

REPUBLIC OF KENYA



MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT  
STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING  
OFFICE OF THE PRINCIPAL SECRETARY

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NAIROBI, KENYA

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21<sup>st</sup> May, 2025

All Cabinet Secretaries  
The Hon. Attorney General  
The Secretary/Chief Executive Officer. PSC (K)  
All Principal Secretaries  
All County Public Service Boards  
The Solicitor General, State Law Office & department for Justice  
The Commissioner, Kenya Revenue Authority  
The Comptroller of State House  
The Inspector General, National Police Service  
The Director General - NIS  
The Clerk, National Assembly  
The Clerk, Senate  
The Chairman, Council of Governors  
The National Employment Authority  
The Chief Registrar - Judiciary  
The Executive Director, National Council for Persons with Disability (NCPWD)  
All Heads of Departments, State Department for Lands and Physical Planning

**RE: INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE STATE  
DEPARTMENT FOR LANDS AND PHYSICAL PLANNING**

Applications are invited from suitably qualified serving officers in the Civil Service for the advertised vacant position shown here below: -

S/NO	POST	GRADE	NO. OF VACANCIES
1.	Principal Land Administration Officer	CSG 8/ Job Group N	Twenty (20) Posts
2.	Principal Land Adjudication and Settlement Officer	CSG 8/ Job Group N	Ten (10) Posts
3.	Principal Land Adjudication and Settlement Assistant	CSG 8/ Job Group N	Thirteen (13) Posts
4.	Principal Photogrammetry Assistant	CSG 8/ Job Group N	Five (5) Posts
5.	Senior Land Adjudication and Settlement Officer	CSG 9/ Job group L	Fifteen (15) Posts



6.	Senior Land Adjudication and Settlement Assistant	CSG 9/ Job group L	Twenty-one (21) Posts
7.	Senior Geospatial Data Management Assistant	CSG 9/ Job group L	Five (5) Posts
8.	Senior Librarian	CSG 9/ Job group L	One (1) Post
9.	Senior Enrolled Nurse I	CSG 9/ Job group L	One (1) Post
10.	Senior Security Officer	CSG 9/ Job group L	One (1) Post
11.	Land Adjudication and Settlement Assistant I	CSG 10/ Job Group K	Ten (10) Posts
12.	Geospatial Data Management Assistant I	CSG 10/ Job Group K	Five (5) Posts
13.	Library Assistant I	CSG 10/ Job Group K	One (1) Post
14.	Charge Hand I	CSG 13/ Job Group G	One (1) Post

Interested and qualified persons are requested to make their applications by completing one (1) application form. PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website, [www.publicservice.go.ke](http://www.publicservice.go.ke).

Completed application form, letter of appointment/promotion to the present substantive grade and certified copies of certificates should reach **THE PRINCIPAL SECRETARY, STATE DEPARTMENT FOR LANDS AND PHYSICAL PLANNING; MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT, P.O. BOX 30450-00100 NAIROBI** OR HAND DELIVERED TO ARDHI HOUSE, 11TH FLOOR WING 'A', - ROOM 1106 ON OR BEFORE **11<sup>TH</sup> JUNE, 2025 AT 1700 HRS.**

**1. PRINCIPAL LAND ADMINISTRATION OFFICER -TWENTY (20) POSTS  
VACANCY NO. 227/2025:**

**Salary Scale: Ksh. 52, 330 p.m.- Ksh 96,130 p.m. (CSG 8)**

**House Allowance : Ksh. 35,000**

**Commuter Allowance : Ksh. 8,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**a) Requirements for Appointment**

- (i) Served in the grade of Senior Land Administration Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields: Land Economics, Land Administration, Geography, Agricultural Economics or its equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Membership of the Institution of Surveyors of Kenya (ISK), Land Administration Management Chapter;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.



**(b) Duties and responsibilities will entail:**

- (i) Conducting site inspections;
- (ii) Sanctioning acceptance letters of allotment;
- (iii) Preparing and verifying titles/surrenders;
- (iv) Facilitating Alternative Dispute Resolution on land administration matters;
- (v) Processing consent for sales, transfers, charges, mortgages or sub-leases;
- (vi) Processing applications for sub-divisions and amalgamation, change/extension of user and extension of lease;
- (vii) Verifying data for preparation of leases;
- (viii) Verifying letters of allotment;
- (ix) Verifying scanned land correspondence files and related documents for reference purposes; updating Land Information Management System (LIMS);
- (x) Carrying out investigations on land rent defaulters;
- (xi) Processing payments of land fees; and
- (xii) Processing refunds for cancelled letters of allotment.

**2. PRINCIPAL LAND ADJUDICATION AND SETTLEMENT OFFICER -TEN (10)  
POSTS VACANCY NO. 228/2025:**

**Salary Scale: Ksh. 52, 330 p.m.- Ksh 96,130 p.m. (CSG 8)**

**House Allowance : Ksh. 35,000**

**Commuter Allowance : Ksh. 8,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

**For appointment to this grade the officer must have:**

- (i) Served in the grade of Senior Land Adjudication and Settlement Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology or Community Development from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated merit and ability as reflected in work performance and results.

**(b) Duties and responsibilities will entail:**

- (i) Hearing and determining objection cases and implementing decisions thereof;
- (ii) Ensuring preparation of appeal case files for Minister's decision;
- (iii) Guiding teams checking land adjudication registers;
- (iv) Advising Group Representatives on management of group ranches;



- (v) Collecting and remitting Appropriation-in-Aid and Agricultural Settlement Fund revenue;
- (vi) Identifying Agricultural Settlement Fund loan defaulters and issuing demand notices;
- (vii) Conducting feasibility studies and other research related programmes for creation of new land adjudication sections and settlement schemes;
- (viii) Preparing regular scheme occupancy reports and land adjudication and settlement progress reports;
- (ix) Preparing briefs on parliamentary questions and court cases; and
- (x) Supervising staff below him/her.

**3. PRINCIPAL LAND ADJUDICATION AND SETTLEMENT ASSISTANT -THIRTEEN  
(13) POSTS VACANCY NO. 229/2025:**

**Salary Scale: Ksh. 52, 330 p.m.- Ksh 96,130 p.m. (CSG 8)**

**House Allowance : Ksh. 35,000**

**Commuter Allowance : Ksh. 8,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment: -**

- (i) Served in the grade of Senior Land Adjudication and Settlement Assistant for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Land Survey, Records Management, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Community Development and social work from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated competence and ability as reflected in work performance and results.

**(b) Duties and responsibilities will entail:**

- (i) Maintaining of land adjudication and settlement records, data, documents, case registers and proceedings;
- (ii) Ensuring preparation of land adjudication and settlement progress reports;
- (iii) Processing of appeal case files to facilitate hearing;
- (iv) Ensuring collection and remittance of land adjudication case fees;
- (v) Managing land adjudication records;
- (vi) Checking teams and plotting on the Preliminary Index adjudication Diagrams;
- (vii) Collecting baseline information for planning of settlements schemes.



**4. PRINCIPAL PHOTOGRAMMETRY ASSISTANT - FIVE (5) POSTS VACANCY NO. 230/2025:**

**Salary Scale: Ksh.52, 330 p.m.- Ksh 96,130 p.m. (CSG 8)**

**House Allowance : Ksh. 35,000**

**Commuter Allowance : Ksh. 8,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

- (i) Served in the grade of Assistant Senior Photogrammetrist for a minimum period of three (3) years;
- (ii) Diploma in Photogrammetry from a recognized institution;
- (iii) Management Course lasting not less than four (4) weeks from recognized institutions;
- (iv) Affiliate/associate membership of the Institutions of Surveyors of Kenya (ISK);
- (v) Certificate in computer applications; and
- (vi) Demonstrated a high degree of professional competence and administrative capability.

**(b) Duties and responsibilities at this level entail:**

- (i) Supervising high density topographical, engineering and cadastral stereo-feature extraction;
- (ii) Processing and production of orthophoto and adjudication boundary records;
- (iii) Carrying out flight planning, photo control determination and aerial triangulation and adjustments;
- (iv) Servicing and maintenance of photogrammetric instruments; and
- (v) Checking quality control of aerial imageries,
- (vi) The officer supervises officers below him/her.

**5. SENIOR LAND ADJUDICATION AND SETTLEMENT OFFICER -FIFTEEN (15) POSTS VACANCY NO. 231/2025:**

**Salary Scale: Ksh. 46,120 - 65,860 p.m. (CSG 9)**

**House Allowance : Ksh. 28,000**

**Commuter Allowance : Ksh. 6,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

- (i) Served in the grade of Land Adjudication and Settlement Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: - Land Survey, Law, Geography, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Sociology or Community Development from a recognized institution;



- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Demonstrated competence and ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

- (i) Advising members of the Arbitration Board on Land Adjudication procedures;
- (ii) Ensuring recording of land owners' rights and interests and preparing demarcation maps and records;
- (iii) Hearing and determining land adjudication objection cases raised against the Adjudication Register;
- (iv) Ensuring implementation of objection case decisions
- (v) Ensuring Group Ranch members' registers are updated;
- (vi) Collecting and remittance of Agricultural Settlement Fund revenue;
- (vii) Preparing settlers record to facilitate documentation;
- (viii) Identifying and recording squatters against the scheme advisory plan;
- (ix) Ensuring that settlers' documents and records are properly maintained;
- (x) Carrying out scheme occupancy verification and settler sensitization; and
- (xi) Preparing reports.

**6. SENIOR LAND ADJUDICATION AND SETTLEMENT ASSISTANT -THIRTEEN  
(13) POSTS VACANCY NO. 232/2025:**

**Salary Scale: Ksh.46,120 - 65,860 p.m. (CSG 9)**

**House Allowance : Ksh. 28,000**

**Commuter Allowance : Ksh. 6,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

- (i) Served in the grade of Land Adjudication and Settlement Assistant I for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: - Land Survey, Records Management, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Community Development and social work from a recognized institution;
- (iii) Certificate in Supervisory Management Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated competence and ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

- (i) Issuing summons to disputing parties;
- (ii) Collection and remittance of land adjudication case fees;



- (iii) Recording case proceedings for arbitration board panels;
- (iv) Communicating arbitration board decisions to disputing parties and demarcation officer for implementation;
- (v) Demarcating and surveying land parcels;
- (vi) Plotting on the Preliminary Index Diagrams;
- (vi) Carrying out investigations on land adjudication and settlement matters;
- (vii) Handling public and land owners' enquiries and correspondence;
- (viii) Coordinating settlement scheme activities;
- (ix) Ensuring preparation, maintenance, custody of data, maps, records and documents;
- (x) Sensitizing communities on adjudication and settlement matters; and
- (xi) Management of field staff in the administrative unit.

**7. SENIOR GEOSPATIAL DATA MANAGEMENT ASSISTANT -FIVE (5) POSTS  
VACANCY NO. 233/2025:**

**Salary Scale: Ksh.46,120 - 65,860 p.m. (CSG 9)**

**House Allowance : Ksh. 28,000**

**Commuter Allowance : Ksh. 6,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

- (i) Served in the grade of Geospatial Data Management Assistant I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Archives and Records Management and Survey of Kenya Occupational Tests Certificate (Survey Records Grade II) from a recognized institution;

**OR**

- (iii) Survey of Kenya Occupational Tests Certificate (Survey Records Grade I) from a recognized institution;
- (iv) Affiliate/associate membership of Institution of Surveyors of Kenya (ISK);
- (v) Certificate in computer applications; and
- (vi) Demonstrated merit and shown ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

Digitizing, indexing, cataloguing, developing metadata, querying and preserving geospatial records from public and private producers.

**8. SENIOR LIBRARIAN -ONE (1) POST VACANCY NO. 234/2025:**

**Salary Scale: Ksh.46,120 - 65,860 p.m. (CSG 9)**

**House Allowance : Ksh. 28,000**

**Commuter Allowance : Ksh. 6,000**



<b>Leave Allowance</b>	<b>: Ksh. 6,000 (once a year)</b>
<b>Medical Cover</b>	<b>: As provided by the Government</b>
<b>Terms of Service</b>	<b>: Permanent and Pensionable</b>

**(a) Requirements for Appointment**

- (i) Served in the grade of a Librarian for a minimum period of three (3) years;
- (ii) Bachelor's degree in Library Studies/Library and Information Science;

**OR**

Bachelors degree in any of the following disciplines with Library Option:-  
Education; Information Science; Information Studies; Science or Technology in  
Information Science from a recognized institution;

**OR**

Bachelors degree in Social Sciences with a Post Graduate Diploma in any of the  
following disciplines: - Library and Information Science; Library and Information  
Studies or Library, Archives and Records Management from a recognized  
institution;

- (iii) Certificate in computer Applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

**b) Duties and responsibilities will entail:**

- (i) Ensuring registration of users;
- (ii) Selecting and requisitioning of information resources;
- (iii) Ensure accessioning, stamping and labelling of the acquired information resources;
- (iv) Shelving and shelf arrangement;
- (v) Charging and discharging library materials;
- (vi) Ensuring preservation and conservation of information resources;
- (vii) Cataloguing and classifying of information resources;
- (viii) Ensure filing of catalogue cards;
- (ix) Receiving new Library materials;
- (x) Serials control and tracking;
- (xi) Entering metadata in the database;
- (xii) Compiling user profiles;
- (xiii) Providing reference, user education and information literacy services;
- (xiv) Indexing and abstracting;
- (xv) Digitizing information resources;
- (xvi) Backing up digital resources



- (xvii) Data editing
- (xviii) Planning library programs and activities
- (xix) Participating in preparation of budget proposals and reports for the library; and
- (xx) Supervising, coaching and mentoring staff working in the library.

**9. SENIOR ENROLLED NURSE I -ONE (1) POST VACANCY NO. 235/2025:**

**Salary Scale: Ksh.46,120 - 65,860 p.m. (CSG 9)**

**House Allowance : Ksh. 28,000**

**Commuter Allowance : Ksh. 6,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

- (i) served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- (iii) Enrolment Certificate issued by the Nursing Council of Kenya;
- (iv) Valid practising license from Nursing Council of Kenya;
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

- (i) Assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs;
- (ii) Providing health education and counselling on identified health and socio-economic needs to patients/clients referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment;
- (iii) Ensuring safe custody of in-patient's belongings; maintaining records on patients/clients personal and health condition/care;
- (iv) Conducting assessment of school health needs;
- (v) Planning, implementing interventions and preparing periodic reports;
- (vi) Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- (vii) Providing appropriate healthcare services including immunization, reproductive health;



- (viii) Guiding and orienting staff, students and health personnel; and
- (ix) Carrying out health outreach activities.

**10. SENIOR SECURITY OFFICER - ONE (1) POST VACANCY NO. 236/2025:**

**Salary Scale: Ksh.46,120 - 65,860 p.m. (CSG 9)**

**House Allowance : Ksh. 28,000**

**Commuter Allowance : Ksh. 6,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

- (i) Served in the grade of Security Officer I, J/G 'K' for at least three (3) years;
- (ii) Have demonstrated professional competence and administrative capability in the overall security work; and
- (iii) Have undergone a management course at a recognized institution.

**(b) Duties and responsibilities at this level entail:**

- (i) The Senior Security Officer will be responsible for training of staff under him;
- (ii) Maintaining records of acts of unlawful interference;
- (iii) Updating of emergency procedures and contingency planning;
- (iv) Maintaining crimes and incidents records and charts;
- (v) Security surveys;
- (vi) Inspections and threat assessment;
- (vii) Investigations and prosecution;
- (viii) Periodic returns on operational affairs;
- (ix) Planning and designing of security documents e.g passes, registers etc
- (x) He will also be responsible for staff development matters;
- (xi) In charge of other personnel who are performing duties relating to security matters;
- (xii) Lead a team of security personnel in investigating complex crimes;
- (xiii) Liaising with relevant security agencies; and
- (xiv) Attending to security meetings

**11. LAND ADJUDICATION AND SETTLEMENT ASSISTANT I -TEN (10) POSTS VACANCY NO. 237/2025:**

**Salary Scale: Ksh.41,420 - 57,230 p.m. (CSG 10)**

**House Allowance : Ksh.16,500**

**Commuter Allowance : Ksh. 5,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**



**Terms of Service** : Permanent and Pensionable

**(a) Requirements for Appointment**

- (i) Served in the grade of Land Adjudication and Settlement Assistant II for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: - Land Survey, Records Management, Agriculture and Human Ecology Extension, Agriculture and Home Economics, Community Development and social work from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Demonstrated competence and ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

- (i) Preparing progress reports on adjudication sections and settlement schemes;
- (ii) Demarcating and surveying land parcels;
- (iii) Plotting on the Preliminary Index Diagrams;
- (iv) Maintaining and safe custody of land adjudication and settlement records;
- (v) Implementing land committee, arbitration board and objection case decisions;
- (vi) Solving adjudication and settlement field queries;
- (vii) Checking adjudication records and maps;
- (ix) Preparing adjudication records; and
- (x) Participating in plot occupancy surveys in the settlement schemes.

**12. GEOSPATIAL DATA MANAGEMENT ASSISTANT I - FIVE (5) POSTS VACANCY  
NO. 238/2025:**

**Salary Scale:** Ksh.41,420 - 57,230 p.m. (CSG 10)

**House Allowance** : Ksh.16,500

**Commuter Allowance** : Ksh. 5,000

**Leave Allowance** : Ksh. 6,000 (once a year)

**Medical Cover** : As provided by the Government

**Terms of Service** : Permanent and Pensionable

**(a) Requirements for Appointment**

- (i) Served in the grade of Geospatial Data Management Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Archives and Records Management and Survey of Kenya Occupational Tests Certificate (Survey Records Grade II) from a recognized institution;

OR



Survey of Kenya Occupational Tests Certificate (Survey Records Grade I) from a recognized institution;

(iii) Certificate in computer applications; and

(iv) Demonstrated merit and shown ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

Checking, processing, documenting, registering, digitizing and preserving geospatial records from public and private producers.

**13. LIBRARY ASSISTANT I - ONE (1) POST VACANCY NO. 239/2025:**

**Salary Scale: Ksh. 41,420 - 57,230 p.m. (CSG 10)**

**House Allowance : Ksh.16,500**

**Commuter Allowance : Ksh. 5,000**

**Leave Allowance : Ksh. 6,000 (once a year)**

**Medical Cover : As provided by the Government**

**Terms of Service : Permanent and Pensionable**

**(a) Requirements for Appointment**

(i) Served in the grade of Library Assistant II for a minimum period of three (3) years;

(ii) Diploma in any of the following disciplines: - Library and Information Science; Library and Information Studies; or Library, Archives and Records Management from a recognized Institution;

(iii) Certificate in Computer Applications from a recognized Institution; and

(iv) Shown merit and ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

(i) Receiving and verifying acquired information resources;

(ii) Ensuring accessioning, stamping and labelling of the acquired information resources;

(iii) Shelving and shelf arrangement;

(iv) Charging and discharging library materials, ensuring pasting date due labels;

(v) Identifying materials for binding;

(vi) Spine marking;

(vii) Ensuring fixing of book jackets and preparation of press cuttings;

(viii) Cataloguing and classifying information resources;

(ix) Filing catalogue cards;

(xi) Ensuring control and tracking of serials;

(xi) Entering data into library databases; and



(xii) Generating overdue reminders to ensure compliance with stipulated due dates.

**14. CHARGE HAND I - ONE (1) POST VACANCY NO. 240/2025:**

**Salary Scale:** Ksh. 25,420 - 33,170 p.m. (CSG 13)

**House Allowance** : Ksh.6,750

**Commuter Allowance** : Ksh. 4,000

**Leave Allowance** : Ksh. 4,000 (once a year)

**Medical Cover** : As provided by the Government

**Terms of Service** : Permanent and Pensionable

**(a) Requirements for Appointment**

- (i) Served in the grade of Chargehand II or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) Shown merit and ability as reflected in work performance and results.

**(b) Duties and responsibilities at this level entail:**

- (i) Coordinate and supervise staff in improvement works,
- (ii) General repairs and maintenance.
- (iii) The officer will also be responsible for record keeping,
- (iv) Allocation of duties.
- (v) Management of workshops; and
- (vi) Training of junior staff in line with their area of specialization (carpentry, masonry, welding, painting and plumbing).



**Hon. Generali Nixon Korir, CBS**  
**PRINCIPAL SECRETARY**

**Copy to:** The Chief of Staff and Head of Public Service  
Executive Office of the President  
**NAIROBI**

The Secretary/Chief Executive Officer  
Public Service Commission  
**NAIROBI**



