

REPUBLIC OF KENYA
MINISTRY OF LABOUR AND SOCIAL PROTECTION
STATE DEPARTMENT FOR LABOUR AND SKILLS DEVELOPMENT
OFFICE OF THE PRINCIPAL SECRETARY

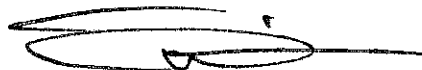
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Ref: No ML/4/21/ VOL. 1 (25)

19th February, 2024

Chief of Staff and Head of Public Service
Secretary/CEO, Public Service Commission
All Principal Secretaries
All County Public Service Boards
All County Commissioners
The Solicitor General, State Law Office & Department of Justice
The Comptroller of State House
The Auditor General
The Controller of Budget
The Inspector General, National Police Service
The Principal Administrative Secretary, Office of the Deputy
President
The Clerk, National Assembly
The Clerk, the Senate
The Chief Registrar, Judiciary
Director General, NIS
CEO, National Council for Persons with Disability (NCPWD)





**INTERNAL ADVERTISEMENT FOR VACANT POSITIONS IN THE MINISTRY
OF LABOUR & SOCIAL PROTECTION - STATE DEPARTMENT FOR LABOUR
AND SKILLS DEVELOPMENT**

Applications are invited from suitably qualified serving Officers in the Public Service for the advertised vacant positions shown here below: -

S/No.	Designation	Grade	No. of posts	Vacancy No.
1.	Principal Labour Officer	CSG 8	35	1/2024
2.	Principal Labour Inspector	CSG 8	15	2/2024
3.	Principal Occupational Safety and Health officer	CSG 8	50	3/2024
4.	Senior Occupational Safety and Health officer	CSG 9	35	4/2024
5.	Principal Nursing Officer	CSG 8	10	5/2024
6.	Principal Laboratory Technologist II	CSG 8	1	6/2024
7.	Senior Laboratory Technologist	CSG 9	3	7/2024
8.	Laboratory Technologist I	CSG 10	4	8/2024
9.	Radiographer I	CSG 10	2	9/2024
10.	Principal Labour Market Research and Analysis Officer	CSG 8	3	10/2024
11.	Senior Labour Market Research and Analysis Officer	CSG 9	10	11/2024
12.	Principal Labour Market Research and Analysis Assistant	CSG 8	5	12/2024
13.	Senior Labour Market Research and Analysis Assistant	CSG 9	5	13/2024
14.	Principal Post Training and Skills Development Officer	CSG 8	13	14/2024
15.	Principal Productivity Officer	CSG 8	12	15/2024


16.	Principal Labour Migration Officer	CSG 8	2	16/2024
17.	Senior Productivity Officer	CSG 9	6	17/2024
TOTAL NUMBER OF POSTS			211	

Interested and qualified persons are requested to make their applications by completing ONE application form (**PSC2** Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke

Please note:

- Candidates should **NOT** attach copies of academic, professional certificates or transcripts. All the details requested in the advertisement should be filled in the form.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic, Professional Certificates and Transcripts during interviews.
- Serving Officers shall be required to produce the original letter of appointment to their current substantive post during the interview.
- Only shortlisted and successful candidates will be contacted.

Completed application forms should reach the Principal Secretary, State Department for Labour and Skills Development, P.O. Box 40326-00100, NAIROBI or hand delivered to Social Security House Building, Block 'A', Eastern Wing, 4th Floor Human Resource Management and Development Registry, door number LA 4-09, on or before 21st March, 2024 by 5.00 p.m. (East African Time).



Shadrack. M. Mwadime, EBS
PRINCIPAL SECRETARY

**VACANCY: No. 1 PRINCIPAL LABOUR OFFICER, CSG 8, JOB
GROUP 'N' -THIRTY-FIVE (35) POSTS, ADVERT
NO. 1/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Requirements for Appointment

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

- i. Served for a cumulative period of six (6) years, three (3) of which must be at the grade of Labour Officer I or a comparable position in the Public Service;
- ii. Bachelor's Degree in any of the following disciplines: Human Resource Management/ and Development, Law, Business Administration, Economics, Sociology, Psychology, Anthropology, Statistics, Labour Relations or Industrial Relations from a recognized institution;
- iii. Certificate in Senior Management course lasting for at least four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail: -

- i. Ensuring the proper functioning of Labour Administration activities;
- ii. Enforcing labour laws;
- iii. Handling complex labour complaints and Labour relations issues;
- iv. Reconciling parties involved in trade dispute; and

- v. Communicating resolution of strikes and lockouts. The officer will also ensure compilation of relevant labour statistical data and periodical reports for submission.

VACANCY: No.2 PRINCIPAL LABOUR INSPECTOR, CSG 8, JOB GROUP 'N' - FIFTEEN (15) POSTS, ADVERT NO. 2/2024

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Requirements for Appointment

For Appointment to this Grade, an Officer must have: -

- i. Served for three (3) years at the grade of Labour Inspector I or a comparable position in the Public Service;
- ii. Diploma in any of the following disciplines: - Human Resource Management/Planning/Development, Law, Business Administration, Psychology, Labour Relations or Industrial Relations from a recognized institution;
- iii. Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will include: -

- i. Coordinating and enforcing labour complaints and labour relations issues;
- ii. Supervising, mentoring and guiding officers working under him/her;
- iii. Ensuring the compilation of relevant labour statistical data and periodical reports;
- iv. Reconciling parties involved in trade disputes;

- v. Undertaking research on labour issues;
- vi. Analyzing and preparing briefs, reports and position papers on labour matters;
- vii. Collecting and providing information on government policies for labour promotion and development and;
- viii. Preparing and developing reports on domestication and implementation of International Labour Standards.

**VACANCY: No.3 PRINCIPAL OCCUPATIONAL SAFETY AND
HEALTH OFFICER, CSG 8, JOB GROUP 'N'
- FIFTY (50) POSTS, ADVERT NO. 3/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

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

- i. Served for a cumulative period of five (5) years two (2) of which must be at the grade of Senior Occupational Safety and Health Officer or a comparable position in the Public Service;
- ii. Bachelor of Science Degree in any of the following disciplines: Medicine, Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering or Occupational Safety and Health from a recognized institution; and proficiency in computer applications.
- iii. Certificate in a specialized discipline on Occupational Safety and Health lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate for Training of Trainers (TOT) lasting not less than two (2) weeks from a recognized institution;
- v. Be a member of Kenya Occupational Safety and Health Association;
- vi. Attended a Senior Management Course lasting not less than four (4) weeks;

- vii. Be proficient in computer applications; and
- viii. Demonstrated merit and shown ability as reflected in work performance and results.

Note: In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers Registration Board of Kenya; a Nursing Officer must be registered by the Nursing Council of Kenya; a Medical Officer must be registered by the Kenya Medical Practitioners and Dentists Board.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- i. Participating in setting safety standards for designs of industrial machinery, plant and equipment;
- ii. Providing specialist opinion on Occupational Safety and Health;
- iii. Disseminating Occupational Safety and Health Information;
- iv. Implementing Occupational Health and Safety Programs and Projects;
- v. Collecting, compiling and analyzing Occupational Health Statistics covering work injuries, illnesses and dangerous occurrences;
- vi. Participating in setting specifications and standards of designs and quality of personal protective equipment;
- vii. Carrying out surveillance on workers' health;
- viii. Assessing working environment for health hazards;
- ix. Carrying out of medical examinations on workers; and
- x. Processing registration of workplaces and employers, processing work injury benefits claims, conducting court proceeding in case of contraventions of Occupational Safety and Health Act and Work Injury Benefits Act.

VACANCY: No. 4 SENIOR OCCUPATIONAL SAFETY AND HEALTH OFFICER, CSG 9, JOB GROUP 'L' - THIRTY-FIVE (35) POSTS, ADVERT NO.4/2024

SALARY SCALE: KSHS. 44,400 – 61,110 P.M., CSG 9, JOB GROUP 'L'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

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

- i. Served in the grade of Occupational Safety and Health Officer I or in a comparable and relevant position in the Public Service, for at least two (2) years;
- ii. Bachelor of Science Degree in any of the following disciplines: Nursing, Chemistry, Physics, Zoology, Biochemistry, Engineering, Occupational Safety and Health, from a recognized institution;
- iii. Basic Course for Occupational Safety and Health Officers lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate for Training of Trainers (TOT) lasting not less than two (2) weeks from a recognized institution;
- v. Be a member of Kenya Occupational Safety and Health Association;
- vi. Be proficient in computer applications; and
- vii. Shown merit and ability as reflected in work performance and results.

Note: In addition to the above requirements, for appointment to this grade an Engineer must be registered by the Engineers Registration Board of Kenya; a Nursing Officer must be registered by the Nursing Council of Kenya.

(b) Duties and Responsibilities

Duties and Responsibilities at this level will entail:

- i. Carrying out regular and systematic inspection of workplaces and employers' records to ensure compliance with the provisions of the Occupational Safety and Health Act, Work Injury Benefits Act and all applicable subsidiary legislations;
- ii. Undertaking investigation of accidents, dangerous occurrences and occupational diseases and recommending remedial measures; instituting legal proceedings in cases of contraventions of the Occupational Safety and Health Act and Work Injury Benefits Act;
- iii. Monitoring, evaluating and controlling of environmental hazards in the workplaces;
- iv. Processing of application for registration of work places and employers under Occupational Safety and Health Act and Work Injury Benefits Act respectively and processing of work injury benefits claims;
- v. Processing of work injury benefit claims;
- vi. Preparing workers for medical examinations;
- vii. Carrying out medical examinations;
- viii. Manning Occupational Health Clinics; and
- ix. Carrying out counselling services on basic Occupational Health Issues.

**VACANCY: No. 5 PRINCIPAL NURSING OFFICER, CSG 8, JOB
GROUP 'N' TEN (10) POSTS, ADVERT NO.
5/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointments

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

For appointment to this grade, an officer must have:

- i. Served in the grade of Nursing Officer for a minimum period of three (3) years or a comparable position in the Public Service;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practising license from the Nursing Council of Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

(a) Duties and Responsibilities

Duties and Responsibilities at this level will entail

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings;
- iii. Assessing, formulating, planning and implementing - evidence-based nursing care for client/patient;
- iv. Ensuring a safe nursing care environment for client/patient;
- v. Conducting patient audits to improve client/patient care;

- vi. Coordinating quality assurance activities for improvement of nursing care outcomes.
- vii. Evaluating community interventions and providing feedback;
- viii. Managing nursing commodities and other resources;
- ix. Conducting studies and surveys in various health care areas and disseminating findings to improve care;
- x. Coordinating Occupational Safety and Health activities and preparing periodic reports;
- xi. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xii. Developing standard operating procedures for the unit in collaboration with other stakeholders;
- xiii. Conducting training needs assessment and developing training/induction programmes;
- xiv. Evaluating in-house training programmes and producing periodical reports;
- xv. Implementing nursing programmes;
- xvi. Mobilizing resources for implementation of nursing activities and projects;
- xvii. Conducting ward rounds and reviewing patients' conditions; and
- xviii. Coaching and mentoring nursing staff

**VACANCY No.6 PRINCIPAL LABORATORY TECHNOLOGIST II,
CSG 9, JOB GROUP 'N' - FOUR (4) POSTS,
ADVERT NO. 6/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointments

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

- i. Served in the grade of Senior Laboratory Technologist for a minimum period of two (2) years or a comparable position in the Public Service;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
- iv. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer application skills from a recognized institution; and
- vii. Demonstrated capability and efficiency in organizing work and discharging laboratory functions.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Performing blood grouping, screening for blood transfusion services;

- iii. Coordinating the preparation of reagents, stains and examining specimens;
- iv. Carrying out operational laboratory research;
- v. Preparing procurement plan for laboratory requirements;
- vi. Providing technical specification for the procurement of laboratory reagents, apparatus and equipment's;
- vii. Monitoring and evaluation;
- viii. Investigating disease outbreaks in liaison with other health care providers;
- ix. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- x. Validating and calibrating laboratory equipment;
- xi. Preparing periodic laboratory reports.

**VACANCY: No.7 SENIOR LABORATORY TECHNOLOGIST, CSG 9,
JOB GROUP 'L' - THREE (3) POSTS, ADVERT
NO.7/2024**

SALARY SCALE: KSHS. 44,400 – 61,110 P.M., CSG 9, JOB GROUP 'L'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointments

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

- i. Served in the grade of Laboratory Technologist I for a minimum period of two (2) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);

- iv. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in Computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Receiving and Scrutinizing Laboratory requisition forms and specimens
- ii. Receiving, collecting, Labelling and registering specimens;
- iii. Disaggregating specimens for processing and analysis;
- iv. Preparing reagents;
- v. Supervising the disinfection, washing and sterilization of apparatus;
- vi. monitoring and evaluation;
- vii. Preparing media for culture and sensitivity testing;
- viii. Examining specimen for quality;
- ix. Writing and recording of Laboratory findings and results;
- x. Dispatching Laboratory results for use in clinical management;
- xi. Preparing stains;
- xii. Preparing blood products;
- xiii. Collecting and analysing data;
- xiv. Processing the specimen according to Specific Standard Operating Procedure (SOP);
- xv. Mentoring and Coaching trainees on practical attachment; and
- xvi. Preparing Periodical Laboratory reports

**VACANCY: No. 8 LABORATORY TECHNOLOGIST I, CSG
10, JOB GROUP 'K' - FOUR (4) POSTS, ADVERT
NO. 8/2024**

SALARY SCALE: KSHS. 39,700 – 52,960 P.M., CSG 10, JOB GROUP 'K'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(c) Requirements for Appointments

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

- viii. Served in the grade of Laboratory Technologist II for a minimum period of two (2) years or a comparable position in the Public Service;
- ix. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- x. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
- xi. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- xii. Certificate in Computer application skills from a recognized institution; and
- xiii. Shown merit and ability as reflected in work performance and results.

(d) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- xii. Preparing and bleeding of blood donors for transfusion services;
- xiii. Performing Blood grouping;
- xiv. Storing blood products according to their requirements;
- xv. Screening for blood transfusion infections;
- xvi. Issuing blood and blood products to peripheral health facilities;

- xvii. Preparing blood products;
- xviii. Collecting and analysing Laboratory findings and resultant data;
 - i. Processing the specimen according to Specific Standard Operating Procedure (SOP);
 - ii. Supervising the disinfection, washing and sterilization of apparatus;
 - iii. Mentoring and Coaching trainees on practical attachment;
 - iv. Receiving and scrutinizing Laboratory requisition forms and specimens;
 - v. Preparing clients for collection of specimens for correctness;
 - vi. Receiving, collecting, labelling and registering specimens;
 - vii. Disaggregating specimens for processing and analysis;
 - viii. Preparing reagents;
 - ix. Supervising the disinfection, washing and sterilization of apparatus;
 - x. Examining specimen for quality;
 - xi. Writing and recording of Laboratory findings and results;
 - xii. Dispatching Laboratory results for use in clinical management; and
 - xiii. Preparing stains and reagents;

**VACANCY: No.9 RADIOGRAPHER I, CSG 10, JOB GROUP 'K'
- TWO (2) POST, ADVERT NO. 9/2024**

SALARY SCALE: KSHS. 39,700 – 52,960 P.M. CSG 10, JOB GROUP 'K'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointments

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

- i. Served in the grade of Radiographer II for three (3) years or in a comparable position in the Public Service; and
- ii. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail

- i. Providing medical Imaging Services at a District or Provincial Hospital; processing,
- ii. Verifying and maintaining information related to patients; providing care and counselling patients and their relatives before, during and after examination.
- iii. Safeguarding and providing basic maintenance and safety of medical imaging equipment in the hospital;
- iv. Establishing and maintaining Quality Assurance Programs in the department; and
- v. Co-ordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

VACANCY: No. 10 PRINCIPAL, LABOUR MARKET RESEARCH AND ANALYSIS OFFICER (LAMRA), CSG 8, JOB GROUP 'N' THREE (3) POSTS, ADVERT NO. 10/2024

SALARY SCALE: KSHS. 50,610 – 90,200 P.M. CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Served for a minimum period of two (2) years at the grade of Labour Market Research and Analysis Officer I or a comparable position in the Public Service;
- ii. Bachelor's Degree in any of the following fields: - Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science, Law or any other relevant qualification from a recognized institution;

- iii. Certificate in a Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Determining present and future labour market requirements at the national and sectoral levels through surveys and studies;
- ii. Assessing present and future labour supply into the labour market from educational and training institutions (both locally and externally);
- iii. Matching current demand and supply for harmonization of human resources demand and supply needs in the economy;
- iv. Liaising with other divisions and departments in the Ministry in order to maintain an up to date labour Market Information System for effective dissemination to users;
- v. Harmonizing of National Training and other Human Resource Development activities in identified sectors of the economy; and
- vi. Identifying Training Needs.

VACANCY: No. 11 SENIOR, LABOUR MARKET RESEARCH AND ANALYSIS OFFICER (LAMRA), CSG 9, JOB GROUP 'L' - TEN (10) POSTS, ADVERT NO. 11/2024

SALARY SCALE: KSHS. 44,400 – 61,110 P.M., CSG 9, JOB GROUP 'L'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

For appointment to this grade an officer must have: -

- i. Served for a minimum period of two (2) years at the grade of Labour Market Research and Analysis Officer I or a comparable position in the Public Service;
- ii. Bachelor's Degree in any of the following fields: - Education, Business Administration, Economics/Statistics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science, Law or any other relevant qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Data capture and analysis;
- ii. Report writing; and
- iii. Reviewing the National Employment and Human Resources Information System (NEMIS)

VACANCY: No. 12 PRINCIPAL, LABOUR MARKET RESEARCH AND ANALYSIS ASSISTANT (LAMRA), CSG 8, JOB GROUP 'N' - FIVE (5) POSTS, ADVERT NO. 12/2024

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

For appointment to this grade an officer must have:

- i. Served for a minimum period of three (3) years at the grade of Labour Market Research and Analysis Assistant I or a comparable position in the Public Service;
- ii. Diploma in any of the following fields: - Education, Business Administration, Statistics, Applied Statistics, Demography, Sociology, Population Studies, Labour Studies, Information Technology/ Management Information Systems, or any other relevant qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Demonstrated professional competence and managerial capability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Determining present and future labour market requirements at the national and sectoral levels through surveys and studies;
- ii. Determining present and future labour supply into the Labour Market;
- iii. Matching current manpower demand and supply;
- iv. Maintaining an up to date employment and Human Resource Information Systems; and

- v. Reviewing and updating the National Employment and Management Information System (NEMIS).

VACANCY: No. 13 SENIOR, LABOUR MARKET RESEARCH AND ANALYSIS ASSISTANT (LAMRA), CSG 9, JOB GROUP 'L' - FIVE (5) POSTS, ADVERT NO. 13/2024

SALARY SCALE: KSHS. 44,400 – 61,110 P.M., CSG 9, JOB GROUP 'L'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

For appointment to this grade, an officer must have;

- i. Served for a minimum period of two (2) years at the grade of Labour Market Research and Analysis Assistant III or a comparable position in the Public Service;
- ii. Diploma in any of the following fields: - Education, Population studies, Statistics, Applied Statistics, Demography, Labour Studies, Information Technology/Management Information Systems, Law or any other relevant qualification from a recognized institution;
- iii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Data Capture and Analysis.
- ii. Report Writing; and
- iii. Reviewing the National Employment and Human Resources Information System (NEMIS)

**VACANCY: No. 14 PRINCIPAL POST TRAINING AND SKILLS
DEVELOPMENT, CSG 8, JOB GROUP 'N'
- THIRTEEN (13) POSTS ADVERT NO. 14/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

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

- i. Served in the grade of Post Training and Skills Development Officer I or a comparable position in the Public Service;
- ii. Bachelor's Degree in any of the following fields: - Education, Guidance and Counselling, Education Technology, Business Administration, Technology, Information Communication Technology, Entrepreneurship, Human Resource Management, Engineering or an equivalent qualification from a recognized institution; OR
Master Crafts Person (MCP) certificate or an equivalent qualification from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Proficiency in Computer Applications; and
- v. Shown merit and ability in work performance and results.

(b) Duties and Responsibilities

An officer at this level will either be deployed at the Ministry Headquarters or in the field administration.

The specific duties and responsibilities will entail-

- i. Developing, implementing and reviewing policies, plans, guidelines, standards, best practices and strategies for post training and skills development;
- ii. Managing the National Skills Development Council, National Skills Development Fund, and Post Training Centers;

- iii. Operationalizing Sector Skills Councils;
- iv. Strengthening linkages between Education, Training, Industry and Professional Bodies;
- v. Monitoring and Evaluating the Operations of Office of Career Services (OCS) and Skills Development Programmes;
- vi. Capacity building for Career Educators and Counsellors, Industry Players, Instructors; trainers, Master Crafts Persons (MCPs) for improved efficiency and productivity;
- vii. Developing, implementing and reviewing Skills Development Programmes, Quality Standards and Norms and Undertaking Quality Audits and Assurance for Skills Development;
- viii. Developing, Managing and Maintaining the National Skills Development Management Information System and National Skills Inventory; and
- ix. Undertaking Research and Innovation on Skills Development.

**VACANCY: No. 15 PRINCIPAL PRODUCTIVITY OFFICER, CSG 8,
JOB GROUP 'N' - TWELVE (12 POSTS), ADVERT
NO. 15/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M. CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Requirements for Appointment

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

- i. Served for a minimum period of three (3) years in the grade of Senior Productivity Officer or a comparable position in the Public Service;
- ii. Bachelor's Degree in any of the following disciplines: - Economics, Engineering, Education, ICT, Environmental Sciences, Commerce, Accounts, Business Administration, Entrepreneurship Development, or any relevant Social Sciences from a recognized institution;

- iii. Attended a Supervisory Development Course from a recognized institution;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities for this level will entail: -

- i. Conducting situational analysis and studies;
- ii. Preparing productivity programmes and monitoring their implementation;
- iii. Collecting and analyzing data relating to productivity and competitiveness;
- iv. Preparing periodic reports; and
- v. Undertaking implementation of Productivity Improvement Programmes (PIP).

VACANCY: No. 16 SENIOR PRODUCTIVITY OFFICER, CSG 9, JOB GROUP 'L' - THIRTEEN (13) POSTS, ADVERT NO. 16/2024

SALARY SCALE: KSHS. 44,400 – 61,110 P.M., CSG 9, JOB GROUP 'L'

TERMS OF SERVICE: PERMANENT & PENSIONABLE

(a) Requirements for Appointment

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

- i. Served for a minimum period of three (3) years in the grade of Productivity Officer I or a comparable position in the Public Service;
- ii. Bachelor's Degree in any of the following disciplines: - Economics, Engineering, Education, ICT, Environmental Sciences, Commerce, Accounts, Business Administration,

- Entrepreneurship Development, or any relevant Social Sciences from a recognized institution;
- iii. Basic Certificate for Productivity Practitioner lasting not less than three (3) weeks from a recognized institution;
 - iv. Proficiency in computer applications; and
 - v. Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and Responsibilities for this level will entail: -

- i. Diagnosing Productivity issues at firm and organizational level;
- ii. Collecting, Analyzing and Disseminating Data relating to Productivity and Competitiveness;
- iii. Designing, Implementing, Monitoring and Evaluating Productivity Improvement Programmes; and
- iv. Developing benchmarks on Productivity Improvement Programmes and Preparing periodic reports;

**VACANCY: No.17 PRINCIPAL LABOUR MIGRATION OFFICER,
CSG 8, JOB GROUP 'N' - TWO (2) POSTS,
ADVERT NO. 17/2024**

SALARY SCALE: KSHS. 50,610 – 90,200 P.M., CSG 8, JOB GROUP 'N'

TERMS OF SERVICE: PERMANENT AND PENSIONABLE

(a) Requirements for Appointment

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

- i. Served for a minimum period of three (3) years in the grade of Senior Labour officer or a comparable position in the Public Service;
- ii. Bachelor's degree in any of the following Disciplines: Human Resource Management/ and Development, Law, Business Administration. Economics, Sociology, Psychology,

- Anthropology, Statistics; Labour Relations or Industrial Relations from a recognized institution;
- iii. Be Visionary, a Team Player, Result Oriented, Innovative and Committed to Continuous Learning;
 - iv. Possess Effective Negotiation and Communication Skills;

(b) Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Collection, Analysis and Maintenance of up to date data on Labour Migration and Labour Migrants;
- ii. Implementing National Labour Migration Management Policies and related Programmes;
- iii. Developing Programmes for integration of Migrant Workers;
- iv. Carrying out research and dissemination of information on Labour Migration Management;
- v. Promoting fundamental principles and rights at work for Migrant workers;
- vi. Monitoring Labour Immigration and Migration trends and related issues;
- vii. Monitoring the Management and Promotion of Safe and Orderly Migration; and
- viii. Handling of complaints from Migrant Workers or/and Next of Kin.

