



REPUBLIC OF KENYA

MINISTRY OF EDUCATION State Department for University Education

Telegrams: "SCIENCE TEC", Nairobi
Telephone: +254-020-318581
Facsimile: +254-020-2251991
E-Mail: info@scienceandtechnology.go.ke

JOGOO HOUSE "B"
HARAMBEE AVENUE,
P.O. Box 9583-00200,
NAIROBI

Ref: MOHEST/CONF/1/17 (52)

Date: 17th August, 2016

Director, Directorate of Higher Education
Director, Directorate of Research Management and Development
CEO, National Commission for Science, Technology and Innovation
NAIROBI

INTERNAL ADVERTISEMENT

Applications are invited from suitable qualified serving officers to fill the following posts in this State Department. All posts are on Permanent and Pensionable terms of service.

1. Assistant Director of Education JG 'P', 1 post
2. Chief Education Officer JG 'M', 6 posts
3. Assistant Director of Research JG 'P', 3 posts
4. Principal Research Officer JG 'N', 3 posts
5. Principal Human Resource Management and Development JG 'N', 1 post
6. Chief Assistant Office Administrator JG 'M', 2 posts
7. Senior Assistant Office Administrator JG 'L', 4 posts
8. Senior Office Administrator JG 'L', 3 posts
9. Office Administrator I JG 'K', 3 posts
10. Assistant Office Administrator I JG 'K', 3 posts
11. Office Administrator II JG 'J', 4 posts
12. Assistant Office Administrator II JG 'J', 3 posts
13. Assistant Office Administrator III JG 'H', 4 posts
14. Office Administrative Assistant II JG 'H', 3 posts
15. Office Administrative Assistant I JG 'J', 2 posts

Directorate of Higher Education

Vacancy No.: 1/7/2016

Assistant Director of Education Job Group 'P' one (1) post

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 77,527.00 -103,890.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	12,000.00 p.m
Annual Leave Allowance:	10,000.00 p.a
Leave Entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: preparing education proposals for funding; implementing education policies; evaluating education programmes; managing funds allocated to education programmes; implementing education curriculum; overseeing auditing of financial resources in educational institutions; administering national examinations; carrying out research on indigenous languages and all forms of national and cultural expressions; implementing capacity building programmes for education managers, committees and boards; coordinating nominations of education management; providing education on the nomination education committees and boards; implementing ICT integration programmes in education; harnessing creativity and innovation, mobilizing resources; managing education data; monitoring education quality and standards; coordinating the registration of adult learners and out of school candidates for examinations.

Requirements for Appointment

For appointment to this grade an officer must have;

- i. Served in the grade of Principal Education Officer for a minimum period of three (3) years
- ii. Bachelor's Degree in Education from a recognized institution

OR

- Bachelors' Degree in Arts or Science from a recognized institution and a postgraduate Diploma in Education from a recognized institution
- iii. Masters Degree in any of the following disciplines: Education, Arts, Science, Business Administration in a management related field 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

Directorate of Higher Education

Vacancy No.: 2/7/2016

Chief Education Officer Job Group 'M' Six (6) Posts

Terms of Service: Permanent and Pensionable
Salary Scale: kshs. 41, 590.00 – 55,840.00 p.m
House Allowance: as per prevailing Civil Servant rates
Commuter Allowance: 8,000.00 p.m
Annual Leave Allowance: 6,000.00 p.a
Leave Entitlement: 30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: administering, monitoring and assessing education institutions, programmes and projects; coordinating local education stakeholders; managing education data; ICT integration in education; implementing education standards, culture and environmental sustainability; implementing education policies; participating in the preparation of curriculum; coordinating the auditing of financial resources; supervising the administration of national examinations; and compiling and analyzing data.

Requirement for Appointment

For appointment to this grade an officer must have;

- i. Served in the grade of Education officer for a minimum period of three (3) years
- ii. Bachelor's Degree in Education from a recognized institution

OR

Bachelor's Degree in Arts or Science with Education from a recognized institution

OR

Bachelor's Degree in Arts or Science from a recognized institution and a Postgraduate Diploma in Education from a recognized institution

- iii. Certificate in Education Management Course lasting not less than 4 (four) 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
Directorate of Research Management and Development
Vacancy No.: 3/7/2016

Assistant Director of Research Job Group 'P' -Three (3) Posts

Terms of Service: Permanent and Pensionable
Salary Scale: Ksh. 77,527.00 - 103,894.00 p.m
House Allowance: as per prevailing Civil Servant rates
Commuter Allowance: Ksh. 12,000 p.m
Annual Leave Allowance Kshs. 10,000 p.a
Leave entitlement: 30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will include; developing targeted and policy and oriented studies within the budgeted resources; liaising with research institutions, universities and private sector in implementing of research policy guidelines drawn by Government, developing position papers leading to policy formulation and implementation and developing research and development documents for presentation ant national and international research force.

Requirements for Appointment

For appointment to this grade an officer must have;

- i. Served as Principal Research Officer or in a comparable relevant position in the public service for a minimum period of three (3) years
- ii. Be in possession of Masters Degree in any of the Science fields stipulated in clause 6 of the scheme of service
- iii. A certificate in Computer Applications and
- iv. Demonstrated a high standard of competence and administrative ability in Research Science and Technology policies control and coordination of activities of the relevant field of specialization

Directorate of Research Management and Development
Vacancy No.: 4/7/2016

Principal Research Officer Job Group 'N' Three (3) posts

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 48,190.00 -65,290.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 8,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave Entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will include: ensuring implementation and evaluating of research programs in a field of specialization in both public and private sector. Organizing seminars, workshops and symposia for sensitization of research findings; designing methodologies of conducting targeted and policy oriented special studies to generate data for planning and management of research programmes within the sector and compiling technical information and developing systems for research coordination and data processing.

Requirements for Appointment

- i. Served in the grade of Chief Research officer for a minimum period of three (3) years
- ii. Attended a Senior Management course lasting not less than four 4 weeks
- iii. Must have a certificate in Computer Applications
- iv. Shown merit and ability as reflected in work performance and results

Human Resource Management and Development Services

Vacancy No.: 5/7/2016

Principal Human Resource Management and Development Services Job Group 'N'
One (1) Post

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 48,190.00 – 65,290 p.m
House Allowance:	as per prevailing Civil Servant rates

Commuter Allowance: 8,000.00 p.m
Annual Leave Allowance: 6,000.00 p.a
Leave Entitlement: 30 working days p.a

Duties and Responsibilities

An officer at this level will be responsible to Assistant Director of Human Resource Management and Development for planning coordination, organization and direction of Human Resource Management Services in the Ministry/Department. Duties will include analyzing staffing levels and making proposals for succession Planning, analyzing utilization of Human Resource and advising on proper deployment; making proposal on Human Resource/Planning and succession Management, analyzing staff performance and career progression and making appropriate recommendations and ensuring correct interpretation and implementation of Human Resource management policies, rules and regulations including those related to pensions, salary administration, labour laws and other statutes that impact on Human Resource.

Requirements for Appointment

For appointment to this grade, an officer must have;

- i. Served as Chief Human Resource Management Officer II for a minimum period of three (3) years
- ii. Attended a Senior Management course lasting not less than four (4) weeks
- iii. Shown merit and ability as reflected in work performance and results

Chief Assistant Office Administrator Job Group 'M' Two (2) Posts Vacancy No.:6/7/2016

Terms of Service: Permanent and Pensionable
Salary Scale: Kshs. 41, 590.00 - 55,840.00 p.m
House Allowance: as per prevailing Civil Servant rates
Commuter Allowance: Kshs. 8,000.00 p.m
Annual Leave Allowance: Kshs. 6,000.00p.a
Leave Days Entitlement: 30 working days p.a

Duties and Responsibilities

An officer at this level will be deployed to work for a head of Department. Duties and responsibilities at this level will entail: taking oral dictation; using e-office to research

and process data; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents including classified materials; preparing responses to routine correspondences; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Diploma in secretarial Studies from the Kenya National Examination Council;
OR
Business Education Single and Group Certificates (BES & GC) stages I, II and III from the Kenya National Examination Council in the following subjects:
 - (a) Shorthand III (Minimum 120 (w.p.m));
 - (b) Typewriting III (50 w.p.m)/Computerized Document Processing III
 - (c) Business English III/ Communications II
 - (d) Commerce II
 - (e) Office Practice II
 - (f) Office Management III/Office Administration and Management III
 - (g) Secretarial Duties II
- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government training institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution
- (v) Certificate in Computer Applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

Senior Assistant Office Administrator Job Group 'L' Four (4) Posts.

Vacancy No.: 7/7/2016

Terms of service:	Permanent and Pensionable
Salary Scale:	Kshs. 35,910.00 – 45,880.00 p.m
House Allowance:	as per prevailing Civil Servant rates

Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; maintaining office dairy, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; co-coordinating schedules of meetings; ensuring security of office records, equipment and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures of record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security. Integrity and confidentiality of data; undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 110 w.p.m.);
- (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- (c) Business English III/Communication II;
- (d) Office Practice II;
- (e) Commerce II;
- (f) Office Management III/Office Administration and Management III;
- (g) Secretarial Duties II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution;

- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**Senior Office Administrator Job Group 'L' Three (3) Posts
Vacancy No.8/7/2016**

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 35,910.00 – 45,880.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 6,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.m
Leave Days Entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents including classified materials; ensuring security, integrity and confidentiality of data; preparing responses to routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; managing office protocol and etiquette; managing petty cash; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Office Administrator I for a minimum period of (3) years;
- (ii) Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized Institution;

OR

- Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized Institution;
- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other Government training institution;

- (iv) Certificate in Computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Office Administrator I Job Group 'K' Three (3) Posts

Vacancy No.: 9/7/2016

Terms of service:	Permanent and Pensionable
Salary Scale:	Kshs. 31,020.00 -41,590.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 5,000.00 p.m
Annual Leave Allowance:	Kshs. 6,000.00 p.a
Leave entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents including classified materials; preparing responses to simple routine correspondence establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing petty cash; supervising office cleanliness; and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Office Administrator II for a minimum period of three (3) years;
- (ii) Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- Bachelors Degree in Social Science plus a Diploma in Secretarial Studies from a recognized institution;
- (iii) Certificate in Computer Applications from a recognized institution;
- (iv) Certificate in public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution; and

- (v) Shown merit and ability as reflected in work performance and results.

**Assistant Office Administrator I Job Group 'K' Three (3) Posts
Vacancy No.:10/7/2016**

Terms of Service:	Permanent and Pensionable
Salary Scale:	Kshs. 31,020.00 -41,590.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 5,000.00 p.m
Annual Leave Allowance	Kshs. 6,000.00 p.a
Leave Days Entitlement:	30 working daysp.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records equipment and documents including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; and undertaking any office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of (3) years
- (ii) Diploma in Secretarial Studies from the Kenya National Examination Council;

OR

Business Education Single and Group Certificates (BES & GC) stages I, II and III from the Kenya National Examination Council in the following subjects:

- (a) Shorthand III (Minimum 100 w.p.m);
- (b) Typewriting III (50 w.p.m)/ Computerized Document Processing III
- (c) Business English III/ Communication II
- (d) Commerce II

- (e) Office Practice II
- (f) Office Management III/ Office Administration and Management III
- (g) Secretarial Duties II
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Office Administrator II, Job Group 'J' Four (4) Posts
Vacancy No.:11/7/2016

Terms of service: Permanent and Pensionable
Salary Scale: Kshs. 24,662.00 - 29, 918.00 p.m
House Allowance: as per prevailing Civil Servant rates
Commuter Allowance: Kshs. 4,000.00 p.m
Annual Leave Allowance: Kshs. 4,000.00 p.a
Leave entitlement: 30 working days p.a

Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: oral dictation: word and data processing; managing e-office; operating office equipment; handling telephone calls and appointments; maintaining office diary and travel itineraries; managing office protocol; ensuring security of the office records, documents and equipment; maintaining an up to date filing system in the office; managing office petty cash; supervision of office cleanliness; and undertaking any other administrative services duties that may be assigned.

Requirement for appointments

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in Secretarial Studies or Bachelors of Business and Office Management from a recognized institution;
- OR**
- ii. Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution; and
- iii. Certificate in computer Applications from a recognized institution.

**Assistant Office Administrator II, Job Group 'J' Three (3) Posts
Vacancy No.12/7/2016**

Terms of service:	Permanent and Pensionable
Salary Scale:	Kshs. 24,662.00 - 29, 918.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 4,000.00 p.m
Annual Leave Allowance:	Kshs. 4,000.00 p.a
Leave entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing; managing e-office; operating office equipment; handling telephone calls and appointments; attending to clients; maintaining office diary and travel itineraries; establishing and monitoring procedures for record keeping of correspondence and file movements;

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Office Administrator III or Office Administrative Assistant I for a minimum period of (3) years
- (ii) Diploma in Secretarial Studies from the Kenya National Examination Council;

OR

Business Education Single and Group Certificates (BES & GC) stages I, II and III from the Kenya National Examination Council in the following subjects:

- a) Shorthand III (Minimum 80w.p.m);
 - b) Typewriting III (50 w.p.m)/ Computerized Document Processing III
 - c) Business English III/ Communication II
 - d) Commerce II
 - e) Office Practice II
 - f) Office Management III/ Office Administration and Management III
 - g) Secretarial Duties II
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution;

- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Assistant Office Administrator III Job Group 'H' Four (4) posts
Vacancy No.: 13/7/2016

Terms of service:	Permanent and Pensionable
Salary Scale:	Kshs. 19,323.00 -24, 662.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 4,000.00 p.m
Annual Leave Allowance:	Kshs. 4,000.00 p.a
Leave entitlement:	30 working days p.a

Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail; taking oral dictation; word and data processing; managing e-office; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing office cleanliness and undertaking any other office administrative services duties that may be assigned.

For appointment to this grade an officer must have:

- (i) Kenya Certificate Secondary Education, mean grade C- (minus) with at least C (Plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution.
- (ii) Diploma in Secretarial Studies from Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- a) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
- b) Shorthand II (80 w.p.m.);
- c) Business English II/Communications I;
- d) Office practice II;
- e) Secretarial Duties II;
- f) Commerce II;
- g) Office Management III/Office Administration and Management III;
- (iii) Certificate in Computer Applications from a recognized institution;

(iv) Shown merit and ability as reflected in work performance and results.

Office Administrative Assistant II Job Group 'H' Three (3) Posts

Vacancy No.: 14/7/2016

Terms of service:	Permanent and Pensionable
Salary Scale:	Kshs. 19,323.00 – 24,662.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 4,000.00 p.m
Annual Leave Allowance:	Kshs. 4,000.00 p.a
Leave entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail; taking oral dictation; word and data processing from manuscript; operating office equipment, ensuring security of office equipment, documents and appointments; keeping an up to date filing system in the office; supervision of office cleanliness and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade an officer must have;

- i. Served in the grade of Office Administrative Assistant III for a minimum period of three (3) years
- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examination Council in the following subjects
 - a) Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II
 - b) Business English II/Communication I
 - c) Office Practice II
 - d) Secretarial Duties II
 - e) Commerce II

OR

- iii. Craft certificate in Secretarial Studies from the Kenya National Examinations Council
- iv. Certificate in Computer Applications from a recognized institution and
- v. Shown merit and ability as reflected in work performance

**Office Administrative Assistant I Job Group 'J' Two (2) Posts
Vacancy No.: 15/7/2016**

Terms of service:	Permanent and Pensionable
Salary Scale:	Kshs. 24,662.00 – 29,918.00 p.m
House Allowance:	as per prevailing Civil Servant rates
Commuter Allowance:	Kshs. 4,000.00 p.m
Annual Leave Allowance:	Kshs. 4,000.00 p.a
Leave entitlement:	30 working days p.a

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; word and data processing, operating office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; maintain an up-to-date filing system in the office; supervising of office cleanliness, managing petty cash and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

- i. For appointment to this grade, an officer must have
 - ii. Served in the grade of Office Administrative Assistant II for a minimum period of three years
 - iii. Business Education Single and Group Certificate (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - a) Typewriting III (minimum 50 (w.p.m)/computerized Document Processing III
 - b) Business English III/Communications II
 - c) Commerce II
 - d) Office Practice II
 - e) Secretarial Duties II
 - f) Office Management III/Office Administration and Management III
- OR**
- iv. Craft Certificate in Secretarial Studies from the Kenya National Examination Council
 - v. Certificate in Public Relations and Customer Care Course lasting not less than two (2) weeks from the Kenya School of Government or any other Government training institution
 - vi. Certificate in Computer Applications from a recognized institution and
 - vii. Shown merit and ability as reflected in work performance and results

Applicants should complete one copy of PSC 2 form attaching certified copies of academic and professional certificates which should be forwarded through the respective Heads of Department.

Applications should be forwarded to:

Principal Secretary
State Department for University Education
Ministry of Education Science and Technology
P.O Box 9583-00200
NAIROBI.

Alternatively, applications should be delivered to Jogoo House 'B' 9th Floor- Director of Human Resource Management and Development office, not later than 15th September, 2016. A copy of this advertisement is also placed in the Ministry's website. www.education.go.ke

A handwritten signature in black ink, appearing to read 'B. K. Orina', enclosed within a large, loopy circular flourish.

B. K. Orina
For: CABINET SECRETARY

Copy to: All Cabinet Secretaries
Secretary, Public Service Commission

