



**MINISTRY OF LABOUR & SOCIAL PROTECTION  
OFFICE OF THE CABINET SECRETARY**

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Nairobi - **KENYA**

When replying, please quote

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Date: 20<sup>th</sup> September 2018

**All Principal Secretary Secretaries  
All county Public Service Boards  
The Solicitor General & Department of Justice  
The Comptroller of State House  
The Inspector General National Police Service  
The Principal Administrative Secretary – DPSM  
The Clerk, National Assembly  
The National Council for Persons with Disability  
All Heads of Departments**

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF LABOUR &  
SOCIAL PROTECTION – STATE DEPARTMENT FOR LABOUR**

Applications are invited from suitably qualified serving officers in the Public Service for the advertised vacant positions shown here below.

<b>No</b>	<b>Designation</b>	<b>J/G</b>	<b>No. of Posts</b>	<b>Vacancy No.</b>
1	Clerical Officer II	F	47	15/2018
2	Drivers III	D	42	16/2018
3	Support Staff III	A/B	9	17/2018
4	Senior Support Staff/Subordinate Staff	D	37	18/2018

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](http://www.publicservice.go.ke) or Ministry's website [www.labour.go.ke](http://www.labour.go.ke)

**Please note:**

- Candidates should NOT attach copies of academic, professional documents 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 Cabinet Secretary, Ministry of Labour and Social Protection, P.O. Box 40326-00100, NAIROBI or hand delivered to National Social Security Fund (NSSF) Building, Block 'A', Eastern Wing, 5<sup>th</sup> Floor Registry, on or before 22<sup>nd</sup> October 2018.**

**CLERICAL OFFICER II, JOB GROUP 'F' – FORTY SEVEN (47) POSTS, ADVERT NO.15/2018**

Salary Scale: Kshs.16,890 – Kshs.20,800 p.m.

**Terms of Service: Permanent and Pensionable or Local Agreement**

**For appointment to this grade an officer must**

- Be a serving officer in the Public Service;
- Have a Kenyan Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- Have a Certificate in computer applications skills from a recognized institution.

**Duties and Responsibilities**

- Collecting statistical records
- Carrying out transactions related to accounts or personnel information
- Filing receipts
- Receiving, filing and dispatching correspondences;
- Preparing Pay Change Advices (PCAs);
- Preparing initial documents for issuance of stores;
- Photocopying and scanning documents;
- Checking general office cleaning; and
- Keeping safe custody of equipment, documents and records

### **DRIVER III, JOB GROUP 'D' – FORTY TWO (42) POSTS, ADVERT NO.16/2018**

Salary Scale: Kshs.14,610 – Kshs.16,250 p.m.

**Terms of Service: Permanent and Pensionable or Local Agreement**

#### **For appointment to this grade, a candidate must:-**

- i. Be a serving officer in the Public Service;
- ii. Have a Kenyan Certificate of Secondary Education (KCSE) Mean Grade D (Plain) or its equivalent qualification from a recognized institution;
- iii. Have a valid driving license free from any current endorsement(s) for class(es) of vehicles (s) an officer is required to drive;
- iv. Have attended a First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognized institution;
- v. Have passed suitability Test for Drivers Grade III;
- vi. Passed practical Test for Drivers conducted by the respective Ministries/Departments;
- vii. A valid Certificate of good conduct from the Kenya Police; and
- viii. At least two (2) years driving experience.

#### **Duties and Responsibilities include:**

This is the entry grade into the Drivers' cadre. Duties and responsibilities at this level will entail: Driving a motor vehicle as authorized; carrying out routine checks on the vehicle's Cooling, oil, electrical and brake systems, tyre pressure etc; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicles on and off the road; safety of the passengers and/or goods therein; and maintain cleanliness of vehicle.

### **SUPPORT STAFF III, JOB GROUP 'A'/'B' – NINE (9) POSTS, ADVERT NO.17/2018**

Salary Scale: Kshs.13,280 – Kshs.14,150 p.m.

**Terms of Service: Permanent and Pensionable or Local Agreement**

#### **For appointment to this grade, a candidate must:-**

- i. Be a serving officer in the Public Service;
- ii. Have a Certificate of Secondary Education (KCSE);
- iii. Have a Kenya Certificate of Education (KCE); or
- iv. Have a leaving certificate

**Duties and Responsibilities include:**

This is the entry grade into the Support Staff cadre. Duties and responsibilities at this level are general office cleanliness, receiving and dispatching letters, general office messenger.

**SENIOR SUPPORT STAFF/SUBORDINATE STAFF, JOB GROUP 'D' – TWENTY (20) POSTS, ADVERT NO.18/2018**

Salary Scale: Kshs.14,610 – Kshs.16,250 p.m.

**Terms of Service: Permanent and Pensionable or Local Agreement**

**For appointment to this grade, a candidate must:-**

- i. Be a serving officer in the Public Service;
- ii. Have a Certificate of Secondary Education (KCSE) Mean Grade D (Plain.
- iii. Have a Kenya Certificate of Education (KCE) Division IV.

**Duties and Responsibilities include:**

Successful candidates will be deployed in any of the station within the Ministry and assignments will include:

Carrying out cleaning and messengerial duties as instructed.

**Hon. (Amb) Ukur Yatani  
CABINET SECRETARY**