurement of goods and services
- ix. carry out market surveys and research
- x. carry out inventory and stock control
- xi. process of agenda for the tender committees

Requirements for Appointment

- i. Satisfactory performance at Supply Chain Management Officer I grade or its equivalent for at least three (3) years
- ii. Bachelor's Degree in Procurement and Supply Chain Management; or equivalent; Procurement and Contract Management, Logistics and Supply Chain Management, or equivalent from a recognized institution
- iii. Evidence of management course attended at a recognized institution lasting at least four (4) weeks
- iv. Proficiency in computer skills
- v. Good interpersonal skills
- vi. Valid certificate of good conduct

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

14. ICT Assistant - KSG 10

Duties and Responsibilities

- i. install computers and computer accessories for user
- ii. diagnose and resolve simple computer related faults;
- iii. carry out preventive maintenance iv. provide user support, maintain computer systems and train users
- v. compile and maintain inventory of all computer, telecommunication equipment, computer accessories and software
- vi. prepare Service Desk reports
- vii. write and test simple computer programs according to instructions and specifications
- viii. Repair and maintain ICT equipment and associated accessories

Requirements for Appointment

- i. Diploma in Computer Science; Computer Programming; Computer Engineering; Information Technology; Information Science; Computer Studies; Business Information Technology or equivalent from a recognised institution
- ii. Good interpersonal skills
- iii. Valid certificate of good conduct iv. Shown merit and ability as reflected in work performance and results.

15. ICT Officer II - KSG 9

Duties and Responsibilities

- i. configure and maintain Local Area Network and Wide Area Network
- ii. carry out systems analysis, design and programme specifications in liaison with users
- iii. draw up hardware specifications for Information Communication Technology equipment
- iv. configure new Information Communication Technology equipment;
- v. analyze, design, code, test, implement computer programs
- vi. maintain a high Degree of user service for all support queries and adhere to all ICT service management principles
- vii. design set-up and configuration of ICT systems and network systems
- viii. carry out systems analysis, design and programme specifications in liaison with users
- ix. develop, Install and test ICT systems, networks and upgrades
- x. resolve and restore operational issues and ICT services
- xi. maintain primary and disaster recovery data centers
- xii. carry out work and changes to the ICT infrastructure component
- xiii. administer and maintain LAN & WAN
- xiv. evaluate systems and ensure adherence to established performance standards
- xv. follow up with vendors and service providers on warranty issues
- xvi. verify, validate and certification of Information Communication Technology equipment

Requirements for Appointment

- i. Bachelor's Degree in Computer Science; Information Science or equivalent; Business Information Technology or equivalent from recognized institution
- ii. Microsoft Certified Systems Engineer (MCSE); Cisco Certified Network Administrator (CCNA) or equivalent from recognized Institution
- iii. Evidence of super supervisory skills course attended at a recognized institution lasting at least two (2) weeks
- iv. Good interpersonal skills
- v. Valid certificate of good conduct

16. Senior ICT Officer - KSG 7

Duties and Responsibilities

- i. implement ICT systems and standards
- ii. carry out feasibility studies for areas to be computerized
- iii. evaluate systems and ensure adherence to established performance standard
- iv. undertake appropriate data security and access controls with consideration to both local and wide area issues
- v. carry out preventive maintenance of ICT infrastructure
- vi. carry out feasibility studies for areas to be computerized
- vii. evaluate systems and ensure adherence to established performance standards
- viii. maintain primary and disaster recovery data centres
- ix. undertake changes to the ICT infrastructure components
- x. administer and maintain LAN & WAN
- xi. compile progress reports on the operations of ICT systems
- xii. ensure compliance with database vendor license agreement

- xiii. Maintain backup and disaster recovery systems

Requirements for Appointment

- i. Satisfactory performance at Information Communication Technology Officer I grade or its equivalent for at least three (3) years
- ii. Bachelor's Degree in Computer Science; Information Science or equivalent; Business Information Technology or equivalent from recognized institution
- iii. Microsoft Certified Systems Engineer (MCSE); Cisco Certified Network Administrator (CCNA) or equivalent from recognized Institution
- iv. Evidence of lead management course attended at a recognized institution lasting at least four (4) weeks
- v. Good interpersonal skills
- vi. Valid certificate of good conduct
- vii. Shown merit and ability as reflected in work performance and results

17. Senior Librarian - KSG 7

Duties and Responsibilities

- i. Coordinate the development of staff work plans for smooth running of programs in the library that will enhance service delivery
- ii. Supervise junior staff in the department to ensure that they perform their duties efficiently and effectively
- iii. Carry out indexing and abstracting of journal articles to facilitate easy access and retrieval of information material by library user
- iv. Operate current awareness services (CAS) by informing users on the new materials available in the library that will enhance user satisfaction

- v. Identify and select information materials in consultation with other professionals and researchers to enhance user needs satisfaction through the relevant materials
- vi. Ensure that the library has a conducive environment for users by maintaining good housekeeping practices
- vii. Conduct editing of reports, newsletters and other publications in order to meet library user needs at the right time and format
- viii. Conduct information searches from electronic databases in order to avail them to the users

Requirements for Appointment

- i. Satisfactory performance as a Librarian I or its equivalent for a minimum period of three (3) years
- ii. Bachelor's Degree in Library Studies; Library and Information Science; or with Library Option in Education; Information Science; Information Studies; Science; Technology in Information or equivalent from a recognized institution or
- iii. Bachelor's Degree in Social Sciences with a Post graduate diploma in Library and Information Science; Library and Information Studies; Library, Archives and Records Management or equivalent from a recognized institution
- iv. Evidence of management course attended at a recognized institution lasting at least four (4) weeks
- v. Good interpersonal skills
- vi. Valid certificate of good conduct
- vii. Proficiency in computer skills
- viii. Shown merit and ability as reflected in work performance and results

18. Corporate Communications Officer II - KSG 9

Duties and Responsibilities

- i. Prepare press materials for press releases and publications
- ii. Implement activities for the unit
- iii. Create and maintain a database of press and other organizations contacts;
- iv. Develop and publishing in house newsletters
- v. Draft materials for publication
- vi. Prepare reports on the activities of the unit
- vii. File and maintain records for the unit

Requirement for Appointment

- i. Bachelor's Degree in Journalism; Mass Communications or equivalent; Public Relations; or equivalent from a recognized institution
- ii. Evidence of supervisory course attended at a recognized institution lasting at least two (2) weeks
- iii. Good interpersonal skills
- iv. Valid certificate of good conduct
- v. Proficiency in computer skills
- vi. Good communication skills

19. Customer Relations Assistant II - KSG 13

Duties and Responsibilities

- i. maintain Reception desk
- ii. maintain good ambience in the reception area

- iii. provide relevant information to visitors
- iv. respond to visitors queries and telephone inquiries
- v. direct and guide visitors
- vi. register and issue visitors passes
- vii. log calls in the telephone calls register
- viii. check the utilization of the telephone facilities and reporting
- ix. make, receive and direct telephone calls
- x. make follow up on enquiries

Requirements for Appointment

- i. Certificate in Public Relations and Customer Care; Customer Service; Front Office; Telephone Operators Occupation Tests/PABX or equivalent from a recognized institution
- ii. Valid certificate of good conduct
- iii. Good interpersonal skills
- iv. Proficiency in computer skills
- v. Good communication skills

20. Manager, Business Development & Marketing Services - KSG 5

Duties and Responsibilities

- i. Coordinate development and review of Marketing policies, strategies and programmes for the School;
- ii. Provide advice on pricing strategies
- iii. Provide advice on market trends and dynamics;
- iv. Oversee development and implementation of corporate marketing plans and budgets for the School;
- v. Ensure appropriate engagement with stakeholders;

- vi. Monitor public perception about the School;
- vii. Oversee day to day operations in both local and international markets.
- viii. Develop performance targets for marketing services;
- ix. Manage and develop staff;
- x. Evaluate the effectiveness of all business development and marketing activities
- xi. Undertake continuous analysis of competitive environment and consumer trends

Requirements for Appointment

- i. Satisfactory performance at Principal Business Development & Marketing Officer grade or its equivalent for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines:- Social Sciences or equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines:- Social Sciences or equivalent qualification from a recognized institution;
- iv. Evidence of leadership and management course attended at a recognized institution lasting at least six (6) weeks
- v. Be a member of a recognized and relevant professional body in good standing
- vi. Proficiency in computer skills
- vii. Confident, driven and dynamic leader
- viii. Shown merit and ability as reflected in work performance and results
- ix. Meet the requirements of Chapter 6 of the Constitution on Leadership and Integrity

- x. Good interpersonal skills

21. Records Management Officer II - KSG 9

Duties and Responsibilities

- i. Handle documents, pend correspondences and bring-ups
- ii. File and mark letters to action officers
- iii. Control and open files and update file index
- iv. Update and maintain up-to-date file movement records
- v. Maintain general cleanliness and orderliness of the registry
- vi. Prepare periodic status reports
- vii. Prepare disposal schedules for dead files in accordance with relevant regulations

Requirements for Appointment

- i. Bachelor's Degree in any of the following disciplines:- Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution;
- ii. Evidence of supervisory skills course lasting not less than two (2) weeks from a recognized institution; and
- iii. Proficiency in Computer skills
- iv. A valid Certificate of Good Conduct from the National Police Service
- v. Good interpersonal skills

22. Principal Records Management Officer - KSG 6

Duties and Responsibilities

- i. Initiation, development, interpretation and implementation of records management policies, Guides and procedures

- ii. Plan appropriate office accommodation for registries
- iii. Preparation and submission of budget estimates for registry services
- iv. Initiate appraisal and disposal of files, documents and records in accordance with government regulations
- v. Responsible for supervision, guidance and development of staff working in registry unit

Requirements for Appointment

- i. Satisfactory performance in the grade of Senior Records Management Officer or its equivalent for a minimum period of three (3) years
- ii. Master's Degree in any of the following disciplines:- Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution will be and added advantage
- iii. Bachelor's Degree in any of the following disciplines:- Information Science; Records Management and Information Technology; Archives and Records Management or equivalent qualification from a recognized institution
- iv. Evidence of management course lasting not less than four (4) weeks from a recognized institution
- v. Shown merit and ability as reflected in work performance and results
- vi. Proficiency in Computer skills
- vii. A valid Certificate of Good Conduct from the National Police Service
- viii. Good interpersonal skills

23. Driver III - KSG 13

Duties and Responsibilities

- i. drive a motor vehicle as authorized
- ii. carry out routine checks on the vehicle cooling, oil, electrical and brake systems, tyre pressure
- iii. detect and report malfunctioning of vehicle systems
- iv. appropriate maintenance of work tickets for vehicles assigned
- v. ensure security and safety for the vehicle on and off the road
- vi. carry authorized passengers and/or goods
- vii. carry out first aid
- viii. ensure safety of the passengers and/or goods therein
- ix. ensure overall vehicle maintenance and management
- x. maintain cleanliness of the vehicle

Requirements of Appointment

- i. Passed Practical Test for Drivers conducted by Automobile Association (AA) of Kenya or National Transport and Safety Authority or National Youth Service
- ii. Kenya Certificate of Secondary Education mean grade C- or its equivalent qualification from a recognized Institution
- iii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive
- iv. At least two (2) years driving experience

- v. First-Aid Certificate Course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution
- vi. A valid Certificate of Good Conduct from the National Police Service
- vii. Good interpersonal skills