



INDENT FOR ADVERTISED POSITIONS

FOR

NATIONAL EMPLOYMENT AUTHORITY

SEPTEMBER, 2023

V/NO. 2/9/2023/449/2023 Director, Capacity Building, Research and Data Management (NEA Grade 2) - One (1) Post

Grade	:	NEA Grade 2
Salary Scale	:	Kshs 179,250 - 347,969
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Contract

(a) Job Specifications

Duties and Responsibilities

- (i) Overseeing the development, interpretation, implementation and review of Capacity Building, Research and Data Management policies, standards and guidelines;
- (ii) Capacity Building, Research and Data Management Functions
- (iii) Providing vocational information, guidance and employment counselling to the unemployed and undertake activities to promote employment;
- (iv) Coordinating periodic surveys on labour market skills requirements and advice training institutions and job seekers appropriately to ensure that training and skills match the job market requirements;
- (v) Disseminating research findings on employment trends to inform policy decisions; and;
- (vi) Providing of quantitative and qualitative information and intelligence on the labour market that can assist labour market agents in making informed decisions;

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) A minimum period of twelve (10) years relevant work experience and at least five (5) years in a management role in comparable and relevant position in the Public Service;
- (ii) Bachelor's degree in any of the following disciplines: - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public

Administration, International Relations or equivalent qualification from a recognized institution;

- (iv) Leadership Course lasting not less than four (4) weeks;
- (v) Management Course lasting not less than four (4) weeks;
- (vi) Membership of the Institute of Human Resource Management in good standing
- (vii) Proficiency in computer applications;
- (viii) Demonstrated results in work performance;
- (ix) Good communication skills,
- (x) Meet the provision of Chapter Six of Constitution

V/NO. 3/9/2023/450/2023 Manager, Employment Services (NEA Grade 3) - Three (3) Posts

Grade	:	NEA Grade 3
Salary Scale	:	Kshs 121,826 - 251,863
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Contract

(a) Job Specifications

Duties and Responsibilities at this level will entail;

- (i) Undertaking the development, interpreting, implementing and reviewing of local placement & internship policies, standards and guidelines;
- (ii) Coordinating and communicating available internship opportunities;
- (iii) Facilitating placement of job seekers;
- (iv) Ensuring facilitate regional employment office;
- (v) Ensuring periodic monitoring and evaluation of the implementation of the internship and attachment policies;
- (vi) Mentoring and supervising interns, and managing programmes for internship activities; and
- (vii) Undertaking capacity building for Kenyans seeking employment;

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) A minimum period of twelve (10) years relevant work experience and at least five (5) years in a management role in comparable and relevant position;
- (ii) Bachelors degree in any of the following discipline; - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public

Administration, International Relations or equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following discipline; - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (iv) Senior Management Course lasting not less than four (4) weeks;
- (v) Membership of a relevant professional body and in good standing
- (vi) Proficiency in computer applications;
- (vii) Demonstrated results in work performance;
- (viii) Good communication skills,
- (ix) Meet the provision of Chapter Six of Constitution

V/NO. 4/9/2023/452/2023 Corporation Secretary and Manager, Legal Services (NEA Grade 3) - One (1) Post

Grade	:	NEA Grade 3
Salary Scale	:	Kshs 121,826 - 251,863
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Contract

(a) Job Specification

The position is responsible for providing Board Secretarial and related services to the Board of Directors and ensure effective and efficient management of contract administration, company insurance, legislative drafting and compliance with legal and regulatory legislation including provision of legal advice to members of management.

Duties and responsibilities

- (i) Ensuring the Authority is compliant to international instruments related to employment and labour affairs;
- (ii) Ensuring quarterly reporting on status of implementation of international instruments related to employment and labour affairs;
- (iii) Providing advisory on the impact of international instruments;
- (iv) Arranging the business of the Board's meetings, keep records of the proceedings of Board and perform other duties as the Board may direct;
- (v) Providing advice on legal and corporate matters to the Board through interpretation and writing legal opinions;
- (vi) Providing secretariat services to the Board;
- (vii) Developing and review relevant regulatory Legal framework for the better implementation of the Authority's mandate;

- (viii) Coordinating and ensuring representation of the Authority in courts or other judicial authorities;
- (ix) Drafting and reviewing Leases, Contracts, Licensing Frameworks, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Authority's policies;
- (x) Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
- (xi) Ensuring that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
- (xii) Overseeing the implementation of Mwongozo, Code of Conduct at the Authority; and
- (xiii) Formulating, drafting and facilitating gazettelement of Rules, Regulations and Directives issued by or on behalf of the Authority.
- (xiv) Establishing and manage the Legal Registry;
- (xv) Establishing and managing the Authority's Securities Register for the custody and maintenance of securities, bonds or other propriateray intruments resulting from the Authority's transactional activities, as required;
- (xvi) Providing legal guidance on contractual and statutory obligations binding to the Authority;
- (xvii) Providing and interpreting legal information, conducting training and disseminate appropriate legal requirements to staff;
- (xviii) Safeguarding the Authority's interests and ensuring that they are adequately defended before the courts;
- (xix) Managing, reviewing, and monitoring progress of all outstanding litigation;
- (xx) Issuing instructions, liaising with the Authority's appointed Advocates with a view to ensuring they act in the Authority's interest while handling cases on its behalf;
- (xxi) Ensuring the Authority complies with constitutional, regulatory and all relevant laws in force through the provision of legal advisory services and contractual risks are efficiently managed;
- (xxii) Undertaking extensive review of different requests for approval, licenses both internal and external for purposes of ascertaining legal soundness, make appropriate recommendations and ensure proper implementation;
- (xxiii) Document and maintain a record of all enforcement and compliance assignments undertaken by the Authority's personnel and develop legal accountability structures in relation to enforcement assignments;
- (xxiv) Establish and manage the Authority's Register of Codes, Regulations, Rules, Guidelines, By-Laws And Treaties;
- (xxv) Legal drafting of the Authority's codes, regulations, rules, guidelines, by-laws and treaties;
- (xxvi) Continuously manage, review and updating of all the Authority's codes, regulations, rules, guidelines, by-laws and treaties for consistency with each other, and also compliance with the National and County Legal Frameworks;
- (xxvii) Establish and manage the Authority's Alternative Dispute Resolution Mechanism;
- (xxviii) Developing the Authority's proactive and preventive legal policies and strategies aimed at forestalling disputes, controversies and litigation;
- (xxix) continuously engage and build the capacity of the Authority's Lessess, Licensees, Partners and other stakeholders on use of the Authority's ADR Mechanism;

- (xxx) Liaising with the National and International ADR Mechanisms and Resources for application to the Authority;
- (xxxii) Risk management on all the Authority's internal legal and regulatory matters and liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action are taken;
- (xxxiii) Conducting legal and regulatory risk management extension services to the Authority's Lessess, Licensees, Partners and other stakeholders for consistency in application and compliance;
- (xxxiiii) Facilitate Legal Compliance Audits;
- (xxxv) Prepare review and modify contractual instruments to assist and support various business activities, and negotiate, review and draft documentation for business transactions;
- (xxxvi) Prepare and advise on necessary regulatory checklists to be adopted to ensure information and documentation is uniformly, accurately and timeously submitted to the Authority;
- (xxxvii) Conduct Legal Due Diligence on all prospective Lessees, Licensees, Partners or other third parties with whom the Authority is to enter a legal relationship with;
- (xxxviii) Establish and manage the Lease Register;
- (xxxix) Establish and manage the Licenses Register;
- (xl) Prepare and review agreements, licenses, leases and similar instruments;
- (xli) Ensuring relevant legal relations with tenants and other stakeholders are entered into by preparing appropriate leases, licenses and other contracts on the Authority's assets;
- (xlii) Developing and vetting policy papers and instruments with legal implications for approval by the Authority;
- (xliii) Advising the Authority and coordination with the functional areas in relation to various legal requirements which must be complied with a and the legal obstacles which must be overcome in order to obtain the Authority's targeted results;
- (xliv) Responsibility for the timely release of legal advice to assist the Authority in making an informed decision;
- (xlv) Ensuring timely compliance with rules and regulations affecting the Authority, including the Code of Conduct and Ethics;
- (xlvi) Attending to all legal matters of the Authority including advising, vetting and drafting of legal agreements in relation to the Authority's operations; and
- (xlvii) Liaising the functional units on queries or legal matters that should arise that relate to the Authority's affairs.

(b) Requirements for appointment to this position

For appointment to this grade, an officer must have:

A minimum of ten (10) years in relevant work experience and at least four (4) years in management in the Public Service.

- (i) Bachelor of Laws degree or its equivalent qualifications from a recognized institution;
- (ii) Masters Degree in Law or its equivalent qualifications from a recognized institution; Postgraduate Diploma in Law from the Kenya School of Law;

- (iii) Admitted as an Advocate of the High Court of Kenya;
- (iv) Hold a valid practicing certificate;
- (v) Member of the Law Society of Kenya;
- (vi) Leadership course lasting not less than Four (4) weeks from a recognized institution.
- (vii) Management course lasting not less than Four (4) weeks from a recognized institution.
- (viii) Proficiency in computer applications;
- (ix) Show merit and ability as reflected in work performance and results; and
- (x) Fulfilled the requirements of Chapter Six of the constitution.

V/NO. 5/9/2023/453/2023 Manager, Research and Data Management (NEA Grade 3) - One (1) Post

Grade	:	NEA Grade 3
Salary Scale	:	Kshs 121,826 - 251,863
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Contract

(a) Job Specification

Duties and Responsibilities at this level will entail;

- (i) Coordinating the designing of tools and instruments for monitoring and evaluation of employment creation
- (ii) Designing tools and instruments for monitoring and evaluation of employment creation, promotion and employment trends;
- (iii) Analyzing and disseminating labour market information to jobseekers and other stakeholders;
- (iv) Monitoring and evaluating job creation programmes and income generating activities in both formal and informal sectors;
- (v) Preparing project proposals for promoting gainful employment;
- (vi) Monitoring job opportunities created in projects and programmes in the country;
- (vii) Disseminating research findings on employment to the stakeholders;
- (viii) Developing methodologies for employment measurement, management and promotion;
- (ix) Organize research dissemination workshops;
- (x) Formulating research methodologies;
- (xi) Identifying research areas and preparing concept papers for research;
- (xii) Coordinating, monitoring and evaluating research projects;
- (xiii) Undertaking critical evaluation of research proposals;
- (xiv) Coordinating the development of research proposals;
- (xv) Coordinating publication of research findings;
- (xvi) Evaluating and reviewing research proposals and methodologies; and
- (xvii) Preparing research budgets.

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years of relevant work experience, three of which must be supervisory level in the Public Service.
- (ii) Bachelor’s degree in in any of the following discipline; - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following discipline; - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (iv) Management course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership of a relevant professional body in good standing
- (vi) Proficiency in computer applications
- (vii) Good Communication skills
- (viii) Demonstrated results in work performance; and
- (ix) Fulfilled the requirements of Chapter Six of the constitution

V/NO. 6/9/2023/454/2023 Manager, Quality Assurance (NEA Grade 3) - One (1) Post

Grade	:	NEA Grade 3
Salary Scale	:	Kshs 121,826 - 251,863
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Contract

(a) Job specification

Duties and Responsibilities

- (i) Overseeing the development and implementation of Authority Risk Management framework;
- (ii) Overseeing risk management of the Authority in the business continuity, corporate governance, enterprise risk, information and security risk, regulatory and operational risk and technology risk;
- (iii) Promoting and monitoring continuous quality improvement within the Authority in line with the ISO standards;
- (iv) Assist the director in developing Council agenda on risk management.
- (v) Advising Management on acquisition of relevant ISO certifications for the Authority;

- (vi) Compiling data for trend analysis and reporting, and developing programs or action plans for implementation by the Authority;
- (vii) Ensuring regular quality assessment visits on various Authority projects;
- (viii) Preparation of annual Quality Improvement plans;
- (ix) Overseeing compliance of written policies and procedures established by the Authority and periodically reviewing the policies/procedures and making recommendations for revisions and improvement;
- (x) Developing and planning effective training for staff in regard to Quality and Risk Management;
- (xi) Overseeing management of risk incidents and keeping a record of all risk incidents in the Authority;
- (xii) Partnering with all departments to ensure efficient work flow, quality programs and compliance in line with ISO procedures;
- (xiii) Overseeing regular ISO audits and quality assurance within the Authority;
- (xiv) Organizing for ISO audits within the Authority;
- (xv) Overseeing review of ISO procedures to ensure compliance;
- (xvi) Regular response to risk questions and concerns within the Authority.
- (xvii) Ensure back up of documents to spread risks
- (xviii) Ensuring adherence of good practices

(b) Requirements for appointment to this position

For appointment to this grade, a person must have: -

- (i) At least ten (10) years' relevant experience, four (4) of which must be in management level in the Public Service;
- (ii) Bachelors degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (iv) Be a Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA), Certified ISO Auditor or any other relevant qualification;
- (v) Must be a member of a relevant professional body in good standing;
- (vi) Proficiency in computer applications;
- (vii) Leadership course lasting not less than Four (4) weeks from a recognized institution.
- (viii) Management course lasting not less than four (4) weeks from a recognized institution;
- (ix) Demonstrate merit in work performance; and
- (x) Meet the requirements of leadership and integrity as prescribed in Chapter 6 of the constitution.

V/NO. 7/9/2023/455/2023 Manager, Human Resource (NEA Grade 3) - One (1) Post

Grade	:	NEA Grade 3
Salary Scale	:	Kshs 121,826 - 251,863
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Contract

(a) Job Specifications

Duties and Responsibilities

- (i) Providing guidance in the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
- (ii) Ensuring implementation of Terms and Conditions of service for the Authority;
- (iii) coordinating organizational development and job reviews;
- (iv) Managing staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Authority;
- (v) Monitoring the implementation of performance management systems; analyzing the staffing levels in the Authority and recommending proposals for succession planning and proper deployment;
- (vi) Coordinating the development and implementation of grievance handling mechanisms;
- (vii) initiating best practices in the management of human resource function;
- (viii) championing change management programmes in the Authority;
- (ix) monitoring and evaluating the effectiveness of training and development programmes and leading the Authority in formulating and implementing efficient Performance Management Systems
- (x) Overseeing the implementation of administration policies, rules, standards and regulations;
- (xi) Managing and maintaining the assets register of the Authority;
- (xii) Monitoring adherence and implementation of the departmental work plans;
- (xiii) Oversee the Administration and Records Management functions of the Authority
- (xiv) Overseeing the provision of security for premises and staff
- (xv) Overseeing the design, implementation and periodic review of security systems;
- (xvi) Preparation and submission of quarterly reports on administration within the Authority

- (xvii) Preparation and submission of quarterly reports on performance target setting and appraisal for staff within the Section.
 - a. Coordinating office management services, office accommodation, transport and logistics;
 - b. Coordinating Investigation of incidences of security lapse in the Authority in liaison with the Police and other security agencies;
- (xviii) Making arrangements for the acquisition of legal documents such as motor vehicle and assets insurances and licenses in liaison with the Legal unit and other relevant agencies

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) A minimum period of ten (10) years relevant work experience and at least four (4) years in a supervisory role in comparable and relevant position;
- (ii) Bachelors degree in any of the following disciplines: - Human Resource Management or equivalent qualifications from a recognized institution;
- (iii) Masters degree in any of the following disciplines: - Human Resource Management, Administration, Business Administration, qualifications or equivalent qualification from recognized institution;
- (iv) Certificate in Leadership Course or its equivalent lasting not less than four (4) weeks;
- (v) Membership of the Institute of Human Resource Management in good standing and a Practicing certificate
- (vi) Proficiency in computer applications;
- (vii) Demonstrated results in work performance;
- (viii) Good communication skills,
- (ix) Meet the provision of Chapter Six of Constitution

V/NO. 8/9/2023/457/2023 Manager Internal Audit - ONE (NEA Grade 3) (1) Post

Grade	:	NEA Grade 3
Salary Scale	:	Kshs 121,826 - 251,863
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 20,000

Leave entitlement : **30 days per financial year**
Terms of service : **Contract**

(a) Job Specification

The duties and responsibilities of the officer will entail: -

- (i) Providing secretariat to the Audit committee
- (ii) Formulating and coordinate the implementation of internal audit policies, strategies and plans;
- (iii) Compiling and issue internal audit reports;
- (iv) Conducting special audits and investigations;
- (v) Setting up and implement systems in accordance with auditing standards;
- (vi) Testing the efficacy of the risk assessment systems;
- (vii) Monitoring and reporting on the Board overall risk profile;
- (viii) Supporting various departments in risk profiling;
- (ix) Reviewing correctness and accuracy of accounting reports;
- (x) Providing of independent assurance on risk management process on both design and operation; and
- (xi) Assuring on risk control effectiveness, efficiency and adequacy and risk management processes.

(b) Requirements for appointment to this position

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

- (i) Have a minimum period of ten (10) years relevant work experience four (4) of which should have been on Managerial level;
- (ii) Have Bachelors Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- (iii) Have Masters degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
- (iv) Have passed Certified Public Accountant of Kenya (K) or its equivalent qualification;
- (v) Be a registered member of ICPAK in good standing and OR
- (vi) Be a Member of the IIA/ISACA in good standing;

- (vii) Have a certificate in a leadership course lasting not less than four (4) weeks from a recognized institution;
- (viii) Have a certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- (ix) Be proficient in computer application skill;
- (x) Have demonstrated professional competence and ability as reflected in work
- (xi) performance and results; and
- (xii) Fulfilled the requirements of Chapter six of the Constitution.

V/NO. 9/9/2023/458-2023 Principal Employment Officer (NEA Grade 4) - Thirteen (13) Posts

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and Responsibilities at this level will entail;

- (i) Confirming terms and conditions of the jobs advertised by private employment agencies;
- (ii) Maintaining records of students seeking internship and attachment, and students who successfully attain positions of internship or attachment; Monitoring placements to ensure that persons on attachment or internship are not exploited or their rights violated;
- (iii) Developing and reviewing career guidance guidelines and counselling materials for job seekers;
- (iv) Identifying Training and Capacity Building programs;
- (v) Evaluating Training and Capacity Building strategies and programs;
- (vi) Reviewing training and capacity building programs;
- (vii) Conducting and coordinating training programs;
- (viii) Maintaining reports on training and capacity building;
- (ix) Monitoring placement of job seekers in local jobs;
- (x) Maintaining labour market information systems;
- (xi) Maintaining and updating database of persons seeking employment
- (xii) Liaising with the other arms of Government and Agencies in the implementation of employment policies, rules and regulations;
- (xiii) Providing advice to the training institutions on labour market demand, skill gaps and mismatch;

- (xiv) Providing key employment indicators on labour demand and supply;
- (xv) Maintaining national data on various careers to enhance development of employment policies and strategies; and
- (xvi) Implementing programmes to reintegrate Kenyans returning migrants into the society.
- (xvii) Coordinating return and re-integration programme of migrant workers;
Monitoring labour migration patterns and trends
- (xviii) Coordinating pre-departure training and orientation to migrant workers:
- (xix) Promoting and protection of Kenyan labour Migrants and their welfare;
- (xx) Collecting labour market information and maintaining data base of all Kenyan labour migrants;
- (xxi) Ensuring that Kenyans in distress are assisted and returned home when necessary;
- (xxii) Developing and implementation of programmes to ensure that Kenyan returning migrants are reintegrated in society;
- (xxiii) Coordinating the provision of legal and other necessary assistance for migrant workers in distress;
- (xxiv) Coordinating and monitoring of employment opportunities arising from the free labour movement in the EAC region;
- (xxv) Initiating bilateral labour negotiations;
- (xxvi) Ensuring the establishment of safe houses for Kenyan migrant workers in distress in destination countries;
- (xxvii) Coordinating participation in Regional and International Meetings; and
- (xxviii) Organizing of workshops and forums on Foreign Employment to educate Kenyan migrants amongst others.
- (xxix) Coordinating inspection of private employment agencies for registration purposes;
- (xxx) Coordinating the designing of tools and instruments for monitoring and evaluation of employment creation
- (xxxi) Designing tools and instruments for monitoring and evaluation of employment creation, promotion and employment trends;
- (xxxii) Analyzing and disseminating labour market information to jobseekers and other stakeholders;
- (xxxiii) Monitoring and evaluating job creation programmes and income generating activities in both formal and informal sectors;
- (xxxiv) Preparing project proposals for promoting gainful employment;
- (xxxv) Monitoring job opportunities created in projects and programmes in the country;
- (xxxvi) Disseminating research findings on employment to the stakeholders;
- (xxxvii) Developing methodologies for employment measurement, management and promotion;
- (xxxviii) Organize research dissemination workshops;
- (xxxix) Formulating research methodologies;
- (xl) Identifying research areas and preparing concept papers for research;

- (xli) Coordinating, monitoring and evaluating research projects;
- (xlii) Undertaking critical evaluation of research proposals;
- (xliii) Coordinating the development of research proposals;
- (xliv) Coordinating publication of research findings;
- (xlv) Evaluating and reviewing research proposals and methodologies; and
- (xlvi) Preparing research budgets.

Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) A minimum period of eight (8) years of relevant work experience, three of which must be supervisory level in the Public Service.
- (ii) Bachelor’s degree in in any of the following discipline; - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (iii) Management course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership of a relevant professional body in good standing
- (v) Proficiency in computer applications
- (vi) Good Communication skills
- (vii) Demonstrated results in work performance; and
- (viii) Fulfilled the requirements of Chapter Six of the constitution

V/NO. 10/9/2023/459/2023 Principal Planning Officer (NEA Grade 4) - One (1) Post

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Description

Duties and responsibilities:

- (i) Coordinate data collection, analyze and prepare performance report of NEA program on quarterly and annual basis.
- (ii) Ensure provision of quality planning assistance and analysis services to the Authority;
- (iii) Ensure production of quality planning reports

- (iv) Assessing the strengths and weakness of policy options;
- (v) Analyzing policy recommendations from various departments;
- (vi) Preparation of policy position papers
- (vii) Developing tools for Corporate monitoring and evaluation
- (viii) Carrying out Corporate monitoring and evaluation;
- (ix) Coordinate the monitoring and evaluation of performance contracting process for the Authority
- (x) Developing funding proposals,
- (xi) Participate in developing fund raising strategies and initiatives;
- (xii) Preparing materials and schedules for stakeholder seminars, workshops and programs;
- (xiii) Identifying suitable partners to potential projects and programmes for support
- (xiv) Identifying and mapping out potential areas of resource mobilization;
- (xv) Mobilizing resources for programs and/or projects;

(b) Requirements for appointment to this position

For appointment to this grade, an officer must:

- (i) At least Eight (8) years relevant work experience, three (3) of which must have been in a supervisory role in public service or private sector, three of which must be in a supervisory position in the Public Service.
- (ii) Bachelors Degree in any of the following fields: Economics, Statistics/Applied Statistics, Mathematics/Applied Mathematics, Strategic Management, Public Administration, Business Management, Project Planning and Business Administration or equivalent qualifications from a recognized institution;
- (iii) Masters Degree in any of the following fields: Economics, Statistics/Applied Statistics, Mathematics/Applied Mathematics, Strategic Management, Public Administration, Business Management, Project Planning and Business Administration or equivalent qualifications from a recognized institution;
- (iv) Must be a member of a relevant professional body in good standing;
- (v) A Management Course lasting not less than Four (4) weeks from a recognized institution;
- (vi) Demonstrated work performance;
- (vii) Proficiency in computer applications;
- (viii) Fulfill the requirements of Chapter Six of the Constitution

V/NO. 11/9/2023/460/2023, Principal Quality Assurance (NEA Grade 4) - One (1) Post

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates

Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job specification

Duties and Responsibilities

- (i) Planning and designing an overall risk management process for the Authority;
- (ii) Conduct regular monitoring visits to the regions to ascertain quality;
- (iii) Establishing and quantifying the Authority's 'risk appetite', i.e. the level of risk the Authority is prepared to accept;
- (iv) Reporting risk in an appropriate way for various internal stakeholders so they understand the most significant risks and to management to ensure they are aware of risks relevant to their departments/divisions and to individuals to understand their accountability for individual risks;
- (v) Providing support, education and training to staff to build risk awareness within the Authority; developing and establishing the Authority's quality procedures, standards and specifications;
- (vi) Setting up and maintaining controls and documentation procedures in line with ISO standards and guidelines;
- (vii) Managing risks and providing assurance
- (viii) Reviewing changes and suggestions in the improvement of governing policies and procedures;
- (ix) Carrying out quarterly assessments for compliance and risk assessment at the Authority.

(b) Requirements for appointment to this position

For appointment to this grade, a person must have: -

- (i) At least eight (8) years relevant working experience, three (3) of which must have been at a supervisory role;
- (ii) Bachelors degree in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (iii) Masters degree in in any of the following disciplines: Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (iv) Be a Certified Risk Management Professional (CRMP), Risk Management Professional (RMI-PMI), Certified Risk Management Assurance (CRMA); and/or Certified ISO Auditor or any other relevant qualification;
- (v) Membership to a relevant professional body in good standing;
- (vi) Proficiency in computer applications;
- (vii) Management Course lasting not less than four (4) weeks from a recognized institution;

- (viii) Shown merit and ability as reflected in work performance and results;
(ix) Meets the requirements of Chapter Six of the Constitution of Kenya.

V/NO. 14/9/2023/461/2023, Principal Information Communication Technology Officer (NEA Grade 4) - One (1) Post

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Description

Duties and responsibilities

- i. Installing and maintaining computer systems;
- ii. Analyzing, designing, coding, testing and implementing computer programs;
- iii. Configuring Local Area Network (LAN) and Wide Area Network (WAN);
- iv. Providing user support;
- v. Configuring Local Area Network and Wide Area Network;
- vi. Developing and updating application systems;
- vii. Carrying out systems analysis, design and programme specifications in liaison with users;
- viii. Drawing up hardware specifications for Information Communication Technology equipment;
- ix. User and Systems Support and Logging of incidents;
- x. Verifying, validating and certifying Information Communication Technology equipment;
- xi. Ensuring effective working of systems for efficient service delivery;
- xii. Configuring new Information Communication Technology equipment; and
- xiii. Implementing systems and network security.

(b) Requirements for appointment to this position

For appointment to this grade an officer must have:

- i. A minimum of eight (8) years experience in relevant work in the Public Service or in the Private Sector with at least three (3) years experience in a supervisory role;

- ii. Masters Degree in any of the following disciplines :- Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.
- iii. iii. Bachelors Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or its equivalent qualification from a recognized Institution.
- iv. At least any two (2) certifications from relevant professional bodies in either CCNP, CDCP, CCNA, Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution will be an added advantage.
- v. CISA Membership or an equivalent ICT professional body.
- vi. Management course of not less than four (4) weeks from a recognized institution
- vii. Proficiency in computer applications.
- viii. Shown merit and ability as reflected in work performance and results.
- ix. Fulfilled the requirements of Chapter Six of the Constitution;

V/NO. 13/9/2023/462-2023, Principal, Finance Officer (NEA Grade 4)- ONE (1) POST

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

Duties and responsibilities at this level will entail: -

- i. Review and ensure timely and accurate preparation of management accounting reports on monthly, quarterly and annual basis
- ii. Ensuring timely and accurate preparation of annual budgets and revised budgets based on approved work plans.
- iii. Provide technical support to technical and other departments during the budget making process
- iv. Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action

- v. Interpreting of financial policies for sound financial principles, practices procedures for effective internal control
- vi. Assist other departmental and sectional managers in the management of their budgets through regular provision of reliable up to date financial information;
- vii. Carry out financial planning and consolidate department work plans
- viii. Participate in Resource Mobilization initiatives of the Authority.
- ix. Verification of payroll, payment cheques, EFTs and bank transfers
- x. Approval of Purchase orders, Sales & Purchase invoices and staff imprests
- xi. Review the coding of ledger and store items in the system to ensure that is accurate and sufficient;
- xii. Review all purchase requisition to ensure the estimate given by users are reasonable

Requirements for appointment to this position

For appointment to this grade, an officer must have:

- i. A minimum of eight (8) years' work experience and at least three (3) in a management role in the Public Service;
- ii. Masters Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;
- iii. Bachelors Degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- iv. Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
- vii. Proficiency in computer applications
- viii. Demonstrated results in work performance
- ix. Fulfilled the requirements of Chapter Six of the constitution;

V/NO. 14/9/2023/463/2023, Principal Accountant (NEA Grade 4) - ONE (1) POST

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

Duties and responsibilities

- i. Monitoring expenditures based on approved budgets
- ii. Ensuring safe custody of Authority's financial records and assets
- iii. Overseeing the accounting of special funds including donor and project funds

- iv. Managing authority cash flows; and Ensuring security of cheques and cheque books and other accountable documents.
- v. Maintaining up-to-date books of accounts
- vi. Overseeing submission of statutory deductions;
- vii. Coordinating the preparation of responses to audit queries and PIC inquiries;
- viii. Preparation of quarterly and annual financial statements and reports for the Authority
- ix. Ensuring timely preparation, review and Approval of bank reconciliation statements
- xi. Interpreting regulations of the Authority pertaining to financial control and management;
- xii. Coordinating preparation of budgets and work plans for the section
- xiii. Ensuring provision of accurate, timely and reliable financial information;
- xiv. Ensuring timely submission of annual financial statements of accounts; and; Interpreting of financial policies for sound accounting principles, practices and control and management of PAYE, VAT and other statutory deductions.
- xvi. Verifying Payment vouchers and Staff Imprests in accordance with the laid down Financial procedures, policies and regulations;
- xvii. Review of bank reconciliation statements.

Requirements for appointment to this position

For appointment to this grade, an officer must have:

- i. A minimum of eight (8) years relevant work experience with at least three (3) years in Supervisory role in the Public Service or Private sector;
- ii. Masters Degree in any of the following disciplines: - Business Administration preferably (Finance or Accounts option) or equivalent qualifications from a recognized University or institution;
- iii. Bachelors Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iv. Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
- vii. Demonstrated results in work performance
- viii. Proficiency in computer applications;
- x. Fulfilled the requirements of Chapter Six of the Constitution

V/NO. 15/9/2023/464/2023, Principal Corporate Communications Officer (NEA Grade 4) - ONE (1) POST

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and responsibilities

- i. Incorporating online tools and in-person networking to create relationships and ultimately build the Authority's brand, both online and off line,
- ii. Content creation – writing blog posts, articles, newsletters, communications materials, and material for social media channels,
- iii. Social media marketing– creating, managing and growing the authorities presence through blogs, Twitter, Facebook, and other strategically relevant online properties,
- iv. Events and event planning– attending industry events and planning meetups for NEA leadership,
- v. Managing incoming media requests and building relationships with industry journalists; creating, executing and measuring media campaigns,
- vi. Responsible to overlook the customer support – collecting reports, and forwarding clients feedbacks to the management.
- vii. Managing any online feedback forums,
- viii. Implement strategic communications plans and to provide local market insight for the authorities public-facing communications,
- ix. Analytics– Using Google Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives,
- x. Work with journalists, media producers, editors and strategic influencers
- xi. Gathering information on programmes and significant events in a specific NEA Cluster area,
- xii. Responsible for scheduling media interviews,
- xiii. Assist in developing media plans, distribute and follow up media releases, book interviews and respond to media request.

(b) Requirements for appointment to this position

For appointment to this grade an officer must have at least

- i. A minimum period of eight (8) years relevant work experience three (3) of which should have been at the level of supervisory level,
- ii. Masters Degree in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution,
- iii. Bachelors Degree in Public relations, Communications, Journalism, Marketing, International relations or any other equivalent qualifications from a recognized institution,
- iv. Minimum KCSE C+ (plus) or its equivalent
- v. Professional qualification and membership to a professional body where applicable,

- vi. Management Course lasting not less than four (4) weeks from a recognized institution,
- vii. Proficiency in computer applications,
- viii. Fulfill the requirements of Chapter Six of the Constitution.

V/NO. 16/9/2023/465/2023, Principal Supply Chain Management Officer (NEA Grade 4) - ONE (1) POST

Grade	:	NEA Grade 4
Salary Scale	:	Kshs 70,469 - 148,572
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

Duties and responsibilities

- (i) Providing input into the annual procurement and disposal plans;
- (ii) Implementing the annual procurement and disposal plans;
- (iii) Coordinating procurement and disposal activities;
- (iv) Preparing contract documents for goods, works and services;
- (v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Providing secretariat to committee's incidental to procurement of goods and services, and disposal of assets;
- (vii) Overseeing periodic and annual stocktaking exercise;
- (viii) Coordinating disposal of assets activities; and
- (ix) Preparing draft statutory reports to PPRA.

(b) Requirements for appointment to this position

For appointment to this grade, a candidate must: -

- (i) Have eight (8) years relevant work experience in public or private, three (3) of which must have been at a supervisory level;
- (ii) Have Bachelors Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- (iii) Have Masters Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- (iv) Be Member of professional body either KISM or CIPS in good standing;
- (v) Proficiency in computer applications
- (vi) Have a management course lasting not less than four (4) weeks from a recognized institution;
- (vii) Have Demonstrated results in work performance; and
- (viii)Fulfilled the requirements of Chapter Six of the Constitution.

V/NO. 17/9/2023/466/2023, Senior Legal Officer (NEA Grade 5)- ONE (1) POST

Grade	:	NEA Grade 5
Salary Scale	:	Kshs 59,449 - 116,965
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

Duties and responsibilities:

- (i) Providing legal advice to ensure the best legal approach is taken by the Authority
- (ii) Drawing up and submitting contracts, agreements and other legal documents;
- (iii) Preparing and monitoring of the Division’s budgets and expenditures;
- (iv) Undertaking research on different information to ensure the Authority is acting in accordance with all applicable laws;
- (v) Preparing Quarterly Legal Reports;
- (vi) Acting on regulatory changes or issues;
- (vii) Preparing Board Resolutions, Action Points, Board Reports and Board Minutes;
- (viii) Identifying legal and compliance risks and issues relative to the Authority’s intended actions;
- (ix) Managing the risk exposure of the Authority by ensuring compliance with all relevant statutory and regulatory requirements;

- (x) Liaising with external lawyers on all cases filed against the Authority to ensure instructions, witnesses and statements are procured on time;
- (xi) Working with external lawyers to initiate lawsuits or to formulate a defense, to gather evidence in legal proceedings involving the Authority and rendering general advice relating to any legal proceedings involving the Authority; and
- (xii) Representing the Authority in litigation matters.

(b) Requirements for appointment to this position

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

- i) A minimum of three (3) years relevant work experience in the Public;
- ii) Bachelor of Laws degree from a recognized institution;
- iii) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- iv) Admitted as an advocate of the High Court Kenya;
- vii) Hold a valid practicing certificate;
- viii) Member of the Law Society of Kenya;
- ix) Proficiency in computer applications;
- x) Show merit and ability as reflected in work performance and results; and
- xi) Fulfilled the requirements of Chapter Six of the Constitution.

V/NO. 18/9/2023/467/2023, Senior Employment Officer (NEA Grade 5) - TWO (2) POSTS

Grade	:	NEA Grade 5
Salary Scale	:	Kshs 59,449 - 116,965
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and responsibilities at this level will entail;

- (i) Shortlisting and compiling a list of candidates for referral to employers; Lobbying for attachments and internship positions;
- (ii) Preparing records of students seeking internship and attachment; including students who have successfully attained positions of internship or attachment;
- (iii) Identifying possible areas for internship and attachment for students; Facilitating placement of students in tertiary institutions for internship or attachment;
- (iv) Drafting reports on registration and placement of job seekers;
- (v) Enforcing compliance to employment laws and regulations; and
- (vi) Preparing periodic reports.

- (vii) Processing applications for registration of private employment agencies;
- (viii) Preparing periodic reports on registration, regulation/accreditation of Private Employment Agencies;
- (ix) Inspecting private employment agencies to ensure compliance;
- (x) Monitoring placement of job seekers in international jobs;
- (xi) Maintaining data base of Kenyan nationals working in foreign Countries;
- (xii) Coordinating Return and integration programme of migrant workers;
- (xiii) Monitoring labour migration patterns and trends
- (xiv) Coordinating pre-departure training and orientation to migrant workers;
- (xv) Promoting and protection of Kenyan labour Migrants and their welfare;
- (xvi) Collecting labour market information and maintaining data base of all Kenyan labour migrants;
- (xvii) Ensuring that Kenyans in distress are assisted and returned home when necessary;
- (xviii) Developing and implementation of programmes to ensure that Kenyan returning migrants are reintegrated in the society;
- (xix) Coordinating the provision of legal and other necessary assistance for migrant workers in distress;
- (xx) Coordinating and monitoring of employment opportunities arising from the free labour movement in the EAC region;
- (xxi) Initiating bilateral Labour negotiations;
- (xxii) Ensuring the establishment of safe houses for Kenyan migrant workers in distress in destination countries.
- (xxiii) Coordinating participation in Regional and International Meetings;
- (xxiv) Organizing of workshops and forums on Foreign Employment to educate Kenyan migrants amongst others.
- (xxv) Collecting and collating employment and relevant labour market information;
- (xxvi) Administering data collection instruments to respondents ;
- (xxvii) Collecting and collating information related to employment research;
- (xxviii) Conducting research studies on employment matters;
- (xxix) Preparing research reports;
- (xxx) Testing of research instruments;
- (xxxi) Providing vocational guidance and employment counseling to job seekers;
- (xxxii) Collecting and analyzing information related to training and capacity building for job seekers, interns/attachees and private employment agencies;
- (xxxiii) Drafting project proposals for promoting gainful employment;
- (xxxiv) Compiling labour market information; and
- (xxxv) Identifying materials to facilitate counselling and training on any matters relating to employment to Kenyans seeking employment;

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) Worked at least for a minimum of three (3) years as an Employment Officer or relevant work experience in the Public Service.

- (ii) Bachelors degree in any of the following discipline; - Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (iii) Good communication skills
- (iv) Senior Management Course lasting not less than four (4) weeks;
- (v) Shown merit and ability as reflected in work performance and results

V/NO. 19/9/2023/468/2023, Senior Information Communications Technology Officer (NEA Grade 5) - ONE (1) POST

Grade	:	NEA Grade 5
Salary Scale	:	Kshs 59,449 - 116,965
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Description

Duties and responsibilities

- (i) Developing documentation of computer programs according to instructions and specifications;
- (ii) Installing and configuring computer systems and solutions;
- (iii) Maintaining application systems;
- (iv) providing end user support and training users on effective and efficient use of ICT facilities;
- (v) Maintaining upto date equipment register;
- (vi) Installing, configuring and monitoring Local Area Network components;
- (vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Updating and maintaining the Authority's website; and
- (x) Ensuring Business continuity by performing regular data and application backups.

(b) Requirements for appointment to this position

For appointment to this grade an officer must have at least:

- (i) Minimum of three (3) years as an Information Technology Officer or relevant work experience

- (ii) Bachelors Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- (iii) At least any one (1) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution will be an added advantage.
- (iv) CISA Membership or an equivalent ICT professional body.
- (v) Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (vi) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vii) Shown merit and ability as reflected in work performance and results

V/NO. 20/9/2023/469/2023, Senior Information Officer (NEA Grade 5) - ONE (1) POST

Grade	:	NEA Grade 5
Salary Scale	:	Kshs 59,449 - 116,965
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Description

Duties and responsibilities

- (i) Implementing Library work programmes;
- (ii) Assessing and developing library collection
- (iii) Developing outreach programmes as part of the Knowledge Sharing strategy in the Authority
- (iv) Providing professional and technical information on targeted areas of staff based on wide readership experience.

(b) Requirements for appointment to this position

For appointment to this grade, an officer must have;

- (i) A minimum of four (4) years relevant work experience in a position in Public Service or Private sector;
- (ii) Bachelors degree in any of the following disciplines: - Library and Information Management /Science, Management Information System, knowledge management, Records and Information Technology or its equivalent qualification from a recognized institution;
- (iii) Proficiency in computer applications;
- (iv) Shown merit and ability as reflected in work performance and results; and
- (v) Fulfilled the requirements of Chapter six (6) of the Constitution.

V/NO. 21/9/2023/470/2023, Senior Accountant (NEA Grade 5) - ONE (1) POST

Grade	:	NEA Grade 5
Salary Scale	:	Kshs 59,449 - 116,965
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and responsibilities –

- i. Generation of sales invoices for approvals;
- ii. Verification of amount billed as per relevant regulation;
- iii. Facilitate prompt delivery of sales invoices;
- iv. Debt collection and follow up in liaison with relevant department/officers;
- v. Respond to debtor queries;
- vi. Reconciliation and distribution of debtors statement;
- vii. Provide debt collection report on outstanding debts
- ix. Liaising with customers to provide billing information and support in order to facilitate swift payment of invoices due to the Authority.
- x. Maintain file of disputed invoices;
- xi. Monthly Bank Accounts Reconciliations.
- xii. Collection of Performance Contract Evidence on quarterly basis
- xiii. Responding to suppliers queries on payments status in liaison with user departments and Supply Chain Department.
- xiv. Billing of vendor invoices
- xv. Processing of vendor payment vouchers.
- xvi. Liaising with other officers in handling supplier queries.
- xvii. Reconciliation of vendor accounts before any payment.xvii. Maintenance of disputed vendor invoice file.
- xviii. Processing of statutory deductions payments e.g PAYE, VAT, Withholding tax etc.
- xix. Supervise stock take and reconciliation.
- xx. Reconcile general ledger expense accounts.
- xxi. Preparation and maintenance of accurate prepayments, accruals and provision schedules.
- xxii. Liaising with Human Resource & Corporation Secretary on Directors and Staff payments status.
- xxiii. Processing staff imprests, surrenders and claims.
- xxiv. Preparation of payroll payment vouchers.
Management of Directors payments and PAYE.
- xxv. Preparation of Directors cost breakdown.
- xxvi. Reconciliations of Directors and Staff accounts.
- xxvii. Preparation of overdue Staff and Director Debt reports.
- xxviii. Performing bank transfers and banking.
- xxix. Reconciliation of all employee cost ledger accounts.
- xxx. Digitizing Imprests and Imprest Surrender documents.

(b) Requirements for appointment to this position

For appointment to this grade, an officer must have:

- i. A minimum of four (4) years relevant work experience in the Public Service;
- ii. Bachelors Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
- iii. Passed Part III of the Certified Public Accountants (CPA) Examination or ACCA affiliate Exams;
- iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- v. Supervisory Course lasting not less than two (2) weeks
- vi. Proficiency in computer applications;
- vii. Shown Merit and ability as reflected in work performance and results
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

V/NO. 22/9/2023/471/2023, Senior Human Resource Officer (NEA Grade 5) - ONE (1) Post

Grade	:	NEA Grade 5
Salary Scale	:	Kshs 59,449 - 116,965
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and Responsibilities

- (i) Initiating the formulation of the HR strategies, policies, procedures and systems;
- (ii) disseminating human resource management policies, laws, regulations, procedures and systems;
- (iii) conducting recruitment, selection and on boarding programmes in the Authority;
- (iv) analyzing the utilization of human resources in the Authority and advising on proper deployment;
- (v) verifying payroll data;
- (vi) verifying and ensuring regular updates of the Human Resource Information System;
- (vii) reviewing Career Guidelines;
- (viii) coordinating job reviews within the Authority;
- (ix) undertaking human resource planning and development;
- (x) coordinating mentoring and counseling programmes;
- (xi) coordinating staff performance management and career progression reviews and making appropriate recommendations;
- (xii) identifying, designing and implementing training programs based on identified needs
- (xiii) coordinating evaluation of training and development programmes;
- (xiv) initiating workplace programs in tandem with emerging HR trends;
- (xv) reviewing periodic progress reports;
- (xvi) coordinating the preparation of budgets and HR procurement plans.

- (xvii) providing guidance on development and updating of the human resource database;
- (xviii) reconciliation of staff complement and establishment;
- (xix) processing disciplinary cases for relevant disciplinary committees;
- (xx) supervising the update of the human resource database in the Authority;
- (xxi) coordinating issues of staff welfare;
- (xxii) preparing and submitting all statutory deductions; and
- (xxiii) processing pension claims.

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) At least (4) years relevant work experience in the Public Service or Private sector;
 - (ii) Bachelors degree in Human Resource Management or any other relevant qualifications;
 - (iii) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- Proficiency in computer applications;
- (iv) Membership with Institute of Human Resource Management in good standing good communication skills
 - (v) Shown merit and ability as reflected in work performance and results
 - (vi) Fulfilled the requirements of Chapter Six of the constitution.

V/NO. 23/9/2023/472/2023, Employment Officer (NEA Grade 6) – Thirty-Three (33) Posts

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874- 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

This is the entry level for graduates into this cadre. An officer at this level will work under the guidance of the Senior Officer. Duties and responsibilities at this level will entail assisting in;Drafting reports on registration and placement of interns;Identifying training needs for interns;Compiling a list of successful candidates submitted by employers;

- (i) Maintaining records of students seeking internship or attachment;
 - (ii) Maintaining records of students who successfully attain positions of internship or attachment;
- and Identifying and communicating available internship opportunities through advertisement;
- (iii)Collecting data on employment from employers;
 - (iv)Registering of persons seeking employment;
 - (v) Identifying training needs for job seekers; and
 - (vi)Compiling a list of successful candidates submitted by employers.
 - (vii) Verifying applications for registration and renewal of certificates of private employment agencies;

- (viii) Registering persons seeking employment abroad;
- (ix) Confirming validity of employment agencies;
- (x) Maintaining a register of registered employment agencies;
- (xi) Inspecting private employment agencies to ensure compliance;
- (xii) Verifying job demand letters; and
- (xiii) Verifying terms and conditions of jobs advertised;
- (xiv) Registering pre-departure training providers;
- (xv) Collecting and collating employment and relevant labour market information;
- (xvi) Administering data collection instruments to respondents ;
- (xvii) Collecting and collating information related to employment research;
- (xviii) Conducting research studies on employment matters;
- (xix) Collect and collate data on research projects;
- (xx) Testing of research instruments; and;
- (xxi) Preparing research reports

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in any of the following discipline;- Labour Relations, Industrial Relations, Human Resource Management/Development/Planning, Law, Business Administration, Management and Office Administration, Management and Leadership, Economics, Sociology, Psychology, Anthropology, Statistics, Labour and Development Studies, Public Administration, International Relations or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications;

V/NO. 24/9/2023/473/2023, Planning Officer (NEA Grade 6) - One (1) Post

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874- 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

This will be an entry level and training grade for this cadre. An officer at this level will work under supervision of a senior officer and assist in:

- (i) Executing the Authority's internal policies, regulations, guidelines and strategies;
- (ii) Developing and reviewing of the Authority's Strategic Plan;
- (iii) Assessing the strengths and weakness of policy options;
- (iv) Analyzing policy recommendations from various departments;
- (v) Preparation of policy position papers
- (vi) Monitoring and Evaluation of all the Authority's programmes and projects
- (vii) Developing and Maintaining Monitoring & Evaluation data base
- (viii) Compiling various Monitoring & Evaluation reports
- (ix) Coordinating corporate performance management process and Performance Contract (PC) of all the departments and divisions at the Authority;
- (x) Developing monthly, quarterly, semi-annual and annual organizational performance report to the Director General
- (xi) Conducting research on potential donors/partners;
- (xii) Preparation of project proposals for funding agencies;
- (xiii) Updating donor databases to record their contacts and preference information;
- (xiv) Maintaining a network of Partner contacts;
- (xv) Sensitizing and training team members on fund raising and strategy; and
- (xvi) Organizing events for partnership building between implementers and potential partners.

(b) Requirements for appointment to this position

For appointment to this grade, a person must have: -

- (i) Bachelors Degree in any of the following fields: Economics, Statistics/Applied Statistics, Mathematics/Applied Mathematics, Strategic Management, Public Administration, Business Management, Project Planning and Business Administration or equivalent qualifications from a recognized institution;
- (ii) Proficiency in computer applications;

V/NO. 25/9/2023/474/2023, Quality Assurance Officer (NEA Grade 6) - Two (2) Posts

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874- 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job specification

This is an entry grade for this cadre. An officer at this grade will work under supervision of a senior officer.

Duties and Responsibilities will entail assisting in;

- (i) Carrying out risk assessments, Carrying out processes such as implementing health and safety measures and making business continuity plans to limit risks and prepare a mitigation plan if things go wrong;
- (ii) Carrying out quarterly audits to ensure compliance with ISO procedures;
- (iii) Conducting and scheduling effective training for staff in regard to Quality Management Systems and Risk Management;
- (iv) Defining quality procedures in conjunction with operational and technical staff,
- (v) Maintaining controls and documentation procedures and policies;
- (vi) Compiling data for trend analysis and reporting;
- (vii) Implementing annual Quality Improvement Plan;
- (viii) Carrying out quarterly routine awareness programs to management on risk management;
- (ix) Implementing of business processing reengineering initiatives

(b) Requirements for appointment to this position

For appointment to this grade, a person must have: -

- (i) Bachelors degree in any of the following disciplines Finance, Economics, Risk Management, Statistics, Business related studies or related disciplines from a recognized institution;
- (ii) Proficiency in computer applications.

V/NO. 26/9/2023/475/2023, Human Resource Officer (NEA Grade 6) - One (1) Post

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874- 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

This is the entry level for degree holders into this cadre. An officer at this level will work under the guidance of the Senior Officer.

Duties and responsibilities will entail assisting in;

- (i) Drafting and verification of routine correspondences;
- (ii) Processing of salaries, allowances, benefits and final dues and payroll administration;
- (iii) Collating and analyzing training applications;
- (iv) Processing employee recruitment, promotion and exit documents;
- (v) Processing of leave applications, sick sheets and sick offs;
- (vi) Updating of Staff Medical details, National Hospital Insurance Authority (NHIF) and National Social Security Authority (NSSF) records;
- (vii) Maintaining complement control;
- (viii) Carrying out leave administration;
- (ix) Updating human resource database;
- (x) Analyzing data on work environment and employees' satisfaction surveys.
- (xi) Collecting data in relation HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, WIBA, OSHA;
- (xii) Inducting staff and on-boarding programmes;
- (xiii) Undertaking training needs analysis, projections and developing training programmes;
- (xiv) Developing training materials for in-house courses;
- (xv) Administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- (xvi) preparing periodic progress reports;
- (xvii) preparing of HR budget and procurement plans; and
- (xviii) preparing and analyzing HR metrics and related reports.
- (xix) implementing human resource management policies, laws, regulations, procedures and systems;

(b) Person Specifications

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications.

V/NO. 27/9/2023/476/2023, Administration Officer (NEA Grade 6) - One (1) Post

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874- 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

This will be an entry level and training grade for degree holders into this cadre. An officer at this level will work under the supervision of a senior officer

a) Job Specification

Duties and responsibilities will entail assisting in;

- (i) Overseeing general cleanliness in offices on daily and weekly basis including supervision of collection and disposal of dustbin contents;
- (ii) Identifying office accommodation and space for staff;
- (iii) Ensuring that office equipment and furniture are well arranged and maintained;
- (iv) Maintaining and updating furniture and office equipment inventory;
- (v) Processing and follow up of payment of bills for common services;
- (vi) Generating administrative reports on repairs and maintenance;
- (vii) Providing administrative service to authority staff;
- (viii) Facilitating meetings, conferences and other special events;
- (ix) Managing Transport and logistics.

b) Person Specification

For appointment to this grade a candidate must have: -

- (i) Bachelors degree in Public Administration; Business Administration; Office Management, Business Administration or equivalent qualification from a recognized institution.
- (ii) Proficiency in computer applications;
- (iii) Fulfilled the requirements of Chapter Six of the constitution.

V/NO. 28/9/2023/477/2023, Records Management Officer (NEA Grade 6)- One (1) Post

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874- 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

a) Job Specifications

This will be an entry level and training grade for degree holders into this cadre. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities entails assisting in:

- (i) Ensuring security of information, documents, files and office equipment
- (ii) Supervision of the registry; sorting and classifying documents for filing.
- (iii) Storage, updating and maintenance of personnel records and file index
- (iv) Controlling opening of open, confidential and secret files
- (v) Custody and Maintenance of Authority documents; ensuring security of information and Records in a registry/archives.
- (vi) Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained
- (vii) Planning appropriate office accommodation for registries;
- (viii) Ensuring that file movement records are. Updated and maintained; overseeing
- (ix) security of files and documents;
- (x) Ensuring receipt and proper dispatch of mails and maintaining related
- (xi) Digitizing Authority's documents for circulation and archiving.

Requirements for appointment to this position

For appointment to this grade, an officer must have at least:

- (i) Bachelors Degree in any of the following disciplines: - Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;
- (ii) Proficiency in computer applications;
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

V/NO. 29/9/2023/478/2023, Corporate Communications Officer (NEA Grade 6) - One (1) Post

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874 - 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

This is an entry level grade for degree holder into this cadre. An officer at this level will work under supervision of a senior officer

Duties and responsibilities:

- (i) Assist in drafting press releases and responding to media inquiries about the Authority.

- (ii) Assist in arranging speaking engagements for the Authority's leadership and maintaining contacts within the media.
- (iii) Assist in writing marketing materials or coordinating promotional events
- (iv) Assist in Media monitoring and maintaining relations with a specific entity like the press, the government, consumers or interest groups representing the maritime sector
 - (v) Assist in Event management and other stakeholder sensitization programs to deepen maritime sector knowledge
 - (vi) Assist in managing Digital & Media Relations including information sharing and invitations for NEA events.
 - (vii) Assist in Responding to all queries in respect of NEA from general public, media, special interest groups etc;
- (viii) Assist in collecting, receiving and communicating information that may inform NEA strategic direction of the maritime industry.
- (ix) Assist in preparing and submitting weekly, monthly and periodic reports within schedule and up to standard.
- (x) Assist in distributing press releases and media kits
- (xi) Assist in maintaining and regularly update data base and mailing list of all stakeholders
- (xii) Assist in preparing public relations materials to be used in various departmental events
- (xiii) Assist in monitoring the press on pertinent maritime issues
 - (xiv) Assist in organizing events including press conferences, exhibitions, open days, workshops and fairs
- (xv) Assist in keeping calendars and diarise events (editorial, press conferences, events)
- (xvi) Proper filing, folioing and maintain Corporate Communication Department registry
- (xvii) Take news worthy photos for the Authority's photo gallery
- (xviii) Assist in compiling, receiving complaints and updating the Authority's complaints register
- (xix) Assist in compiling CSR and publicity reports and preparing proposals for Committee meetings
- (xx) Assist in organizing and execution of Public relations campaigns and events
- (xxi) . Assist in conducting customer satisfaction surveys
- (xxii) Assist in editing publicity and communication materials as advised

(b) Requirements for appointment to this position

For appointment to this grade an officer must have at least

- (i) Bachelors Degree in Public relations, Communications, Journalism or any other equivalent qualifications from a recognized institution
- (ii) Proficiency in computer applications.

V/NO. 30/9/2023/479/2023, Supply Chain Management Officer (NEA Grade 6) - One (1) Post

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874 - 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 5,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

This is the entry and training grade for this cadre for degree holders. An officer at this level will work under guidance and supervision of a senior officer.

(a) Job Specification

The duties and responsibilities of the officer will entail assisting in:-

- (i) Sourcing for goods, works and services as per the procurement law;
- (ii) Raising purchase orders for goods and services for approval;
- (iii) Liaising with suppliers to ensure timely delivery of goods and services;
- (iv) Maintaining and update a list of prequalified suppliers;
- (v) Assisting in undertaking market surveys to ensure the Authority obtains value for money;
- (vi) Ensuring safe custody of all procurements records; and
- (vii) Participating in the opening quotations.

(b) Requirements for appointment to this position

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

- (i) Bachelors Degree in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- (ii) Proficiency in computer applications
- (iii) Member of professional body either KISM or CIPS; and
- (iv) Fulfilled the requirements of Chapter 6 of the Constitution.

V/NO. 31/9/2023/480/2023, Senior Information Communications Technology Assistant (NEA Grade 7) - Three (3) Posts

Grade	:	NEA Grade 7
Salary Scale	:	Kshs 42,843 - 70,122
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 3,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Description

Duties and responsibilities

- (i) Writing and testing simple computer programs according to instructions and specifications;
- (ii) Verifying, enhancing and testing simple computer programs according to instructions and specifications;
- (iii) Installing and configuring computer systems;
- (iv) Providing user support;
- (v) Repairing and maintaining ICT equipment and associated peripherals;

- (vi) Monitoring the performance of ICT equipment;
- (vii) Providing support for application systems;
- (viii) Maintain an up-to-date ICT equipment register and issuance register;
- (ix) Maintenance of Local Area Network components;
- (x) Provide end user support and training users on effective and efficient use of ICT facilities; and
Update and maintain the Authority's website.

(b) Requirements for appointment to this position

For appointment to this grade an officer must have:

- (i) Three years' experience as an assistant ICT Officer
- (ii) Diploma/Higher diploma in any of the following fields: Computer Science, Information Technology or other relevant and equivalent qualifications from a recognized Institution.
- (iii) Minimum KCSE C- (minus) or its equivalent
- (iv) Shown merit and ability as reflected in work performance and results
- (v) Fulfilled the requirements of Chapter Six of the Constitution.

V/NO. 32/9/2023/481/2023, Accounts Assistant (NEA Grade 7) - Two (2) Posts

Grade	:	NEA Grade 7
Salary Scale	:	Kshs 42,843 - 70,122
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 8,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

This will be the entry grade for diploma holders this cadre. A staff at this level will work under direct supervision of a senior officer.

Duties and responsibilities; -

- i. Receiving payment requests from suppliers and customers and posting in incoming registers
- ii. Receive cash and cheques from customers
- iii. Avail information to customers when necessary
- iv. Receiving and issue of receipts for all payments received from customers

- v. Writing cheques, preparing Bank transfer instructions, undertaking bank deposits and withdrawal of cash from the bank
- vi. Preparing EFT files and upload in the bank system
- vii. Posting approved payment vouchers, petty cash vouchers and imprests
- viii. Prepare reports on cash balances.
- ix. Making petty cash payments and reimbursements after receipt of approvals;
- x. Providing safe custody of records and assets under him/her;
- xi. Preparing and filling records on payments/cash receipts.
- xii. Assist in digitizing Authority's approved, paid and posted accounting documents.

(b) Requirements for appointment to this position

For appointment to this grade, a candidate must have:

- i. Passed Part II of the Certified Public Accountants (CPA) Examination OR Diploma in Finance/Accounts or its recognized equivalent qualifications.
- ii. Minimum KCSE C+ (plus) or its equivalent.
- iii. Proficiency in computer applications.

V/NO. 33/9/2023/482/2023, Human Resource Assistant (NEA Grade 8) - One (1) Post

Grade	:	NEA Grade 8
Salary Scale	:	Kshs 34,048 - 52,349
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 3,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specification

This will be the entry for diploma holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities

- i. Drafting memos, letters and reports;
- ii. Assisting in processing cases for the Human Resource Advisory Committee (HRAC) and implementation of decisions thereof;
- iii. Assisting in reviewing job descriptions and preparing job advertisements;
- iv. Assisting in coordinating the recruitment process;
- v. Assisting in organizing Staff induction and on-boarding programs;
- vi. Assisting in processing salaries, allowances, benefits and final dues;
- vii. Updating the HR information systems data;

- viii. Facilitating issuance of staff ID's.
- ix. Assisting in collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control;
- x. Assisting in undertaking of training needs analysis, projections and developing training programmes;
- xi. Assisting in administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- xii. Collating data in relation to HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Occupational, Safety and Health Act;
- xiii. Assisting preparing and submitting statutory returns;

(b) Requirements for appointment to this position

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines: Human Resource or its equivalent qualification from a recognized institution
- ii. Proficiency in computer applications

V/NO. 34/9/2023/483/2023, Office Administrator (NEA Grade 6) - Four (4) Posts

Grade	:	NEA Grade 6
Salary Scale	:	Kshs 50,874 - 88,630
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs5 ,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and Responsibilities

- (i) Attending to visitors/clients;
- (ii) Handling telephone calls and enquiries;
- (iii) Handling customer enquiries and complaints;
- (iv) Ensuring security of office records, equipment and documents;
- (v) Ensuring confidentiality of office information;
- (vi) Record keeping for correspondence and file movement;
- (vii) Managing office protocol and etiquette;
- (viii) Managing petty cash for the respective office;
- (ix) Maintaining an up to date file movement register;
- (x) Coordinating the general administration of the respective department/office;
- (xi) Coordinating schedule of meetings and appointments for the respective departments/office;
- (xii) Coordinating travel arrangements for the respective departments/office
- (xiii) Coordinating travel itineraries for the Chief Manager;
- (xiv) Preparing responses to simple routine correspondence for the Chief Manager;
- (xv) Monitoring procedures for record keeping for correspondence;
- (xvi) Ensuring security, integrity and confidentiality of data; and
- (xvii) Undertaking any other office administrative services duties that may be assigned.

(b) Requirements for appointment to this position

For Appointment to this grade, a candidate must have:-

- i. Bachelor's Degree in Secretarial Studies or Bachelor of Business and Office Management, Sociology, Psychology, Business Management and Office Administration, or any other equivalent and relevant qualification from a recognized institution.
- ii. Have passed the following examinations from the Kenya National Examinations Agency (KNEC);
 - a) Typewriting III (minimum 50 w.p.m.)/computerized document processing III;
 - b) Shorthand III (120w.p.m.);
 - c) Business English III/Communication I;
 - d) Office Management/Office Administration and Management III;
 - e) Secretarial Duties II;
 - f) Commerce II.
- iii. Proficiency in computer application;

V/NO. 35/9/2023/484/2023, Driver (NEA Grade 9) - Six (6) Posts

Grade	:	NEA Grade 9
Salary Scale	:	Kshs 24,525 - 38,573
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 3,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

Duties and Responsibilities –

- (i) Maintaining cleanliness of the vehicle;
- (ii) Keeping up to date work tickets for vehicles;
- (iii) Cleaning of the assigned motor vehicle;
- (iv) Submitting regular reports on motor vehicle assigned;
- (v) Reporting any mechanical/accident problems; and
- (vi) Proper mechanical working condition of the vehicle.

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (i) At least served in the grade of Driver for at least four (4) years;
- (ii) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- (iii) The Occupational Trade Test II Certificate;
- (iv) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (v) Certificate of Good Conduct (renewable after two (2) years);
- (vi) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution; and
- (vii) An accident free driving period of 3 years.
- (viii) Proficiency in computer applications;
- (ix) Fulfilled the requirements of Chapter six (6) of the Constitution

V/NO. 36/9/2023/485/2023, Office Assistant (NEA Grade 9) - Three (3) Posts

Grade	:	NEA Grade 9
Salary Scale	:	Kshs 20,915 - 33,729
House Allowance	:	As per Salaries and Remuneration Commissions rates
Commuter allowance	:	Kshs 3,000
Leave entitlement	:	30 days per financial year
Terms of service	:	Permanent

(a) Job Specifications

This is the entry position for Office Assistants. An Officer at this level will work under supervision of a Senior Officer.

Duties and Responsibilities

Cleaning offices, machines/ equipment/apparatus;

Collecting and disposing waste;

- i. Dusting offices and ensuring habitable office conditions;
- ii. Moving or carrying office equipment, furniture and ensuring orderly arrangement; and dispatching letters.
- iii. Arranging for meeting venues professionally and timely;
- iv. Keeping inventory of kitchen equipment;
- v. vii. Preparing and serving office tea; and
- vi. Performing office and messengerial duties.

(b) Requirements for appointment to this position

For appointment to this grade a candidate must have: -

- (ii) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- (iii) Proficiency in English and Kiswahili languages;
Good inter-personal skills; and
- (iv) Fulfilled the requirements of Chapter Six of the constitution.