

# TEACHERS SERVICE COMMISSION



## INTERNAL ADVERTS

### INTERNAL ADVERT FOR SERVING TSC SECRETARIAT STAFF ONLY

The Commission wishes to fill vacant positions internally following exits of staff. Applications are invited from qualified serving officers to fill the post.

Interested and qualified applicants should apply through the recruitment portal on TSC Website [www.tsc.go.ke](http://www.tsc.go.ke).

Applications should be received on or before **12.8.2022 by 5.00 pm**.

**No manual applications will be considered.**

### **ADVERT NO.9/2022**

#### **1. DIRECTOR - OPERATIONS TSC GRADE 3 - POST (1)**

#### **Requirements for appointment**

For appointment to this grade a candidate must have:

- (i) Served in the grade of Deputy Director in any of the following; Teacher Management/Finance, Administration, Human Resource Management and Development for a minimum period of three (3) years;
- (ii) Master's degree in a relevant field;
- (iii) Bachelor's in any of the following areas Education, Accounts, Finance, Social Sciences, Human Resources or Public Administration.
- (iv) Certificate in leadership course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications skills;
- (vi) Met the requirements of Chapter 6 of the Constitution; and
- (vii) Demonstrated merit and ability in work performance

## **Competencies Required**

1. Problem solving skills and analytical skills;
2. Leadership, Mentoring and, coaching skills;
3. Strong managerial skills and ability to lead teams;
4. Well-developed people management skills.
5. Ability to leverage information technology techniques and tools for optimal office performance.
6. Prompt and decisive skills
7. Good negotiation skills,
8. Ability to work under pressure, prioritize and multi-task;

## **Duties and Responsibilities**

The Director Operations (Chief of Staff) will be responsible to the Commission Secretary for the overall management of the Teacher Management, Finance and Administration and Human Resource Management and Development functions.

The Director Operations (Chief of Staff) will enhance efficient working of the Commission by ensuring the strategy is defined and executed across the Commission. S/he will identify and solve strategic and/or cross-functional operational issues. Specifically, the duties and responsibilities will entail:

1. Providing authoritative strategic advice and guidance to the Commission Secretary and the Senior Management Team on the operations of the Commission;
2. Participating in the development of objectives and related policy formulation, development and implementation of overall strategic planning and development of resource mobilization and business developments to achieve the Commissions objectives;
3. Serves as a member of the Commission Secretary Senior Management Team and provides advice and counsel in the Commission's strategic development and policy setting;

4. Review and ensure quality control and high-quality standards of all outputs and communications including reports and presentations that emanate from the Commission Secretary;
5. Ensure active and open communication to and from the Commission Secretary and keep the Commission Secretary informed of critical issues requiring intervention and decision-making, internally and externally;
6. Anticipate and respond to major policy and operational issues, under the direction of the Commission Secretary and in close consultation with the Senior Management Team;
7. Promote a healthy working environment where staff members are provided with clear objectives, goals, direction, guidance and appropriate tools to enable them to meet their responsibilities effectively and efficiently;
8. Participate in or lead taskforces, working groups and meetings in support and on behalf of the Commission Secretary

**The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.328,006 – Kshs.416,568**

**House Allowance: Kshs.60,000**

**Commuter Allowance: Kshs.20,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years Contract renewable once Subject to satisfactory performance**

**ADVERT NO. 10/2022**

**2. DIRECTOR - FIELD SERVICES TSC GRADE 3 - POST (1)**

**Requirements for appointment**

For appointment to this grade a candidate must have the following: -

- (i) Served satisfactorily in the grade of Deputy Director for a minimum period of three (3) years;

- (ii) Bachelor's degree in any of the following disciplines: -Education, Public Administration; Business Administration or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following disciplines: - Education, Public Administration; Business Administration or equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in computer applications skills;
- (vi) Met the requirements of Chapter Six of the Constitution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

### **Competencies Required**

- 1) Strong managerial skills and ability to lead teams;
- 2) Problem solving skills and analytical skills;
- 3) Leadership, Mentoring and, coaching skills;
- 4) Negotiation skills, Ability to work under pressure, prioritize and multi-task;
- 5) Strong communication skills, Conflict management skills and Counselling skills.

### **Duties and Responsibilities**

The position is responsible for providing strategic leadership in the management of disciplinary control of TSC employees as per the Constitution and TSC Act. The position oversees the implementation of the discipline function in the Commission through development and implementation of strategies and policies to promote professionalism and integrity among employees.

This position is responsible to the Commission Secretary. Specifically, the duties and responsibilities will entail:

1. Providing strategic leadership and management to the Directorate.
2. Overseeing cascading within the directorate and execution of the Annual Performance Contract of the Directorate.

3. Overseeing the development and implementation of the Directorate's annual operational work plan to guide the management of the functions, operations and programs of the Directorate.
4. Overseeing the development and implementation of the Directorate's budget for purposes of ensuring efficiency and effectiveness in administering the Commission's financial resources.
5. Overseeing the development of the Directorate's annual procurement plan.
6. Overseeing the development, review, implementation and compliance with policies, guidelines and procedures that contribute to the delivery of the Directorate's strategy.
7. Overseeing the process of implementing and reviewing the policies, guidelines and procedures related to the discipline function.
8. Providing leadership in the development and implementation of the discipline management strategy in line with the Commission's constitutional and statutory mandate on disciplinary control of teachers.
9. Coordinating the implementation of resource mobilization strategy to support the objectives of the Directorate.
10. Overseeing the development and implementation of policies and strategies towards safety and protection of learners in the school environment, through linkages with state and non-state actors.
11. Overseeing and facilitating the Capacity building of Field staff, Heads of Institutions and School Boards of Management on the Code of Regulations for Teachers, Code of Conduct and Ethics as well as guidelines and policies of the Commission's discipline function.
12. Overseeing the implementation of the Directorate service charter and ensure its commitments are observed.
13. Spearheading the Identification of risks inherent in the discipline process and coordinate mitigation strategies as per the Risk Management Framework.
14. Coordinating partnerships with relevant stakeholders to support the Directorate's objectives
15. Overseeing integration of the Commission's Information Security Management System (ISMS) ISO: 270001 in the management of the functions and operations of the Directorate
16. Representing the Directorate in management meetings.

**The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.328,006 – Kshs.416,568**

**House Allowance: Kshs.60,000**

**Commuter Allowance: Kshs.20,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years contract renewable once subject to satisfactory performance**

**ADVERT NO.11 /2022**

**3. ASSISTANT DIRECTOR, FINANCE, TSC GRADE 6 - POST (1)**

**Requirements for appointment**

For appointment to this grade a candidate must have the following: -

- (i) Served in the grade of Principal Finance Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in commerce (finance/accounts option), economics, business administration (finance option), business management (finance option) or equivalent qualification from a recognized institution;
- (iii) Certified public accountants (CPA) part III/accountant certified corporate accountant (ACCA) part III or chartered management accounting or chartered financial analyst final;
- (iv) Master's degree in any of the following; economics, finance, business administration or in a related discipline from a recognized institution;
- (v) Certified course in public sector financial management lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in senior management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in computer applications skills;
- (viii) Met the requirements of chapter six of the constitution; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.

## **Competencies Required**

1. Ability to lead teams;
2. Planning and analytical skills;
3. Mentoring, coaching and leadership skills;
4. Ability to work under pressure, prioritize and multi-task;
5. Good communication skills and Counselling Skills
6. Excellent interpersonal skills

## **Duties and responsibilities**

Duties and responsibilities at this level will entail: -

1. Preparing budget proposals, costs and solicit for funds for new capital development projects;
2. Coordinating the general accounting and payables functions;
3. Compiling and reviewing pending bills;
4. Facilitating proper utilization, custody and maintenance of assets;
5. Participating in preparation of sound financial policies;
6. Evaluating public expenditure reviews for use by management;
7. Reviewing and analyzing each item in the departmental proposals as recommended by the budget committee;
8. Preparing financial commitments, issue Local Purchase Orders (LPOs) and Local Service Orders (LSOs)
9. Examining the expenditure and financial commitments reports to show the variances on the budget for further review by management;
10. Preparing and submitting the income and expenditure reports to the controller of budget and the National Treasury; and
11. Coaching and mentoring staff under him/her.
12. Communication of approved annual estimates to various directorates of the Commission and coordination of the preparation of the annual work plan, procurement plans and cash flow plans which are consistent with the approved budget estimated for the Commission;
13. Issuance of Authority-To-Incur Expenditure (AIE) to various spending points in the Commission including field offices;

14. Commitment control through confirmation of availability of funds and the relevant accounts to be charged before processing of imprest, procurement orders and payments while ensuring compliance with financial regulations, national treasury guidelines of public expenditure, and relevant legislation on public finance management.
15. Monitoring the realization of projected revenues and Appropriations-In-Aid.

**The terms and remuneration benefits for this Grade;**

**Basic Salary Scale: Kshs.137,460 – Kshs.167,098**

**House Allowance: Kshs.45,000**

**Commuter Allowance: Kshs.12,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years contract renewable once subject to satisfactory performance**

**ADVERT NO. 12/2022**

**4. ASSISTANT DIRECTOR, ACCOUNTS, TSC GRADE 6 - POST (1)**

**Requirements for appointment**

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

- (i) Served in the grade of principal accountant for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - commerce (accounting option), business administration (accounting option) or equivalent qualification from a recognized institution;
- (iii) Certified public accountants (CPA) part III or association of chartered certified accountants (ACCA) level III;
- (iv) Membership to a relevant professional body;
- (v) Master's degree in any of the following disciplines: - business administration (accounting option) or equivalent qualification from a recognized institution;



- (vi) Certificate in senior management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in computer applications skills;
- (viii) Met the requirements of chapter six of the constitution; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.

### **Competencies Required**

1. ability to lead teams;
2. Planning and analytical skills;
3. Mentoring, coaching and leadership skills;
4. Ability to work under pressure, prioritize and multi-task;
5. Good communication skills and Counselling Skills
6. Excellent interpersonal skills

### **Duties and responsibilities**

Duties and responsibilities at this level will entail: -

1. Developing and implementing appropriate accounting policies and procedures;
2. Implementing financial controls and ensuring that salaries are paid within specific timelines;
3. Implementing financial controls to mitigate financial leakage or fraud;
4. Approving journal voucher;
5. Authorizing to incur expenditure;
6. Approving payment vouchers for claimed unapplied salaries and refunds for over recovery of salary overpayment;
7. Monitoring recovery of overpayment on payroll at a 1/3 of the basic salary;
8. Examining payments;
9. Authorizing payments;

10. Issuing of A.I.E;
11. Preparing financial management reports;
12. Responding to audit queries and follow-up of audit recommendations;
13. Maintaining and updating fixed asset register;
14. Preparing Commissions cash plans;
15. Receiving exchequer, disposal of assets, donations, rents funds;
16. Processing direct debit/credit vouchers;
17. Preparing the divisional budget plan;
18. Mentoring, coaching and counseling staff;
19. Designing proper internal controls and procedures for the counties;
20. Monitoring the implementation of designed internal controls and procedures at the counties;
21. Facilitating the disbursement of funds to the counties;
22. Facilitating the provision of adequate accounting documents to the counties;
23. Planning, organizing and carrying out county visits; and
24. Coordinating the preparation of quarterly and annual performance contract reports for the division.

**The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.137,460 – Kshs.167,098**

**House Allowance: Kshs.45,000**

**Commuter Allowance: Kshs.12,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.**

## **ADVERT NO. 13/2022**

### **5. ASSISTANT DIRECTOR HUMAN RESOURCE OFFICER, TSC GRADE 6 - POSTS (2)**

#### **Requirements for appointment**

For appointment to this grade a candidate must have the following: -

- (i) Served in the grade of principal human resource officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in human resource management;  
**or**  
Bachelor's degree in social sciences, education, business administration, counselling or a related field from a recognized institution plus a diploma in human resource management;
- (iii) Master's degree in any of the following disciplines: human resource management, business administration or equivalent qualification from a recognized institution;
- (iv) Membership to a relevant professional body; institute of human resource management (IHRM);
- (v) Certificate in senior management course or its equivalent from a recognized institution lasting not less than four (4) weeks from a recognized institution;
- (vi) Met the requirements of chapter six of the constitution;
- (vii) Certificate in computer applications skills; and

#### **Competencies Required**

- 1) Ability to lead teams;
- 2) Planning and analytical skills;
- 3) Mentoring, coaching and leadership skills;
- 4) Ability to work under pressure, prioritize and multi-task;
- 5) Good communication skills and Counselling Skills
- 6) Excellent interpersonal skills

## **Duties and responsibilities**

Duties and responsibilities at this level will entail: -

1. Analyzing and controlling staff establishment;
2. Carrying out work load analysis;
3. Transferring and deploying secretariat staff;
4. Monitoring and evaluating work performance;
5. Supervising and conducting staff performance appraisal in the division;
6. Updating succession management plan;
7. Managing staff leave;
8. Managing employee separation process;
9. Managing payroll and employee remuneration;
10. Designing, revising and administering career progression guidelines;
11. Providing technical advice to teachers, secretariat and other stakeholders on HR related issues; and
12. Mentoring and coaching staff within the division.

### **The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.137,460 – Kshs.167,098**

**House Allowance: Kshs.45,000**

**Commuter Allowance: Kshs.12,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.**

## **ADVERT NO. 14/2022**

### **6. ASSISTANT DIRECTOR ICT, TSC GRADE 6 - POST (1)**

#### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal ICT Officer for a minimum period of three (3) years.;

- (ii) Bachelor's degree in any of the following fields: Computer Science/Information Technology, Electrical/Electronic Engineering or equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following fields: Computer Science/Information Technology/Systems, Electrical/Electronic Engineering or other degree with or equivalent qualification from a recognized institution;
- (iv) Certification in Cisco Certified Network Professional Routing and Switching CCNP(R/S), Dell Certified Professional, VMWare Professional, CCNA Security. or equivalent qualification from a recognized institution;

OR

Certification in any of the following professions: Cisco Certified Network Associate (CCNA)/Certified Information Systems Auditor (CISA) certification/ Certified Information Systems Security Professional (CISSP) CCIE (Security), Certified Information Security Expert (CISE), Certified Ethical Hacker (CEH), CHP plus Proficiency on at least one professional certification e.g. Firewall appliance (UTM), ASA or CCSA and antivirus training certification or equivalent qualification from a recognized institution;

OR

Accredited Project Management qualification(s) e.g. Prince2 Foundation, Prince2 Practitioner and Prince2 Agile Practitioner or equivalent qualification for a recognized institution plus any of the following Service Management Course: ITIL Foundation, ITIL Practitioner, ITIL Intermediate or equivalent qualification from a recognized institution;

- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Met the requirements of Chapter six (6) of the Constitution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

## **Duties and Responsibilities**

An officer at this level may be deployed to carry out system support functions or infrastructure support functions. Duties and responsibilities will entail: -

### **System Support**

- (i) Providing input in the preparation of ICT Policy and the strategic and operational plans for the Directorate;
- (ii) Providing strategic and tactical direction for software designing, development, implementation, configuration and usage initiatives that integrate and supplement the enterprise applications;
- (iii) Performing systems analyst activities and making recommendations in areas that require a high level of technical competency;
- (iv) Developing the IS team to ensure their skill sets align with the job requirements as per the career progression guideline;
- (v) Managing all the activities of the IS Software group including system implementation, development, integration, troubleshooting, support, analytics and reporting;
- (vi) Ensuring the delivery of efficient ICT services and effective ICT Projects Management;
- (vii) Leading and directing teams to make sure that service level agreements (SLAs) and operational level agreements (OLAs) are in place with both external and internal teams;
- (viii) Ensuring all contractors carry out processes to ICT industry standards in all the projects being carried out;
- (ix) Planning, scheduling the testing, deployment of new system and services release;
- (x) Mentoring and directing team members for timely completion of assigned ICT projects and services;
- (xi) Performing root cause analysis of infrastructure problems and develop resolution plans;
- (xii) Performing incident analysis and suggest action items;

- (xiii) Maintaining all documentations for deployment, maintenance, upgrades, and problem resolution activities;
- (xiv) Acting as a primary contact for all customer queries and issues;
- (xv) Ensuring that the PC/Laptop deployment and decommissioning processes are seamless;
- (xvi) Ensuring that all the training materials are produced and meet the required quality; and
- (xvii) Designing and implementing procedures and applications of helpdesk system and monitoring tools, researching alternative solutions and products.

### **Infrastructure Support**

- (i) Developing policies and procedures for all IT infrastructure operating environments;
- (ii) Working across operations, incident response, risk and compliance and product security teams to solve critical security problems;
- (iii) Researching emerging technologies and maintain awareness of current security risks in support of security enhancement and development efforts;
- (iv) Designing, developing and implementing security solutions;
- (v) Conducting analysis, research and recommend means of mitigating existing controls based on prevailing detected threats;
- (vi) Enforcing compliance across operational business applications against documented policies and baselines;
- (vii) Defining, recommending and managing cyber security controls for business initiatives and projects;
- (viii) Conducting threat vulnerability assessments and recommend remediation measures;
- (ix) Researching, implementing and maintaining new integrations with Security Tools and Technology;
- (x) Overseeing cyber security intelligence, incident response and cyber resilience management;
- (xi) Validating baseline security configurations for operating systems, applications, databases, networking and communications equipment in line with Commission's ICT standards;

- (xii) Engaging with third-party vendors to evaluate new security products or as part of a security due diligence process;
- (xiii) Developing and maintaining Cyber Security Education & Awareness programmes;
- (xiv) Defining security configuration and operations standards for security systems and applications;
- (xv) Providing day-to-day oversight and management of data centers, data networks, telecommunications infrastructure and technical facilities for the Commission;
- (xvi) Managing critical data center and infrastructure operations, including oversight of related infrastructure activities as per the project life cycle;
- (xvii) Establishing high performance and optimized data center, network operations center and telecommunication infrastructure, facilities and services;
- (xviii) Managing external vendor relationships with contract administrators to review, negotiate, and revise relevant contracts;
- (xix) Overseeing the management of service level agreements (SLAs) with vendors and service providers;
- (xx) Reporting key metrics on data center and network/telecommunication infrastructure operational activity;
- (xxi) Managing and overseeing the maintenance of all assets for the data center, networks, telecommunications and other infrastructure; and
- (xxii) Establishing plans and policies to support the Commission's Continuity of Operations (COOP) plans and business disaster recovery plans.

### **Competencies Required**

1. Ability to lead teams;
2. Planning and analytical skills;
3. Mentoring, coaching and leadership skills;
4. Ability to work under pressure, prioritize and multi-task;
5. Good communication skills and Counselling Skills
6. Excellent interpersonal skills



**The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.137,460 – Kshs.167,098**

**House Allowance: Kshs.45,000**

**Commuter Allowance: Kshs.12,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.**

**ADVERT NO. 15/2022**

**7. ASSISTANT DIRECTOR, CORPORATE COMMUNICATION, TSC GRADE 6  
- POST (1)**

**Requirements for appointment**

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

- (i) Served in the grade of Principal Corporate Communication Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following: Mass Communication, Communication Studies, Journalism, Public Relations, International Relations or any other approved equivalent qualifications from a recognized institution;  

**OR**

Bachelor's Degree in Social Sciences plus a Post Graduate Diploma in any of the following: Mass Communication, Communication Studies, Public Relations, International Relations, Journalism or any other approved equivalent qualifications from a recognized institution;
- (iii) Master's Degree in any of the following disciplines: Communication Studies, Public Relations, International Relations, Social Sciences or equivalent qualification from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

- (v) Met the requirements of chapter 6 of the Constitution;
- (vi) Certificate in computer application skills; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- (i) developing and implementing corporate communication strategy;
- (ii) developing policies and procedures to manage complaints in line with the departmental strategy;
- (iii) cascading communication strategy to team members and supervise the delivery of work to achieve set quality standards and timelines;
- (iv) analyzing customer complaints;
- (v) planning and coordinating corporate social responsibility activities for the Teachers Service Commission;
- (vi) providing protocol guidance for both internal and external events to ensure compliance to the set standards;
- (vii) lobbying the media on articles affecting the Teachers Service Commission to enhance corporate image of the Commission;
- (viii) drafting press releases and speeches, in consultation with relevant departments on issues that affect the Commission;
- (ix) cascading communication strategy to team members;
- (x) mentoring, coaching and counseling staff; and
- (xi) supervising and appraising staff.

### **Competencies Required**

1. Ability to lead teams;
2. Planning and analytical skills;
3. Mentoring, coaching and leadership skills;
4. Ability to work under pressure, prioritize and multi-task;
5. Good communication skills and Counselling Skills
6. Excellent interpersonal skills

**The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.137,460 – Kshs.167,098**

**House Allowance: Kshs.45,000**

**Commuter Allowance: Kshs.12,000**

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Five (5) years contract renewable once subject to satisfactory performance**

## **ADVERT NO.16/2022**

### **8. DRIVER III, TSC GRADE '14' - POSTS (2)**

#### **Requirements for appointment**

Applicants must have the following:

- (i) Kenya Certificate of Secondary Education (KCSE) Minimum mean grade D (Plain);
- (ii) Three (3) years driving experience after obtaining the BCE class
- (iii) Valid driving license;
- (iv) Occupation Grade Test III Certificate;
- (v) Suitability test from Automobile Association of Kenya or other recognized institution;
- (vi) Certificate in Computer application skills

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Specific duties and responsibilities will entail:

1. Transporting authorized staff to designated locations;
2. Reporting accidents and incidents to the Transport Supervisor;
3. Ensuring the cleanliness and routine maintenance of the institution's vehicles assigned;

4. Maintaining work ticket for vehicles allocated;
5. Reporting malfunctions on vehicle systems;
6. Ensuring that the Commission vehicle and vehicle accessories are safe from damage or theft; and
7. Carrying out routine checks and maintenance of vehicles.

**The terms and remuneration benefits for this Grade:**

**Basic Salary Scale: Kshs.21,837 – Kshs.47,687**

**House Allowance: Determined by Work Station as per SRC guidelines**

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

**Leave Allowance: As provided in TSC Secretariat**

**Annual Leave: 30 working days per calendar year**

**Medical Cover: As provided in the TSC Secretariat Medical Scheme**

**Terms of Service: Permanent and Pensionable**

**Please note**

1. Only shortlisted candidates will be contacted.
2. Applicants will be required to have a current performance report from their immediate Supervisors.
3. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

**SECRETARY/CHIEF EXECUTIVE**