

# REPUBLIC OF KENYA



## MINISTRY OF DEFENCE

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When replying please quote:

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8<sup>th</sup> January, 2018

### **All Principal Secretaries**

**The Secretary/Chief Executive Officer, PSC (K)**

**The Solicitor General & Department of Justice**

**The Comptroller of State House**

**The Principal Administrative Secretary, Office of the Deputy President**

**The Inspector General, National Police Service**

**The Vice Chief of Defence Forces**

**All Heads of Departments – Ministry of Defence**

### **INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF DEFENCE**

Applications are invited from suitably qualified serving officers in the Civil Service for the positions detailed below.

Interested and qualified officers are requested to make their applications by submitting one completed application Form PSC 2 (Revised 2016), together with certified copies of letter of appointment/promotion to the present substantive grade, academic and professional certificates. The application form may be downloaded from the Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

Completed applications should be sent to:

**THE CABINET SECRETARY  
MINISTRY OF DEFENCE  
P O BOX 40668-00100  
NAIROBI**

**OR**

Hand delivered at UlinziHouse Gate, off Lenana Road on or before **29<sup>th</sup> January, 2018.**

Note that only shortlisted and successful candidates will be contacted.

<b>Designation</b>	<b>Job Group</b>	<b>No. of Posts</b>	<b>Vacancy No.</b>
Chief Accountant	M	3	1/2018
Senior Accountant	L	3	2/2018
Accountant 1	K	16	3/2018
Chief Clerical Officer	J	28	4/2018
Chief Assistant Office Administrator	M	10	5/2018
Senior Assistant Office Administrator	L	6	6/2018
Assistant Office Administrator 1	K	6	7/2018
Senior Office Administrative Assistant	K	13	8/2018
Office Administrative Assistant 1	J	13	9/2018
Supply Chain Management Officer	K	2	10/2018
Senior Supply Chain Management Assistant	L	3	11/2018

## 1. VACANCY NO. 1/2018

### CHIEF ACCOUNTANT – JOB GROUP ‘M’ – THREE (3) POSTS

<b>Basic Salary:</b>	Ksh. 44,750 – 59,860 p.m. (Job, Group ‘M’)
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 8,000
<b>Leave allowance:</b>	(Once yearly) Ksh 6,000
<b>Terms of Service:</b>	Permanent & Pensionable.

#### (a) Duties and Responsibilities

A Chief Accountant will be deployed to head one or more divisions of an Accounting Unit/ District Treasury. Work at this level will be similar to those performed by the Senior Accountant but of wider scope and higher complexity. Work at this level will include planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services. In addition, the officer may be called upon to assist in preparations of final accounts. The officer will ensure safe custody of Government assets and records under him/her and will also be responsible for authorizing payments and signing of cheques subject to set limits. The officer will be responsible for timely and accurate preparation of management reports that fall under his/her division. He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.

#### (b) Requirements for Appointment

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

- (i) Served in the grade of Senior Accountant, Job Group ‘L’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- (ii) A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

#### **OR**

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.

- (iii) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.

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

In addition to the above requirements, an officer must have the following key competencies:

- (i) interpersonal skills including being a team player;
- (ii) integrity and commitment to producing results;

- (iii) proven working attitude and ability to give and take instructions; and
- (iv) ability to get on well with the diverse workforce.

### **Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

### **Core Skills**

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

## **2. VACANCY NO. 2/2018**

### **SENIOR ACCOUNTANT, JOB GROUP 'L' – THREE (3) POSTS**

<b>Basic Salary:</b>	Ksh.39,110 – 49,180 p.m. (Job, Group 'L')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 6,000
<b>Leave allowance:</b>	(Once yearly) Ksh 6,000
<b>Terms of Service:</b>	Permanent & Pensionable.

#### **(a) Duties and Responsibilities**

An officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include planning, directing, coordinating, supervising areas of control; training and development of staff under him/her and setting targets for the section (s). The officer may occasionally be required to undertake ad hoc assignments relating to accounting services; He/She may be assigned responsibilities to authorize payments and sign cheques subject to limit set. He/She will certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

#### **(b) Requirements for Appointment**

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

- (i) served in the grade of Accountant I, Job Group 'K' or in a comparable

and relevant position in the Public Service for a minimum period of three (3) years; and

(ii) passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

**OR**

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

(iii) Certificate in Computer Applications

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

### ***Personal Qualities***

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

### ***Core Skills***

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

## **3. VACANCY NO. 3/2018**

### **ACCOUNTANT 1, JOB GROUP 'K' – SIXTEEN (16) POSTS**

<b>Basic Salary:</b>	Ksh. 34,260 – 44,750 p.m. (Job, Group 'K')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 5,000
<b>Leave allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

#### **(a) Duties and Responsibilities**

This will be the entry grade for professional Accountants. An officer at this level will be required to deal with accounting operations in an Accounting

Unit or District Treasury. Work at this level will be subjected to occasional checks rather than close supervision. Specifically, work will involve verification of vouchers and committal documents in accordance with laid down rules and regulations; data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc. He/she will be responsible for the safe custody of Government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; arranging for withdrawal of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books; preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at district treasury level; preparation of Appropriation In Aid (AIA) returns on quarterly basis at district treasury level; paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and receipting of all money due and payable to government.

#### **(b) Requirements for Appointment**

##### **Promotion**

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

- (i) served as Accountant II, Job Group 'J' or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- (ii) passed Part II of the Certified Public Accountants (CPA) Examination or a Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Certificate in Computer Applications; and
- (iv) shown merit and ability as reflected in work performance and results.

##### **Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

#### **4. VACANCY NO. 4/2018**

#### **CHIEF CLERICAL OFFICER, JOB GROUP 'J' – TWENTY EIGHT (28) POSTS**

**Basic Salary:** Ksh. 27,680 – 32,920 p.m. (Job, Group 'J')

<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 4,000
<b>Leave allowance:</b>	(once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must:

- (i) have served in the grade of Senior Clerical Officer for at least three (3) years;
- (ii) possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iii) be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- (iv) have shown merit and ability as reflected in work performance and result

**5. VACANCY NO. 5/2018**

**CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP ‘M’ – TEN (10) POSTS**

<b>Basic Salary:</b>	Ksh. 44,750 – 59,860 p.m. (Job, Group ‘M’)
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 8,000
<b>Leave allowance:</b>	(Once yearly) Ksh 6,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

An officer at this level will be deployed to work for a Head of Department. Duties and responsibilities at this level will entail:- taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents, including classified materials; preparing responses to routine

correspondence; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must:

- (i) served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages 1, II and III from the Kenya National Examinations Council in the following subjects:-

- (a) Shorthand III (minimum 120 w.p.m)
  - (b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - (c) Business English III/Communications II;
  - (d) Commerce II;
  - (e) Office Practice II;
  - (f) Office Management III/Office Administration and Management III;
  - (g) Secretarial Duties II;
- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other Government Training Institution;
  - (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
  - (v) Certificate in computer applications from a recognized institution; and
  - (vi) Shown merit and ability as reflected in work performance and results.

**6. VACANCY NO. 6/2018**

**SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'L' – SIX (6) POSTS**

<b>Basic Salary:</b>	Ksh. 39,110 – 49,180 p.m. (Job, Group 'L')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 6,000
<b>Leave allowance:</b>	(Once yearly) Ksh 6,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- taking oral dictation; managing e-office; word and data processing; operating office equipment;



maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings; ensuring security of office records, equipment and documents, including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must:

- (i) served in the grade of Assistant Office Administrator 1 or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages 1, II and III from the Kenya National Examinations Council in the following subjects:-

- (a) Shorthand III (minimum 110 w.p.m)
  - (b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - (c) Business English III/Communications II;
  - (d) Commerce II;
  - (e) Office Practice II;
  - (f) Office Management III/Office Administration and Management III;
  - (g) Secretarial Duties II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other Government Training Institution;
  - (iv) Certificate in computer applications from a recognized institution; and
  - (v) Shown merit and ability as reflected in work performance and results.

**7. VACANCY NO. 7/2018**

**ASSISTANT OFFICE ADMINISTRATOR 1, JOB GROUP 'K' – SIX (6) POSTS**

<b>Basic Salary:</b>	Ksh. 34,260 – 44,750 p.m. (Job, Group 'K')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 5,000
<b>Leave allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary, appointments and travel itineraries; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must:

- (i) served in the grade of Assistant Office Administrator II or Office Administrative Assistant 1 for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

Business Education Single and Group Certificates (BES & GC) Stages 1, II and III from the Kenya National Examinations Council in the following subjects:-

- (a) Shorthand III (minimum 100w.p.m)
  - (b) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - (c) Business English III/Communications II;
  - (d) Commerce II;
  - (e) Office Practice II;
  - (f) Office Management III/Office Administration & Management III;
  - (g) Secretarial Duties II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other Government Training Institution;
  - (iv) Certificate in computer applications from a recognized institution; and
  - (v) Shown merit and ability as reflected in work performance and results.

**8. VACANCY NO. 8/2018**

**SENIOR OFFICE ADMINISTRATIVE ASSISTANT, JOB GROUP 'K' – THIRTEEN (13) POSTS**

<b>Basic Salary:</b>	Ksh. 34,260 – 44,750 p.m. (Job, Group 'K')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 5,000
<b>Leave allowance:</b>	(Once yearly) Ksh 4,000

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

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; operating office equipment; ensuring security of office records, equipment and documents; attending to visitors/clients; handling telephone calls and appointments; maintaining diary and scheduling of meetings; ensuring up to date filing system in the office; supervising Office cleanliness; handling routine correspondences; managing office petty cash; and undertaking any other office administrative services duties that may be assigned.

**(c) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) served in the grade of Office Administrative Assistant I for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
  - (a) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - (b) Business English III/Communications II;
  - (c) Commerce II;
  - (d) Office Practice II;
  - (e) Secretarial Duties II
  - (f) Office Management III/Office Administration & Management III;

**OR**

- Craft certificate in Secretarial Studies from the Kenya National Examinations Council;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other Government Training Institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**9. VACANCY NO. 9/2018**

**OFFICE ADMINISTRATIVE ASSISTANT 1, JOB GROUP 'J' – THIRTEEN (13) POSTS**

<b>Basic Salary:</b>	Ksh. 27,680 – 32,920 p.m. (Job, Group 'J')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 4,000
<b>Leave allowance:</b>	(once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; operating office equipment; ensuring security of office records, equipment and documents; attending to visitors/clients; handling telephone calls and appointments; maintaining an up to date filing system in the office; supervision of office cleanliness; managing office petty cash; and undertaking any other office administrative services duties that may be assigned.

***(b) Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) served in the grade of Office Administrative Assistant II for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-
  - (a) Typewriting III (50 w.p.m)/Computerized Document Processing III;
  - (b) Business English III/Communications II;
  - (c) Commerce II;
  - (d) Office Practice II;
  - (e) Secretarial Duties II
  - (f) Office Management III/Office Administration & Management III;

**OR**

- Craft certificate in Secretarial Studies from the Kenya National Examinations Council;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other Government Training Institution;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**10. VACANCY NO. 10/2018**

**SUPPLY CHAIN MANAGEMENT OFFICER 1, JOB GROUP 'K' – TWO (2) POSTS**

<b>Basic Salary:</b>	Ksh. 34,260 – 44,750 p.m. (Job, Group 'K')
<b>House allowance:</b>	Paid according to the station of deployment
<b>Commuter allowance:</b>	Ksh 5,000
<b>Leave allowance:</b>	(Once yearly) Ksh 4,000
<b>Terms of Service:</b>	Permanent & Pensionable.

**(a) Duties and Responsibilities**

The officer at this level will work under minimal supervision and may be deployed to help oversee the Supply Chain Management function in a district or in a Supply Chain Management unit within a Ministry/Department. Duties

and responsibilities will include processing of agenda for the tender committees and assisting in implementation of decisions thereof.

**(b) Requirements for Appointment**

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

- (i) served in the grade of Supply Chain Management Office 11 or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
- (ii) a Bachelors Degree in any of the following;-Commerce, -Business Administration; Economics, Procurement and Supplies Management, Marketing or their equivalent qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**(i) Personal Qualities**

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills.
- Ability to take instructions
- Good organisational and supervisory skills,

**(ii) Core Competences**

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- interpersonal skills
- Analytical

**11. VACANCY NO. 11/2018**

**SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP ‘L’ – THREE (3) POSTS**

**Basic Salary:** Ksh. 39,110 – 49,180 p.m. (Job, Group ‘L’)

**House allowance:** Paid according to the station of deployment

**Commuter allowance:** Ksh 6,000

**Leave allowance:** (Once yearly) Ksh 6,000

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

**(a) Duties and Responsibilities**

An officer at this level will be expected to supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer. Specifically, duties will entail assisting in procurement,

preparation of procurement plans, market survey and research: disposal of stores and equipment in accordance to the laid down regulations and procedures: and preparation of periodic and annual supply Chain Management reports/returns.

**(b) Requirement for Appointment**

For appointment to this grade an officer must have :-

(i).served in the grade of Supply Chain Management Assistant 1 or in a comparable and relevant position in the Public Service for a minimum period of three (3) years:

(ii) a Diploma in Supplies Management or its equivalent qualification from a recognized Institution: and .

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

In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

**(i) Personal Qualities**

- Ability to get on well with the diverse workforce .
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills.

**(ii) Core Competences**

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records management skills.

**PLEASE NOTE**

- Only shortlisted and successful candidates will be contacted.
- Shortlisted candidates shall be required to produce original academic and professional certificates during the interviews.

Please bring this information to the attention of officers working under you. A copy of the advertisement is also placed on the Ministry's website [www.mod.go.ke](http://www.mod.go.ke).

**Jane O. Aseka**  
**FOR: PRINCIPAL SECRETARY**