



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

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OFFICE OF THE DIRECTOR GENERAL
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EXTERNAL ADVERTISEMENT

1. 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.
2. The School is seeking suitably qualified candidates to fill **Four (4)** vacant positions of **Chief Principal Lecturer II (KSG 3)** to be engaged on a **Three (3) Year** Contract Terms of Service.
3. The Kenya School of Government is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities.

Therefore, people with disabilities, the marginalized and the minorities are encouraged to apply.

4. Beware of fraudsters soliciting for bribes from the public while masquerading as Kenya School of Government staff. KSG does not charge any fee for job applications, shortlisting, interviews or appointments;
5. Shortlisted candidates will be required to present originals of the following documents during the interviews;
 - a. National Identity Card;
 - b. Academic and Professional Certificates and transcripts;
 - c. Any other supporting documents and testimonials; and
 - d. Clearances from the following bodies:
 - i. Kenya Revenue Authority;
 - ii. Ethics and Anti-Corruption Commission;
 - iii. Higher Education Loans Board;
 - iv. Any of the Registered Credit Reference Bureaus;
 - v. Directorate of Criminal Investigations (Police Clearance Certificate);
 - e. Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign university; and
 - f. Recommendations from relevant professional bodies (*where applicable*).
6. It is a criminal offence to present fake certificates/documents.
7. The School shall conduct background checks for successful candidates to authenticate academic, professional certificates and information provided in line with the provisions of the relevant Government circulars issued from time to time and the KSG HR Policy and Procedure Manual.
8. The salary and benefits for these positions are as per determined rates by the Salaries and Remuneration Commission (SRC).

9. The School is compliant with the provisions of the Kenya Data Protection Act of 2019, thus all information received from potential candidates shall be used solely for the purpose of the recruitment and selection exercise.
10. **The mode of application shall be as follows:**
- a. Applications should be submitted using the **KSG Career online portal and submit a hard copy of your duly completed application, i.e. a bio report, cover letter and curriculum vitae.** Other documents to accompany your application are a copy of ID/Passport, copies of academic, professional certificates and transcripts, testimonials and any other relevant supporting documents.
 - b. Applicants should provide all the details requested for in the advertisement. It is an offence to **include incorrect information** in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
 - c. Only shortlisted candidates will be contacted.

Office of Director General
Kenya School of Government
Along Lower Kabete Road
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Lower Kabete, NAIROBI

- d. Applications must be submitted on or before East Africa Time **12 midnight on 21st April 2026.**

(a) Job Descriptions

Duties and responsibilities at this level will entail: -

- i. developing, validating and reviewing training materials, modules, manuals, curricula, course outlines & content, programs and time tables;
- ii. setting, moderating, administering and marking KSG examinations;
- iii. delivering training in senior level programs using appropriate technology and methods;
- iv. spearheading monitoring and evaluation of training programs, research and consultancy assignments;
- v. supervising research students in senior level programs;
- vi. interpreting terms of reference in training, consultancy and advisory assignments;
- vii. spearheading development of concept papers and proposals on topical policy issues at national, regional levels;
- viii. coordinating preparation of training proposals and consultancy bids;
- ix. validating research and advisory services reports;
- x. disseminating research findings through regular and sustained publications in refereed journals, books, conferences proceedings and other fora;
- xi. coordinating training and consultancy programs;
- xii. developing appropriate training impact assessment tools;
- xiii. participating in development and implementation of business development strategies in research and consultancy;
- xiv. supervising student projects in senior level programs;
- xv. preparing proposals for mobilization of resources in support of KSG mandate;
- xvi. setting, implementing and evaluating performance contract targets and work plans;

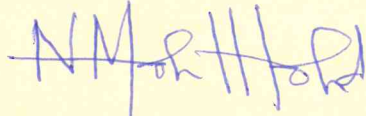
- xvii. preparing reports on training programs, seminars and workshops; and
- xviii. mentoring and coaching officers under their supervision.

(b) Job Specifications

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

- i. At least **twenty-five (25) years** cumulative work experience, **three (3)** of which shall have been at the grade of Senior Principal Lecturer/Senior Principal Research Fellow or in a comparable position in an institution of higher learning or Public Sector.
- ii. Bachelor's degree in any of the following fields: Government/Political Science, Public Administration, Public Policy and Administration, Law, Information Technology, Management Information Science, Management Information Systems, Computer Science, Information Science, Business Information Technology, Human Resource Management, Human Resource Planning, Business Administration, Economics, Statistics, Organisation Design and Development, Education, Sociology, Anthropology, or any other relevant Social Science from a recognized institution;
- iii. 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;
- iv. Membership to a relevant professional body or association (*where applicable*);

- v. Professional qualifications *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; and
- viii. Shown merit and ability as reflected in work performance and results.



Prof. Nura Mohamed, Ph.D., EBS
DIRECTOR GENERAL