



## Republic of Kenya

### MINISTRY OF DEFENCE

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When replying please quote

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ULINZI HOUSE

P.O.BOX 40668

NAIROBI, KENYA

27<sup>th</sup> April, 2023

#### **ADVERTISEMENT OF VACANT POSTS (CIVILIAN STAFF)**

Applications are invited for the following posts in the Ministry of Defence. Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016) and submit the same together with copies of the required certificates. The application form may be downloaded from Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke) & [www.mod.go.ke](http://www.mod.go.ke)

Requirements and other detailed information for each of the posts is available on the Ministry's website [www.mod.go.ke](http://www.mod.go.ke) and on [www.mygovt.go.ke](http://www.mygovt.go.ke)

Completed application forms should reach the **Principal Secretary's office- Ministry of Defence, P.O. Box 40668 - 00100, NAIROBI** or hand delivered to Ulinzi House gate off Lenana Road, on or before **22<sup>nd</sup> May, 2023**

#### **1. Driver II - CSG 15 – Eight (8) POSTS (Advert No. 1/2023)**

<b>Basic Salary:</b>	Kshs. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Kshs. 3,000
<b>Leave Allowance:</b>	Kshs. 4,000 (Once yearly)
<b>Terms of Service:</b>	Permanent & Pensionable.



**(a) Duties and Responsibilities**

This is the entry grade into the driver’s cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle’s cooling, oil, electrical and brake systems, tire pressure, etc.; detecting and reporting malfunction of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

**(b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) 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 (KIHBT) or any other recognized Institution;
- (iv) passed Suitability Test for Driver Grade III;
- (v) a current Certificate of Good Conduct from the Kenya Police; and
- (vi) Atleast two (2) years driving experience

**2. ARTISAN (PANEL BEATER III) - CSG 15 – TEN (10) POSTS (Advert No. 2/2023)**

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable

**a) Duties and Responsibilities**

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail basic removing of dents on vehicle and plant body parts, gas welding, soldering, brazing, replacement of vehicle body parts, straightening of chassis, repair

- of radiators and exhaust pipes.
- b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution,
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
- (iii) Having NYS certificates will be an added advantage.

**3. ARTISAN (SPRAY PAINTER III) - CSG 15 – TEN (10) POSTS (Advert No. 3/2023)**

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail basic spray-painting and maintenance of spray-painting tools and cleaning of the workplace

**(b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution,
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
- (iii) Having NYS certificates will be an added advantage.

#### 4. ARTISAN (WELDER III) - CSG 15 – FOUR (4) POSTS (Advert No. 4/2023)

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

##### (a) Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail basic welding and maintenance of welding tools and cleaning of the workplace

##### (b) Requirements for Appointment

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution,
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
- (iii) Having NYS certificates will be an added advantage.

#### 5. ARTISAN III (TAILOR) - CSG 15 – NINETEEN (19) POSTS (Advert No. 5/2023)

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.



**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties will entail: stitching, threading and needlework on work pieces, cleaning of workplace and machines.

**(b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent from a recognized institution.
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
- (iii) Having NYS certificates will be an added advantage.

**6. ARTISAN III (MOTOR VEHICLE ELECTRICIAN) - CSG 15 – TEN (10) POSTS (Advert No. 6/2023)**

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail:

- (i) Installing, repairing, wiring, and maintaining of all electrical components found in different vehicles.
- (ii) Also check what is necessary to bring automobiles up to their best working condition.
- (iii) Work within a realistic time.

**(b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent from a recognized institution.
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and
- (iii) Having NYS certificates will be an added advantage.

**7. MOTOR VEHICLE MECHANIC III - CSG 15 – TWENTY-SEVEN (27) POSTS (Advert No. 7/2023)**

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail:

- (ii) Inspecting and testing vehicles; completing preventive maintenance such as engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.
- (iii) Maintains vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical malfunctions; replacing parts and components;
- (iv) Verifies vehicle serviceability by conducting test drives; adjusting controls and systems.
- (v) Maintains vehicle records by recording service and repairs.

**(b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent from a recognized institution.
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution; and

(iii) Having NYS certificates will be an added advantage.



## 8. COOK III – CSG 15 – SEVENTEEN (17) POSTS (Advert No. 8/2023)

<b>Basic Salary:</b>	Ksh. 15,670 – 17,570 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Ksh 3,000
<b>Leave Allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

### (a) Duties and Responsibilities

This will be the entry grade for the Cooks cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include: preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

### (b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution.
  - (ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;
- OR
- (iii) Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution; and
  - (iv) Having NYS certificates will be an added advantage.

## 9. Clerical Officer II – CSG 14 – TWENTY-TWO (22) POSTS (Advert No. 9/2023)

<b>Basic Salary:</b>	Kshs. 16,890 – 20,800 p.m.
<b>House Allowance:</b>	Depending on area of deployment
<b>Commuter Allowance:</b>	Kshs. 3,000
<b>Leave Allowance:</b>	Kshs. 4,000 (Once yearly)



**Terms of Service:** Permanent & Pensionable.

**(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level may be deployed in any of the following units/sections: Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior clerical officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filling and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

**10. SENIOR SUPPORT STAFF - CSG 16 – ONE HUNDRED AND EIGHTEEN (118) POSTS (Advert No. 10/2023)**

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

**House Allowance:** Depending on area of deployment

**Commuter Allowance:** Kshs. 3,000

**Leave Allowance:** Kshs. 4,000 (Once yearly)

**Terms of Service:** Permanent and pensionable

**(a) Duties and Responsibilities**

The Support Staff Function will entail undertaking cleaning duties in the area of deployment; performing messengerial duties; preparing tea and washing utensils; and undertaking any other related duties.

**(b) Requirements for Appointment**

For appointment to this grade, the candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

**NB:**

- Canvassing will lead to automatic disqualification.
- Qualified persons irrespective of gender, age, race, culture, religion, marital status or disability are encouraged to apply.
- Only shortlisted candidates will be contacted.

**DIRECTOR HRM&D**  
**FOR: PRINCIPAL SECRETARY**

CC: The Secretary  
Public Service Commission (K)  
Nairobi

