



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

EMPLOYMENT OPPORTUNITY

The Kenya School of Government is a state corporation established under the Kenya School of Government Act, No. 9 of 2012. The School is responsible for provision of learning and development programs to build capacity for the Public Service. This is a responsibility that is borne through training, consultancy and policy oriented research that promotes national development and standards of competence. The School is located at Lower Kabete Nairobi with campuses in Baringo, Embu, Matuga and Mombasa.

Kenya School of Government wishes to recruit a suitably qualified and highly motivated individual to fill the position of **Director General**.

1. REQUIREMENTS FOR APPOINTMENT

A person is qualified for appointment as **Director General** if he/she

- i. Is a Citizen of Kenya
- ii. Holds minimum of a Master's degree
- iii. Has experience in executive management and leadership training
- iv. Possesses not less than ten years' experience in senior management and leadership positions
- v. Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution

2. DUTIES AND RESPONSIBILITIES

The Director General shall be the Chief Executive Officer of the School and shall report to Council. The key duties and responsibilities of the Director General will entail:

- a. Being the Accounting Officer of the School and Secretary to the Council
- b. Overseeing administration and management of the School
- c. Spearheading implementation of approved Council policies, Government circulars, laws and regulations;
- d. Providing strategic leadership for effective day to day execution and delivery of the School's mandate and strategic objectives;
- a. Coordinating partnerships and collaborations with key stakeholders for establishment of strategic alliances that promote financial inclusion and long-term sustainability.

3. TERMS OF SERVICE

- a. The Director General shall hold office for a term of five years and shall be eligible for re-appointment for one further term;
- b. The gross monthly salary and benefits attached to the position will be as per Salaries and Remuneration Commission circular.

4. HOW TO APPLY

- a. Applications should be accompanied by detailed Curriculum Vitae, copies of relevant academic and professional certificates and related documents;
- b. Scanned copies of these documents should accompany an online application;
- c. Shortlisted applicants will be required to provide clearance from the following bodies at the interview;
 - i. Kenya Revenue Authority
 - ii. Higher Education Loans Board
 - iii. Ethics and Anti-Corruption Commission
 - iv. Directorate of Criminal Investigation
- d. All applications should be clearly marked **“Application for the position of Director General”** and addressed to

**Chairman of the Council
Kenya School of Government
P.O Box 23030-00604
Lower Kabete Road
NAIROBI**

- e. Manual applications should be hand-delivered to KSG Headquarters, Lower Kabete Administration Block, 1st Floor.

5. CLOSING DATE

All applications should be received on or before **Wednesday May 8, 2024 by 5.00 p.m.**

KSG is an equal opportunity employer committed to workplace diversity and gender equality. Minorities, women and persons with disability are, therefore, encouraged to apply. Any form of canvassing will lead to disqualification. Only shortlisted candidates will be contacted. Please note that the staff-hiring process at KSG is conducted free of any charges.

**Justice (Rtd.) Charles A. Nyachae
Chairperson, Kenya School of Government**