



**MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR AND SOCIAL PROTECTION
OFFICE OF CABINET SECRETARY**

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NAIROBI

When replying, please quote:

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1ST November, 2017

**All Principal Secretaries;
The Secretary/Chief Executive Officer PSC (K)
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 EAST AFRICA
COMMUNITY, 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.

S/N o.	Designation	J/G	No. of posts	Vacancy No.
1	Principal Productivity Officer	N	7	24/2017
2	Chief Productivity Officer	M	10	25/2017
3	Senior Productivity Officer	L	15	26/2017
4	Principal Human Resource Planning and Development Officer	N	4	20/2017

S/N o.	Designation	J/G	No. of posts	Vacancy No.
5	Chief Human Resource Planning and Development Officer	M	9	21/2017
6	Senior Human Resource Planning and Development Officer	L	4	22/2017

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 or Ministry's website 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 East African Community, Labour and Social Protection, P.O. Box 40326/16936-00100, NAIROBI or hand delivered to National Social Security Fund (NSSF) Building, Block 'A', Eastern Wing, 5th Floor Registry, on or before 1st December, 2017.

PRINCIPAL PRODUCTIVITY OFFICER – SEVEN (7) POST, ADVERT NO.24/2017

SALARY SCALE: KSH.51, 660 – 69, 990 P.M. (JOB GROUP -'N')

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

- Served in the grade of Chief Productivity Officer, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Bachelors degree in any of the following disciplines:- Economics, Engineering, Education, Information and Communication Technology, Environmental Sciences, Commerce, Accounts, Business Administration,

- Entrepreneurship Development, or any other relevant Social Sciences from a recognized Institution;
- iii. attended a Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
 - iv. Advanced Certificate in Productivity Practitioners lasting not less than three (3) weeks from a recognized Institution will be an added advantage;
 - v. Certificate in Training of Trainers from a recognized Institution will be an added advantage;
 - vi. proficiency 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; have current annual practice license from Engineers' Registration Board of Kenya; and be a corporate member of the Institution of Engineers of Kenya.

Duties and responsibilities

- 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).

CHIEF PRODUCTIVITY OFFICER - TEN (10) POSTS, ADVERT NO.25/2017

SALARY SCALE: KSH.44, 750 – 59, 860 P.M. (JOB GROUP -'M')

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

- i. served in the grade of Senior Productivity Officer, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following disciplines:- Economics, Engineering, Education, Information and Communication Technology, Environmental Sciences, Commerce, Accounts, Business Administration, Entrepreneurship Development, or any other relevant Social Sciences from a recognized Institution;

- iii. Advanced Certificate in Productivity Practitioners lasting not less than three (3) weeks from a recognized Institution will be an added advantage;
- iv. Certificate in Training of Trainers from a recognized Institution will be an added advantage;
- v. proficiency in computer applications; and
- vi. 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; have current annual practice license from Engineers Registration Board of Kenya; and be a corporate member of the Institution of Engineers of Kenya.

Duties and responsibilities

- i. conducting productivity analysis, preparation of productivity programmes and monitoring their implementation;
- ii. collection and analysis of data relating to productivity and competitiveness;
- iii. developing benchmarks on productivity improvement programmes; and
- iv. preparing periodic and annual productivity reports.

SENIOR PRODUCTIVITY OFFICER - FIFTEEN (15) POSTS, ADVERT NO.26/2017

SALARY SCALE: KSH.39, 110 – 49, 180 P.M. (JOB GROUP -'L')

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

- i. served in the grade of Productivity Officer I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. bachelors degree in any of the following disciplines» Economics, Engineering, Education, Information and Communication Technology, Commerce, Accounts, Business Administration, Entrepreneurship Development, Environmental Sciences, or any other relevant Social Sciences from a recognized Institution;
- iii. Advanced Certificate in Productivity Practitioners lasting not less than three (3) weeks from a recognized Institution will be an added advantage;
- iv. Certificate in Training of Trainers from a recognized Institution will be an added advantage;
- v. proficiency in computer applications; and

- vi. 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 as a graduate Engineer.

Duties and responsibilities

- i. diagnosing productivity issues at firm and organizational level;
- ii. designing, implementing, monitoring and evaluating productivity improvement programmes;
- iii. collecting and analyzing data;
- iv. developing benchmarks on productivity improvement programmes; and
- v. developing and disseminating productivity information materials.

PRINCIPAL HUMAN RESOURCE PLANNING AND DEVELOPMENT OFFICER- FOUR (4) POSTS, ADVERT NO.20/2017

SALARY SCALE: KSH.51, 660 – 69, 990 P.M. (JOB GROUP -'N')

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

- i. served in the grade of Chief Human Resource Planning and Development Officer, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of two (2) years;
- ii. bachelors degree in any of the following fields:- Human Resource management/Planning/Development, Education, Business Administration, Statistics/Economics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science, or law from a recognized institution;
- iii. certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. certificate in computer application skills from a recognized institution;
- v. shown merit and ability as reflected in work performance and results

Duties and responsibilities

- 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 from educational and training institutions (both locally and externally);

- iii. matching current demand and supply for the harmonization of human resource 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 Systems for effective dissemination to users;
- v. reviewing and monitoring the up-dating and restructuring of the National Occupational Classification System (NOCS) and the National Employment and Management Information System (NEMIS)
- vi. harmonizing of national training and other Human Resource development activities in identified sectors of the economy;
- vii. identifying training needs assessment,
- viii. determining and reviewing policies and programmes relating to training and other Human Resources development activities; and
- ix. supervising and guiding of technical and support staff working under the officer

CHIEF HUMAN RESOURCE PLANNING AND DEVELOPMENT OFFICER – NINE [9] POSTS, ADVERT NO.21/2017

SALARY SCALE: KSH.44, 750 – 59, 860 P.M. (JOB GROUP -'M')

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

- i. served in the grade of Senior Human Resource Planning and Development Officer, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. bachelors degree in any of the following fields:- Human Resource management/Planning/Development, Education, Business Administration, Statistics/Economics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science, or law 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.

Duties and Responsibilities include:

- i. designing and implementing effective labour market information techniques;
- ii. updating National Classification system (NOCS);

- iii. developing and maintaining labour market information data bank, National Employment and Human Resource Information System (NEMIS);
- iv. synthesizing human resource and related data;
- v. writing reports on the human resource situation in the country and disseminating information on employment;
- vi. undertaking human resource planning and development activities
- vii. taking initial action on the development of options for Human Resource policy formulation;
- viii. Assessing and reviewing training programmes/career guidance and other forms of human resource development;
- ix. Providing and maintaining programme financing strategies for human resource development activities;
- x. Identifying, developing, testing and installing Human Resource development programmes;
- xi. Monitoring and reviewing training and other forms of human resource development activities; and
- xii. Initiating and harmonizing training and other Human Resource development activities in the various sectors of the economy.

SENIOR HUMAN RESOURCE PLANNING AND DEVELOPMENT OFFICER –TWELVE [12] POSTS, ADVERT NO.22/2017

SALARY SCALE: KSH.39, 110 – 49, 180 P.M. (JOB GROUP -'L')

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

- i. served in the grade of Human Resource Planning and Development Officer I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. bachelors degree in any of the following fields:- Human Resource management/Planning/Development, Education, Business Administration, Statistics/Economics, Applied Statistics, Demography, Sociology, Information Technology/Management Information Systems, Social Science, or law 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.

Duties and Responsibilities include:

- i. data capture, analysis and reports writing;
- ii. developing and maintenance of the National Occupational Classification System (NOCS); and
- iii. establishing and reviewing the National Employment and Human Resource Information System (NEMIS);

**Phyllis J.K. Kandie (Mrs), EGH
CABINET SECRETARY**