



# KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

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OFFICE OF THE  
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## DECLARATION OF VACANT POSITIONS EXTERNAL ADVERTISEMENT

- I. Kenya School of Government (KSG) is an ISO 9001:2015 certified 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; offer consultancy services to inform policy. The School is based at Lower Kabete and has four campuses; Mombasa, Matuga, Embu and Baringo) and five institutes;
- II. The School is seeking suitably qualified candidates to fill vacant positions. **Detailed information about the specific positions, duties and responsibilities, minimum requirements and the online application form is available at KSG website; [www.ksg.ac.ke](http://www.ksg.ac.ke);**
- III. Applicants shall be required to fill the **KSG online Job Application Form** accessible via <http://jobs.ksg.ac.ke/careers/> and submit a print out of the **duly completed Job Application Form, label the envelope by indicating the Job Reference Number.** You may either post or deliver your application to the address below so as to be received on or before **Tuesday, 3<sup>rd</sup> December 2024;**  
**Director General**  
**Kenya School of Government**  
**P.O. Box 23030 – 00604**  
**Nairobi, KENYA.**
- IV. Shortlisted candidates will be required to present both originals of their National Identify Card or Passport, academic and professional certificates, transcripts and testimonials during the interview;
- V. Further to (iv) above, shortlisted candidates will be required to present valid clearances from the following institutions **during the interview**, namely;
  - Kenya Revenue Authority (Tax Compliance Certificate);
  - Higher Education Loans Board (Clearance/Compliance Certificate);

- Ethics and Anti – Corruption Commission (Self – Declaration Form)
- Credit Reference Bureau (Credit Report and Certificate of Clearance); and,
- Police Clearance Certificate.

**VI.** It is a criminal offence to produce fake certificates during the interview or to impersonate.

**VII.** Minorities and people with disabilities are encouraged to apply. Canvassing will result in automatic disqualification.

**VIII.** Applications are invited from suitably qualified persons for the positions shown in Table 1 below:

	Vacancies	Description		Job Reference Number	Station
		Job Group	No. of Vacancies		
1.	Senior Director Academic Affairs	KSG 2	1	SDAA/01/2024-25	Nairobi
2.	Senior Director Finance & Administration	KSG 2	1	SDFFA/02/2024-25	Nairobi
3.	Director	KSG 3	5	D/03/2024-25	<ul style="list-style-type: none"> <li>• Matuga (1)</li> <li>• Mombasa (1)</li> <li>• Nairobi (3)</li> </ul>
4.	Director, eLearning Development Institute	KSG 3	1	D-eLDi/04/2024-25	Nairobi
5.	Deputy Director, eLearning Development Institute	KSG 4	1	DD-eLDi/05/2024-25	Nairobi
6.	Deputy Director, Hospitality Services	KSG 4	1	DDHS/06/2024-25	Nairobi
	<b>Total</b>		<b>10</b>		

**IX.** Details on job purpose, job descriptions and job specifications for each of the position is as provided below:

## 1. Senior Director Academic Affairs (KSG 2) – SDAA/01/2024-25 (1 post)

### a. Job Purpose

This position is established under Section 10 of the Kenya School of Government Act, 2012. The Senior Director, Academic Affairs, shall be the Secretary to the Academic Board and shall be responsible to the Director General for providing strategic direction and leadership and guidance on matters pertaining to Academic Affairs; Admissions, Training, Quality Assurance, Examinations & Certification and; Research, Consultancy, Advisory Services and Outreach; Library and Documentation Services; KSG Press and Post Graduate Studies.

### b. Job Descriptions

Duties and responsibilities at this level will entail:

- i. overseeing formulation, implementation and review of policies, standards, systems, guidelines and procedures on matters pertaining to Academic Affairs; Admissions, Training, Quality Assurance, Examinations & Certification and; Research, Consultancy, Advisory Services and Outreach; Library and Documentation Services; KSG Press and Post Graduate Studies;
- ii. spearheading training of managers and other public servants for development of successful working relationships at all levels through leadership, motivation, effective internal communications, skills development, and encouragement of innovation and high-quality service to the public;
- iii. ensuring provision of programs that promote a culture of decency, honesty, hard work, transparency and accountability among public servants;
- iv. continuously promoting learning for public service excellence;
- v. spearheading training needs and training impact assessments of KSG core programs and services, development and review of relevant curricular;
- vi. coordinating identification and management of risks in the Directorate;
- vii. facilitating acquisition of analytical, creative, advisory, administrative and other managerial skills and knowledge amongst public servants necessary to develop and implement policy, respond to changes, including change in the expectations of efficient and effective service delivery, and manage Government programs, services and personnel efficiently, effectively and equitably;
- viii. spearheading establishment and implementation of robust monitoring

- and evaluation frameworks of rolled out programs;
- ix. establishing and equipping library systems;
- x. overseeing conduct of market surveys to effectively and efficiently address stakeholders needs;
- xi. nurturing linkages and collaborations leading to business development and growth in training, policy research, consultancy and outreach programs;
- xii. coordinating preparation of work plans, setting of performance targets and contracts for Academic Affairs; and
- xiii. Overseeing preparation of annual budgets and plans for the Directorate.

### c. Job Specifications

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following fields: Government/Political Science, Public Administration, Public Policy and Administration, Law, Information Technology, Management Information Systems, Computer Science, Information Science, Business Information Technology, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, or any other relevant Social Science from a recognized institution;
- ii. Master's degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development, Education, Economics, Statistics, Public Policy, Law, Strategic Management, Public Sector Management, Political Science and Public Administration, Development Studies, Project Planning/Management, Information Technology, Management Information Science, Management Information Systems, Computer Science, Information Science, Educational Technology or any other relevant qualification from a recognized institution;
- iii. **Earned PhD** from a recognized university in relevant field;
- iv. **Fifteen (15) years** relevant cumulative experience, **five (5) being in senior management position(s)** in institutions of higher learning or any other relevant Institution;
- v. Minimum point requirements for each category;
- vi. Membership to a relevant professional body or association;
- vii. Certificate in Management Course lasting at least four (4) weeks from a recognized Institution;
- viii. Certificate in Leadership or Governance course lasting not less than

- six (6) weeks from a recognized institution;
- ix. Certificate in Computer Application Skills; and
- x. Shown merit and ability as reflected in work performance and results.

**Table 2: Relative Weighted Points and Minimum points**

Areas of contribution	Relative Weighting of Categories (%)	Minimum Points
Research and Publication	35	30
Quality Teaching and Instruction	18	14
Consultancy in the Public Service	20	17
Public Outreach Programs	4	2
Public Sector Administration and Responsibility	14	12
Distinguished Service Award	4	4
Community Engagement and other contributions	5	4
<b>Total Score (%)</b>	<b>100</b>	

**2. Senior Director Finance & Administration (KSG 2) – SDFA/02/2024-25 (1 post)**

**a. Job Purpose**

This position is established under Section 10 of the Kenya School of Government Act, 2012. The Senior Director, Finance and Administration shall report to the Director General for provision of strategic leadership and direction in management of the Finance and Administration Directorate.

**b. Job Descriptions**

Duties and responsibilities at this level will entail:

- i. coordinating development, implementation and review of policies, strategies, standards, procedures and guidelines for the Directorate;
- ii. ensuring prudent management and utilization of the School’s human, financial and other resources;
- iii. fostering a culture that promotes team capability and reflects values that facilitate performance, professionalism and innovation by staff of the School;
- iv. ensuring financial controls are put in place for prudence, discipline and accountability in financial management in compliance with set standards and regulations;
- v. ensuring transparency and accountability in the provision of services;
- vi. ensuring compliance with relevant legislation and regulations in implementation of functions in the Directorate;
- vii. coordinating establishment, operationalization and maintenance of the School’s Information Management Systems;

- viii. coordinating development and maintenance of internal control systems for execution of functions in the Directorate;
- ix. coordinating development, implementation and review of performance management systems in the School;
- x. coordinating preparation of work plans, setting of performance targets and contracts for the Directorate;
- xi. coordinating preparation, implementation and review of the School's annual plans and budgets; and
- xii. Ensuring prudent utilization of resources and assets in the School.

### c. Job Specifications

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following fields: Government/Political Science, Public Administration, Public Policy and Administration, Law, Information Technology, Management Information Systems, Computer Science, Information Science, Business Information Technology, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, or any other relevant Social Science from a recognized institution;
- ii. Master's degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development, Education, Economics, Statistics, Public Policy, Law, Strategic Management, Public Sector Management, Political Science and Public Administration, Development Studies, Project Planning/Management, Information Technology, Management Information Science, Management Information Systems, Computer Science, Information Science, Educational Technology or any other relevant qualification from a recognized institution;
- iii. **Fifteen (15) years** of relevant cumulative experience, **five (5)** senior management position(s) in institutions of higher learning or any other relevant Institution
- iv. Membership to a relevant professional body or association (where applicable)
- v. Professional qualification where applicable;
- vi. Certificate in Management Course lasting at least four (4) weeks from a recognized institution;
- vii. Certificate in Leadership or Governance course lasting not less than six (6) weeks from a recognized institution;
- viii. Certificate in Computer Application Skills; and

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

### **3. Director (KSG 3) – D/03/2024-25 (5 Posts)**

#### **a. Job Purpose**

This position is established under Section 10 of the Kenya School of Government Act, 2012. The Director shall be responsible to the Director General for provision of strategic direction and leadership in the development and implementation of quality programs in training, research, consultancy and advisory services in order to realize the mandate of the School; ensuring effective and efficient use of resources; and building visibility and presence of the School in the Region. The successful candidate may be deployed to a KSG Campus or Institute.

#### **b. Job Descriptions**

Duties and responsibilities at this level will entail:

- i. overseeing provision of training, research, consultancy and advisory services at the School;
- ii. overseeing implementation of approved curricula at the Campus;
- iii. coordinating preparation of quarterly and annual reports on training, research and consultancy activities at the Campus;
- iv. overseeing implementation of quality management systems in the campus
- v. coordinating promotion of a corporate culture to strategically position the School through branding and visibility activities;
- vi. managing implementation of service delivery standards and charters to raise the customer satisfaction index;
- vii. ensuring proper financial management and prudent utilization of the School's resources and assets;
- viii. facilitating staff development and performance management;
- ix. overseeing development, implementation and review of performance and Quality Management Systems in the Campus;
- x. overseeing preparation of campus and employee work plans, setting and evaluation of performance targets and contracts for the Campus;
- xi. Overseeing preparation, implementation and review of annual budgets and procurement plans for the Campus.

#### **c. Job Specifications**

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following fields: Government/Political

- Science, Public Administration, Public Policy and Administration, Law, Information Technology, Management Information Systems, Computer Science, Information Science, Business Information Technology, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Economics, Statistics, Organization Design and Development, Education, Sociology, Anthropology, or any other relevant Social Science from a recognized institution;
- ii. Master's degree in any of the following fields: Business Administration, Public Administration, Human Resource Management, Human Resource Planning, Human Resource Development, Organization Design and Development, Education, Economics, Statistics, Public Policy, Law, Strategic Management, Public Sector Management, Political Science and Public Administration, Development Studies, Project Planning/Management, Information Technology, Management Information Science, Management Information Systems, Computer Science, Information Science, Educational Technology or any other relevant qualification from a recognized institution;
  - iii. **Fifteen (15) years** relevant cumulative experience, **three (3)** being in senior management position in an institution of higher learning or any other relevant Institution;
  - iv. Membership a relevant professional body or association;
  - v. Professional qualification where applicable;
  - vi. Certificate in Management Course lasting at least four (4) weeks from a recognized Institution;
  - vii. Certificate in Leadership or Governance course lasting not less than six (6) weeks from a recognized institution;
  - viii. Certificate in Computer Application Skills; and
  - ix. Shown merit and ability as reflected in work performance and results.

#### 4. Director, e Learning Development Institute (KSG 3) – DelDi/04/2024-25 (1 Post)

##### a. Job Purpose

This position is established under Section 10 of the Kenya School of

Government Act, 2012. The Director eLearning shall be responsible to the Director General for provision of strategic direction and leadership in the development and implementation of quality eLearning programs in training, research, consultancy and advisory services in order to realize the mandate of the School; ensuring effective and efficient use of resources; and building visibility and presence of the School in the Region.

## **b. Job Descriptions**

Duties and responsibilities at this level will entail:

- i. Leading in digitization of School programs;
- ii. Coordinates the process of developing eLearning frameworks;
- iii. Coordinates development of national and regional eLearning programmes and provide policy advisories on eLearning;
- iv. Coordinates programme development, implementation on eLearning;
- v. Coordinates resource mobilization through adoption of digital programs;
- vi. overseeing provision of training, research, consultancy and advisory services at the School;
- vii. overseeing implementation of approved eLearning curricula in the School;
- viii. Leading in establishment of KSG Knowledge Management Hub;
- ix. coordinating preparation of quarterly and annual reports on training, research and consultancy activities at the Institute;
- x. overseeing implementation of quality management systems in the campus
- xi. coordinating promotion of a corporate culture to strategically position the School through branding and visibility activities;
- xii. managing implementation of service delivery standards and charters to raise the customer satisfaction index;
- xiii. ensuring proper financial management and prudent utilization of the School's resources and assets;
- xiv. facilitating staff development and performance management;
- xv. overseeing development, implementation and review of performance and Quality Management Systems in the Campus;
- xvi. overseeing preparation of campus and employee work plans, setting and evaluation of performance targets and contracts for the Campus;
- xvii. Overseeing preparation, implementation and review of annual budgets and procurement plans for the Campus.

## **c. Job Specifications**

For appointment to this grade, an officer must have:

- i. Bachelor's degree in any of the following fields: Information Technology, Management Information Systems, Computer Science,

- Information Science, Business Information Technology, or any other relevant Social Science from a recognized institution;
- ii. Master's degree in any of the following fields: Management Information Science, Computer Science, Information Science, Educational Technology or any other relevant qualification from a recognized institution;
- iii. **Fifteen (15) years** relevant cumulative experience, **three (3)** being in senior management position in an institution of higher learning or any other relevant Institution;
- iv. Membership a relevant professional body or association;
- v. Professional qualification where applicable;
- vi. Certificate in Management Course lasting at least four (4) weeks from a recognized Institution;
- vii. Certificate in Leadership or Governance course lasting not less than six (6) weeks from a recognized institution;
- viii. Certificate in Computer Application Skills; and
- ix. Shown merit and ability as reflected in work performance and results.

**5. Deputy Director, eLearning Development Institute (KSG 4) –  
DD-eIDi/05/2024-25 (1 Post)**

**a. Job Purpose**

This position shall report to Institute Director to coordinate day to day implementation of training, research, and consultancy, outreach programs and supervise administration function at the Institute.

**b. Job Descriptions**

Duties and responsibilities at this level will entail:

- i. coordinating planning, development and promotion of delivery of day to day training, research, advisory and consultancy services using eLearning Platforms;
- ii. participating in development of training plans and calendars of the School;
- iii. initiating development of digital platforms to efficiently deliver core business on need basis;
- iv. overseeing efficient timetabling and admissions of participants;
- v. coordinating conduct of examinations and certification;
- vi. development and implementation of elearning and development training curricula;
- vii. facilitating implementation and compliance with KSG ISO certification;
- viii. managing performance;
- ix. coordinating conduct of training needs assessments and impact

- assessment of programs;
- x. arranging academic forums to encourage knowledge sharing;
- xi. coordinating staff development and capacity building;
- xii. preparation of reports; and
- xiii. Coaching and mentoring staff.

**c. Job Specifications**

- i. At least **twelve (12) years** cumulative work experience, **three (3)** of which should have been at the grade of a senior management position (s) in an institution of higher learning;
- ii. Bachelor’s degree in any of the following fields: Information Technology, Management Information Systems, Computer Science, Information Science, Business Information Technology, or any other relevant Social Science from a recognized institution;
- iii. Master’s degree in any of the following fields: Management Information Science, Computer Science, Information Science, Educational Technology or any other relevant qualification from a recognized institution;
- iv. Certificate in Training of Trainers (TOT) from a recognized institution;
- v. Minimum point requirements for each category;
- vi. Membership a relevant professional body or association;
- vii. Professional qualification where applicable;
- viii. Certificate in Management Course lasting at least four (4) weeks from a recognized Institution;
- ix. Certificate in Leadership or Governance course lasting not less than six (6) weeks from a recognized institution;
- x. Certificate in Computer Application Skills; and
- xi. Shown merit and ability as reflected in work performance and results.

**6. Deputy Director, Hospitality Services (KSG 4) – DDHS/06/2024-25 (1 Post)**

**a. Job Purpose**

The purpose of this role is to provide exceptional hospitality services including housekeeping and catering; and creating a positive experience for guests/clients at the School.

## **b. Job Descriptions**

Duties and responsibilities at this level will include:-

- i. coordinating development, implementation and review of hospitality service policies, standards, procedures and guidelines;
- ii. coordinating development, implementation, maintenance and review of professional standards and quality assurance in the provision of hospitality service;
- iii. spearheading setting of hospitality standard operating procedures;
- iv. ensuring efficient organization and management of accommodation facilities, kitchen and catering areas, housekeeping and laundry services;
- v. maintaining records and inventory of all housekeeping and catering facilities and equipment and stock control at the School;
- vi. monitoring and ensuring compliance to health, safety and environmental regulations in the provision of hospitality services;
- vii. coordinating setting of performance targets and work plans;
- viii. coordinating planning, budgeting and requisitioning for Hospitality Services;
- ix. Coaching and mentoring staff; and
- x. Building capacity and managing performance of the Hospitality Services.

## **c. Job Specifications**

For appointment to this grade, an officer must have:-

- i. At least **twelve (12) years** cumulative relevant work experience, **three (3)** in the grade of **Assistant Director, Hospitality Services** or in a comparable position;
- ii. Bachelor's degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualifications from a recognized institution;
- iii. Master's degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualifications from a recognized institution;
- iv. Certificate of medical examination in line with the Food, Drugs and Chemical Substance Act;
- v. Membership to a relevant professional body where applicable;
- vi. Certificate in a Leadership or Governance Course lasting not less than

- six (6) weeks from a recognized institution;
- vii. Certificate in computer applications; and
- viii. Shown merit and ability as reflected in work performance and results.