

REPUBLIC OF KENYA



MINISTRY OF DEFENCE

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ULINZI HOUSE
P.O. BOX 40668-00100
NAIROBI, KENYA

When replying please quote:

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18th July, 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.

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 **12th August, 2018**.

Note that only shortlisted and successful candidates will be contacted.

Designation	Job Group	No. of Posts	Vacancy No.
Senior Draughtsman	L	3	2/2018
Library Assistant I	K	2	3/2018

1. VACANCY NO. 12/2018

SENIOR DRAUGHTSMAN, JOB GROUP 'L' - THREE (3) POSTS

Basic Salary: Ksh.40,410 – 50,810 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

Duties and responsibilities will include overall maintenance of drawing records; general administration and supervision of staff; overseeing proper maintenance of drawing equipments and other drawing materials; acquisition and control of technical stores. The officer will also be required to undertake individual technical assignments related to planning and drawing work.

(b) Requirements for Appointment

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

- (i) Served for at least three (3) years in the grade of Draughtsman I; and
- (ii) Shown professional competence and administrative ability in managing and rendering Draughtsman services at that level.

2. VACANCY NO. 13/2018

LIBRARY ASSISTANT 1, JOB GROUP 'K' - TWO (2) POSTS

Basic Salary: Ksh. 35,400 – 46,230 p.m. (Job, Group 'K')
House allowance: Paid according to the station of deployment
Commuter allowance: Ksh 5,000
Leave allowance: (Once yearly) Ksh 4,000
Terms of Service: Permanent & Pensionable.

(a) Duties and Responsibilities

Work at this level will involve requisition, control, classification, cataloguing, and verification of materials/documents/serials; recalling overdue books; maintaining shelf arrangement;- serial control; and conducting searches from electronic databases.

(a) Requirements for Appointment

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

- (i) served in the grade of Library Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) shown merit and ability as reflected in work performance and result's.



Jane O. Aseka
FOR: PRINCIPAL SECRETARY