



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service



EMPLOYMENT OPPORTUNITY

The Kenya School of Government (KSG), established as a state corporation under the KSG Act No 9 of 2012, serves as a national and regional hub for enhancing the capacity of the public service. The School achieves this through a range of training programs aimed at nurturing professional expertise, conducting research and providing policy guidance to enhance institutional problem-solving capabilities, and delivering expert consultancy services to support organizational and process reengineering. The School comprises five Campuses at Lower Kabete, Baringo, Embu, Matuga and Mombasa as well as four specialized institutes.

Our client, a dynamic Government Agency, seeks to recruit qualified, highly skilled, proactive, and self-motivated individuals for twenty (20) available job vacancies as follows:

Note: Please note that the recruitment process is being conducted on behalf of a client of the Kenya School of Government and thus the vacancies announced for application are not for positions at the School.

S/ NO.	DESIGNATION	JOB GROUP	VACANCY NO	NO. OF VACANCIES
1.	Manager Legal Services	GRADE 3	001/2024	1
2.	Principal Engineer	GRADE 4	002/2024	1
3.	Senior Engineer	GRADE 5	003/2024	2
4.	Engineer	GRADE 6	004/2024	3
5.	Technician / Engineering Assistant	GRADE 8	005/2024	1
6.	Principal Planning Officer	GRADE 4	006/2024	1
7.	Senior Community Development Officer	GRADE 5	007/2024	1
8.	Principal Environment Officer	GRADE 4	008/2024	1
9.	Accountant	GRADE 6	009/2024	1
10.	Senior Corporate Communication Officer	GRADE 5	010/2024	1
11.	Information Communication Technology Officer	GRADE 6	011/2024	1
12.	Records Management Officer	GRADE 6	012/2024	1
13.	Senior Office Administrator	GRADE 5	013/2024	1
14.	Driver II	GRADE 9	014/2024	3

15.	Office Assistant	GRADE 10	015/2024	1
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The details of the positions are highlighted below:

1. MANAGER LEGAL SERVICES GRADE 3 (1 POST)

The successful candidate will be reporting to the Chief Executive Officer and be responsible for providing Board secretariat and legal services in the Institution. The appointment will be for a contractual period of five (5) years renewable subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Ensuring the Institution is compliant to international instruments related to water and sanitation affairs;
- ii. Arranging the business of the Board meetings, keep records of the proceedings of Board and perform other duties as the Board may direct;
- iii. Providing advice on legal and corporate matters to the Board through interpretation and writing legal opinions; Providing secretariat services to the Board;
- iv. Developing and reviewing relevant regulatory Legal framework for the better implementation of the Institutions' mandate; Coordinating and ensuring representation of the Institution in courts or other judicial authorities;
- v. Drafting and reviewing Leases, Contracts, Licensing Frameworks, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Institution policies
- vi. Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
- vii. Ensuring that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
- viii. Overseeing the implementation of Mwongozo Code of Conduct; Advising the Institution and coordinating with the functional areas in relation to various legal requirements which must be complied with and the legal obstacles which must be overcome in order to obtain the Institution targeted results; Ensuring timely compliance with rules and regulations affecting the Agency, including the Code of Conduct and Ethics;
- ix. Facilitating gazetting of Rules, Regulations and directives;
- x. Establishing and managing the Institution Securities Register for the custody and maintenance of securities, bonds or other proprietary instruments resulting from the Institution transactional activities, as required;
- xi. Providing legal guidance on contractual and statutory obligations binding to the Institution;
- xii. Providing and interpreting legal information, conducting training and disseminate appropriate legal requirements to staff;
- xiii. Safeguarding the Institution interests and ensuring that they are adequately defended before the courts;

- xiv. Managing, reviewing, and monitoring progress of all outstanding litigation; Ensuring the Institution complies with constitutional, regulatory and all relevant laws in force through the provision of legal advisory services and contractual risks;
- xv. Ensuring documentation and maintenance of records on all enforcement and compliance assignments undertaken by the Institution personnel and develop legal accountability structures in relation to enforcement assignments;
- xvi. Establishing and managing the Institution Alternative Dispute Resolution Mechanism; Management of risks of all the Institution internal legal and regulatory matters and liaison with relevant departments to ensure that where legal risks have been identified, appropriate courses of action are taken;
- xvii. Conducting Legal due Diligence on all prospective Lessees, Licensees, Partners or other third parties with whom the Institution is to enter a legal relationship with; Establishing and managing the Lease Register and Licenses Register; Preparing and reviewing agreements, licenses, leases and similar instruments;
- xviii. Ensuring relevant legal relations with tenants and other stakeholders are entered into by preparing appropriate leases, licenses and other contracts on the Institution assets;

Qualifications and Work experience

For appointment to this grade, an officer must have:

- i. A minimum of ten (10) years relevant work experience of which five (5) years must have been in a supervisory position;
- ii. Bachelors of Laws degree from a recognized institution;
- iii. Master's Degree in Law or equivalent qualifications from a recognized institution;
- iv. Postgraduate Diploma in Law from the Kenya School of Law;
- v. Admitted as an Advocate of the High Court of Kenya;
- vi. Hold a valid practicing certificate;
- vii. Membership with the Law Society of Kenya;
- viii. Management course lasting not less than four (4) weeks from a recognized institution.
- ix. Proficiency in computer applications;

2. PRINCIPAL ENGINEER GRADE 4 (1 POST)

The successful candidate will be reporting to the General Manager Infrastructure Development and be responsible for water and sanitation infrastructure planning, design, development and management. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Planning of water and sanitation works to enable the Institution meet its objectives as outlined in the Strategic Plan;

- ii. Ensuring compliance with regulations, safeguard policies and practices in the implementation of social, environment, water quality, health, safety environmental activities;
- iii. Implementing policies and programs on water and sanitation projects;
- iv. Undertaking the design and implementation of research on water and sanitation;
- v. Developing departmental strategies, policies and plans to facilitate achievement of overall Institution objectives;
- vi. Developing both short term and long-term water and sanitation works development plans for Institution's area of jurisdiction in collaboration with key stakeholders;
- vii. Coordinate stakeholders including Multilateral and Bilateral Financing Agencies, Government Agencies during the initiation of various programs;
- viii. Developing investment proposals that will secure continued and sustained funding of projects and activities;
- ix. Developing and reviewing water and sanitation master plans for the Institutions' area of jurisdiction;
- x. Preparing tender documents;
- xi. Maintaining operational linkages with other departments/sections of the Institution;
- xii. Developing and implementing annual divisional budgets and annual work plans;
- xiii. Implementing and reporting of Performance Contract Targets;
- xiv. Checking and recommending for authorization of technical reports, designs, cost estimates and drawings prepared by external parties;
- xv. Identifying new water and sanitation projects;
- xvi. Carrying out feasibility studies and prepare preliminary design reports for Water and Sanitation Projects;
- xvii. Carrying out surveys for the projects and preparation of profiles and other drawings;
- xviii. Preparing cost estimates for projects;
- xix. Preparing detailed design reports for water and sanitation projects;
- xx. Undertaking stakeholder Consultations/engagement;
- xxi. Preparing and submitting quarterly reports

Qualifications and Work experience

The successful candidate must have attained the following qualifications: -

- i. A minimum period of eight (8) years relevant work experience, three (3) years of which must have been in a supervisory position;
- ii. Master's degree in Civil/Water Engineering, project management, Water Resources Management or its equivalent from a recognized institution;
- iii. Bachelor's degree in Civil/Water Engineering from a recognized institution;
- iv. Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Corporate Member of the Institution of Engineers of Kenya;
- vi. Registered professional engineer with Engineers Board of Kenya;

- vii. Proficiency in relevant computer applications.

3. SENIOR ENGINEER GRADE 5 (2 POSTS)

The successful candidates will be reporting to the Principal Engineer and be responsible for water and sanitation infrastructure planning, design, development and supervision of projects. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Planning and designing of water and sanitation work
- ii. Carrying out feasibility studies for Water and Sanitation Projects
- iii. Preparing cost estimates for projects;
- iv. Identifying new water and sanitation projects;
- v. Undertaking research on water and sanitation;
- vi. Preparing detailed design reports for water and sanitation projects;
- vii. Participating in the developing and reviewing of water and sanitation master plans for the Institution's area of jurisdiction;
- viii. Ensuring compliance with regulations, safeguard policies and practices in the implementation of social, environment, water quality, health, safety environmental activities during planning and design of projects;
- ix. Drafting investment proposals for sustained funding of projects and activities.
- x. Implementing policies and programs on water and sanitation projects
- xi. Planning of water and sanitation works to enable the Institution meet its objectives as outlined in the Strategic Plan.
- xii. Drafting departmental strategies, policies and plans to facilitate achievement of overall Institution objectives;
- xiii. Drafting both short term and long-term water and sanitation works development plans in collaboration with Counties and Water Service Providers;
- xiv. Assisting in coordination of stakeholders including Multilateral and Bilateral Financing Agencies, Government Agencies during the initiation of various programs;
- xv. Participating in the development and implementation of the social, environment, health and safety policies;
- xvi. Drafting of tender documents;
- xvii. Checking and recommending for authorization of technical reports, designs, cost estimates and drawings prepared by external parties;
- xviii. Participating in stakeholder Consultations/engagement.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. At least four (4) years relevant work experience;
- ii. Bachelor's Degree in Water/Civil Engineering or its equivalent qualification from a recognized institution;
- iii. Registration by the Engineers Board of Kenya as a Graduate Engineer;
- iv. Supervisory Skills Development Course lasting not less than two (2) weeks from a recognized institution;
- v. Proficiency in relevant computer applications;

4. ENGINEER GRADE 6 (3 POSTS)

The successful candidates will be reporting to the Senior Engineer and be responsible for water and sanitation infrastructure planning, design, development and supervision of projects. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Collecting data for developing investment proposals that will secure continued and sustained funding of projects and activities;
- ii. Collecting data for developing and reviewing water and sanitation master plans for the Institution area of jurisdiction;
- iii. Drafting of tender documents;
- iv. Identify new water and sanitation projects;
- v. Participating in stakeholder Consultations/engagement;
- vi. Carrying out project feasibility studies;
- vii. Designing water and sanitation projects;
- viii. Preparing monthly, quarterly and annual progress reports;
- ix. Preparing performance management reports;
- x. Researching on new technologies for water and sanitation;

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. Bachelor's Degree in Civil/Water Engineering or its equivalent qualification from a recognized institution.
- ii. Registration by the Engineers Board of Kenya as a Graduate Engineer.
- iii. Proficiency in relevant computer applications.

5. TECHNICIAN/ENGINEERING ASSISTANT GRADE 8 (I POST)

The successful candidate will be reporting to Engineer and perform planning, designing, developing, managing and maintenance of Water and Sanitation infrastructure. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Collecting baseline data for water and sanitation planning;
- ii. Identifying sites for water and sanitation structures;
- iii. Conducting preliminary topographic, hydrological, socio economic surveys;
- iv. Data collection for water and sanitation demand estimation;
- v. Preparing of Feasibility Study Reports;
- vi. Participating in site inspections;
- vii. Preparing of payment certificates;
- viii. Participating in implementation of projects;
- ix. Participating in the development of departmental budgets and annual work plans;
- x. Preparing project progress reports;
- xi. Participating in stakeholder consultative forums;
- xii. Participating in assessment of water and sanitation facilities;
- xiii. Developing project proposals;
- xiv. Participating in commissioning of completed projects;
- xv. Preparing project designs.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. Diploma in Civil/Water/Electrical/Mechanical/Building Engineering or equivalent from a recognized institution.
- ii. Registration as Engineering Technician by the Kenya Engineering Technology Registration Board (KETRB);
- iii. Proficiency in relevant computer applications;
- iv. Proficiency in Auto-CAD/Civil 3D/Sewer CAD/Water CAD and other draughting computer applications;

6. PRINCIPAL PLANNING OFFICER GRADE 4 (I POST)

The successful candidate will be reporting to the Manager Planning and be responsible for coordination and management of the research, planning, strategy and performance management. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Formulating policies, strategies, procedures and systems for identifying sources of revenue in the Institution;
- ii. Developing and reviewing of the Strategic Plan;
- iii. Carrying out economic reviews of projects;
- iv. Providing technical and advisory support to the stakeholders;
- v. Building capacity for economic analysis related to water and sanitation infrastructure.
- vi. Carrying out negotiations for revenue sources for contracts;
- vii. Identifying funding sources and fundraising partners;
- viii. Implementing income generation activities;
- ix. Identifying business strategy for resource mobilization;
- x. Establishing and maintaining linkages with Consultants and other Stakeholders on economic matters;
- xi. Carrying out economic analysis of investments, programs and projects;
- xii. Coordinating stakeholders including Multilateral and Bilateral Financing Agencies, Government Agencies during the initiation of various programs.
- xiii. Developing investment proposals that will secure continued and sustained funding of projects and activities.
- xiv. Developing and reviewing water and sanitation master plans for the Institution
- xv. Implementing research and planning policies and strategies
- xvi. Ensuring safe custody of all planning and strategy information;
- xvii. Liaising with stake holders on project requirements and other relevant information for the smooth operation of the division;
- xviii. Coordinating operational linkages with other department/sections of the Institution;
- xix. Coordinating the preparation of project implementation monitoring and evaluation reports;
- xx. Ensuring the effective implementation and reporting of Performance Contract targets within the division;
- xxi. Coordinating monitoring and evaluation of project implementation progress;
- xxii. Coordinating the monitoring of performance contract and preparing quarterly and annual performance reports;
- xxiii. Carrying out Economic Surveys and facilitating implementation of related recommendations;
- xxiv. Coordinating the preparation of annual plans for the Institution and realigning it to the budget;
- xxv. Coordinating the preparation of annual budgets.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. A minimum period of eight (8) years relevant work experience, three (3) of which must be in a supervisory position;
- ii. Bachelor's Degree in Economics, Statistics or its equivalent qualification from a recognized institution;
- iii. Master's Degree Economics, Statistics, Project Planning, Monitoring and Evaluation or its equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Proficiency in relevant computer applications;

7. SENIOR COMMUNITY DEVELOPMENT OFFICER GRADE 5 (1 POST)

The successful candidate will be reporting to the Manager Social Safeguards and be responsible for providing information to stakeholders on policies/programs and project activities. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Identifying relevant stakeholders;
- ii. Mobilizing communities and dissemination of information;
- iii. Carrying out socio- economic survey and impact assessment;
- iv. Developing mechanisms to ensure that the relevant policy makers are kept informed of the views and aspirations of the stakeholders;
- v. Developing strategies to promote the inclusion of relevant stakeholders in decision making;
- vi. Establishing and maintaining database of stakeholder;
- vii. Creating awareness among stakeholders on water and sanitation programs;
- viii. Promoting community participation in planning, implementation and operation of water and sanitation projects;
- ix. Participating in the preparation of proposals for community projects;
- x. Providing guidance to the CBOs and members of the community on preparation of proposals on community based projects;
- xi. Identifying the challenges affecting the formation and operationalization of Community Water and Sanitation Service Providers;
- xii. Participating in developing and reviewing Water and Sanitation Master Plans.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. A minimum of four (4) years relevant work experience;
- ii. Bachelor's degree in Sociology, Community Development Studies or equivalent from a recognized institution;
- iii. Supervisory Skills Development Course lasting not less than two (2) weeks from a recognized institution;
- iv. Membership to a professional body where applicable;
- v. Proficiency in computer applications;

8. PRINCIPAL ENVIRONMENT OFFICER GRADE 4 (1 POST)

The successful candidate will be reporting to the Manager Environment and Social safeguards and be responsible for environmental activities and safeguards in the Institution. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Coordinating of environmental impact assessments and environmental audits of project activities and ensure integration of environmental aspects in all project activities;
- ii. Supervising implementation of environmental impact assessment recommendations;
- iii. Supervising the outsourced environmental activities;
- iv. Monitoring implementation of Environmental Management Plans during construction.
- v. Preparing reports on environmental issues including quarterly reports
- vi. Carrying out environmental mitigating measures;
- vii. Ensuring compliance with environmental laws, regulations and standards;
- viii. Liaising with environmental agencies in ensuring maintenance of environmental standards;
- ix. Updating inventories of natural and environmental resources in the project area;
- x. Raising awareness and capacity building on environment issues among the communities and other stakeholders;
- xi. Facilitating the monitoring of environmental variables in the project area and help to build a database on natural resources of the area;
- xii. Developing operational environmental guidelines;
- xiii. Coordinating project environmental interventions undertaken by communities and Development partners.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. A minimum period of eight (8) years relevant work experience, three (3) of which should have been in supervisory position;
- ii. Bachelor's degree in Environmental Sciences or equivalent from a recognized institution.
- iii. Certificate in Environmental Impact Assessment and Audit.
- iv. Masters in Environmental Science or equivalent from a recognized institution.
- v. Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Registration with NEMA as an Associate Expert or Lead Expert.
- vii. Valid Annual Practicing License from NEMA.
- viii. Membership to a professional body where applicable.
- ix. Proficiency in computer applications.

9. ACCOUNTANT GRADE 6 (1 POST)

The successful candidate will be reporting to the Senior Accountant and be responsible for prudent management of financial resources and the reporting thereof. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Maintaining primary records such as cashbooks, ledgers, vote books and registers;
- iii. Ensuring safe custody of Institution records and assets under him/her;
- iv. Preparing budgets and financial reports;
- v. Capturing processed payments in to the cashbook;
- vi. Balancing and reconciling cash books on daily basis;
- vii. Facilitating for the withdrawal of petty cash for office use and ensuring safety of the same at all times;
- viii. Preparing bank reconciliations statements;
- ix. Extracting and providing cash liquidity analysis; and
- x. Ensuring security of cheques and cheque books.
- xi. Maintaining Institution accounts payable and receivables as outlined in the Financial Procedures Manual.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), Business Management (Accounting or Finance option) or any other equivalent qualification from a recognized Institution;
- ii. Proficiency in computer applications.

10. SENIOR CORPORATE COMMUNICATION OFFICER (1 POST)

The successful candidate will be reporting to the Principal Corporate Communication officer and be responsible for coordinating Corporate Communication activities. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Responding to all queries in respect of Institution from general public, media, special interest groups etc.;
- ii. Ensuring that collaterals for Institution functions and other forms of communications by the Institution are prepared and issued in line with Institution brand guidelines and are aligned with overall communications strategy;
- iii. Collecting, receiving and communicating information that may inform Institution strategic direction of the Institution;
- iv. Preparing and submitting weekly, monthly and periodic reports within schedule and up to standard;
- v. Drafting press releases and responding to media inquiries about the Institution;
- vi. Drafting in-house stories and publications such as the Institution magazine, brochures, flyers, notices and advertisements;
- vii. Maintaining and regularly updating data base and mailing list of all stakeholders;
- viii. Preparing public relations materials to be used in various events;
- ix. Maintaining media database;
- x. Monitoring the press on pertinent Institution and water sector issues;
- xi. Updating the Institution website and digital platforms as advised and engage with users on social media sites such as Twitter and Facebook;
- xii. Organizing events including press conferences, exhibitions, open days, workshops and fairs;
- xiii. Keeping calendars and diarizing events (editorial, press conferences, events)
- xiv. Proper filing, folioing and maintain Corporate Communication Department registry;
- xv. Taking news worthy photos for the Institution photo gallery;
- xvi. Carrying out selection and storage of promotional videos, photography, films, multimedia, and publicity materials and monitor usage Compile Performance Contract evidence and proper file and folio;
- xvii. Compiling, receiving complaints and updating the Institution complaints register;
- xviii. Monitoring and compiling reports on usage of publicity and CSR budgets;
- xix. Compiling CSR and publicity reports and prepare proposals for the Committee meetings;
- xx. Organizing and executing public relations campaigns and events;
- xxi. Coordinating customer satisfaction surveys;
- xxii. Preparing publicity and communication materials.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. A minimum period four (4) years relevant work experience;
- ii. Bachelor's Degree in Public relations, Communications, Journalism or any other equivalent qualifications from a recognized institution;
- iii. Member of Chartered Institute of Public Relations (CIPR) or Public Relations Society of Kenya (PRSK);
- iv. Proficiency in computer applications;
- v. Supervisory Skills Development Course lasting not less than two (2) weeks from a recognized institution;

11. INFORMATION COMMUNICATION TECHNOLOGY OFFICER GRADE 6 (1 POST)

The successful candidate will be reporting to the Senior Information Communication Technology Officer and be responsible for promoting the use of ICT in delivery of services towards realization of the Institution's mandate. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Installing, configuring and monitoring Local Area Network and Wide Area Network components;
- ii. Developing documentation of computer programs according to instructions and specifications;
- iii. Installing and configuring computer systems and solutions;
- iv. Maintaining application systems;
- v. Administering and managing users in the Active Directory, e-mail server and user applications;
- vi. Maintaining an up-to-date ICT equipment register and issuance register;
- vii. Providing end user support and training users on effective and efficient use of ICT facilities;
- viii. Updating and maintaining the Institution website; and
- ix. Ensuring business continuity by performing regular data and application backups.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or equivalent qualifications from a recognized Institution.

12. RECORDS MANAGEMENT OFFICER GRADE 6 (1 POST)

The successful candidate will be reporting to Senior Records Management Officer and be responsible for ensuring the flow of documents and safety of records. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Establishing and managing records management system;
- ii. Ensuring no unauthorized access to confidential information ;
- iii. Keeping custody and maintenance of Institution documents;
- iv. Ensuring security of information registry/archives;
- v. Ensuring security of information, documents, files and office equipment;
- vi. Digitizing Institution documents for circulation and archiving;
- vii. Planning for appropriate office accommodation for registries;
- viii. Keeping a database of all contacts for external stakeholders;
- ix. Storing, updating and maintaining office records and file index;
- x. Formulating and implementing records management policies;
- xi. Ensuring that file movement records are updated and maintained;
- xii. Sorting and classifying documents for filing;
- xiii. Preparing and submitting plans and budget estimates for the section ;
- xiv. Controlling opening of open, confidential and secret files;
- xv. Retrieving of records and information;
- xvi. Ensuring mails are received, sorted, opened, and dispatched and related registers are maintained.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- Bachelors degree in Records Management, Information Management, Information Science, Library Science or any other equivalent qualifications from a recognized Institution
- Proficiency in computer applications;

13. SENIOR OFFICE ADMINISTRATOR GRADE 5 (1 POST)

The successful candidate will be reporting to Manager Human Resource and Administration, will be responsible for handling visitors and general office administration. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Attending to visitors/clients;
- ii. Ensuring security, integrity and confidentiality of data and information;
- iii. Managing office protocol and etiquette;
- iv. Maintaining office diary and travel itineraries;
- v. Receiving and distributing hard copy materials to registry;
- vi. Managing front office and switchboard;
- vii. Providing word -processing and secretarial support;
- viii. Ensuring security of office records, equipment and documents;
- ix. Receiving and direct telephone call to the various offices;
- x. Distributing, collecting, analyzing and compiling a report from the feedback forms for customer care and disability mainstreaming;
- xi. Recording dictation in shorthand and transcribe it in typewritten form typing from drafts, manuscripts or recording from dictation machines;
- xii. Planning and scheduling for meetings;
- xiii. Preparing and responding to routine correspondences;
- xiv. Managing e-office;
- xv. Managing office petty cash
- xvi. Handling telephone calls;
- xvii. Coordinating meetings;
- xviii. Maintaining an up to date filing system in the office;
- xix. Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xx. Supervising office cleanliness.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. At least four (4) years relevant work experience;
- ii. Bachelor's degree in Secretarial Studies or equivalent from a recognized institution; or
- iii. Bachelor's degree in social sciences with a Diploma in Secretarial Studies from a recognized institution.
- v. Passed the following examinations from the Kenya National Examinations Council (KNEC);
 - a. Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - b. Shorthand III (120 w.p.m.);
 - c. Business English III/Communications I;
 - d. Office Management III/Office Administration and Management III;

- e. Secretarial Duties II;
- f. Commerce II;
- vi. Supervisory Skills Development Course lasting not less than two (2) weeks from a recognized institution;
- vii. Proficiency in computer applications;

14. DRIVER II GRADE 9 (3 POSTS)

The successful candidates will be reporting to Administration Officer and be responsible for efficient driving of assigned vehicles and their maintenance. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Driving assigned vehicle;
- ii. Preparing and submitting regular reports on assigned motor vehicle;
- iii. Detecting and reporting common mechanical faults or accident;
- iv. Carrying out minor vehicle repairs/maintenance including oiling and greasing;
- v. Ensuring safety of the vehicle on and off the road;
- vi. Maintaining cleanliness of the vehicle;
- vii. Keeping up to date work tickets for vehicles;
- viii. Providing general guidance to junior drivers on vehicle operations;
- ix. Ensuring assigned vehicle is in proper mechanical working condition.

Qualifications and Work experience

For appointment to this Grade a candidate must have: -

- i. At least served as a driver for at least three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D plus (D+) or equivalent qualification from a recognized institution;
- iii. Valid driving license (BC1C and above) free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- iv. The Occupational Trade Test II Certificate;
- v. Passed the Suitability Test for Drivers Grade I from are recognized institution.
- vi. First-Aid Certificate Course lasting not less than one (1) week from a recognized institution.
- vii. An accident free driving period of 3 years.
- viii. Proficiency in computer applications certificate from a recognized institution;

15. OFFICE ASSISTANT GRADE 10 (1 POST)

The successful candidate will be reporting to Senior Office Assistant and responsible for maintaining cleanliness and provision of offices services. The appointment will be on permanent terms, subject to satisfactory performance.

Specific duties and responsibilities will entail:

- i. Ensuring safe custody of office documents;
- ii. Ensuring the safety of office equipment;
- iii. Carrying out general office cleanliness;
- iv. Delivering of office mails;
- v. Preparing and serving office beverages;
- vi. Dispatching of office mails;
- vii. Requisitioning office general supplies;
- viii. Operating basic office equipment;
- ix. Photocopying of documents;
- x. Binding of documents.

Qualifications and Work experience

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D plus (D+) or equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications certificate from a recognized institution;

Successful applicants will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by submitting copies of the following documents upon request;

- a) Certificate of Good Conduct from the Director of Criminal Investigations;
- b) Clearance Certificate from the Higher Education Loans Board;
- c) Tax Compliance Certificate from the Kenya Revenue Authority;
- d) Clearance from the Ethics and Anti-Corruption Commission; and
- e) Report from an Approved Credit Reference Bureau.

Interested and qualified candidates are invited to submit their applications **ONLINE** through the Careers section on the website www.ksg.ac.ke.

HARD COPY applications shall not be accepted.

The deadline for submissions is **MONDAY, SEPTEMBER 2, 2024**.

The Consultant may use the information provided by interested candidates to conduct background checks during the recruitment process. Please note that only shortlisted and successful candidates will be contacted and shall be required to present original copies of their National ID/ Passport, testimonials, academic and professional certificates, and transcripts during the interview.

Persons with disability, women and minority groups are encouraged to apply.