



MINISTRY OF DEFENCE

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Ref. MOD 10/05 VOL. VIII

ULINZI HOUSE
P.O.BOX 40668
NAIROBI, KENYA
30th December, 2025

ADVERTISEMENT OF VACANT POSTS (CIVILIAN STAFF)

Applications are invited for the following posts in the Ministry of Defence. Interested and qualified persons are requested to make their applications by completing ONE application form PSC2 (Revised 2016) and submit the same together with copies of the required certificates. The application form may be downloaded from Public Service Commission website www.publicservice.go.ke

Completed application forms should reach the Principal Secretary's office- Ministry of Defence, P.O. Box 40668 - 00100, NAIROBI or hand delivered to Ulinzi House gate off Lenana Road, on or before 20th January, 2026.

1. Garden Assistant III (CSG 15)– Thirty (30) Posts (Advert No. 1/2025)

Basic Salary:	Kshs 19,340 – 24,470 p.m.
House Allowance:	Depending on area of deployment
Commuter Allowance:	Kshs. 3,000
Leave Allowance:	Kshs. 4,000 (Once yearly)
Terms of Service:	Permanent & Pensionable.

(a) Duties and Responsibilities

This is a training grade for this cadre. Groundsman/Garden Assistants at this level will be deployed to maintain lawns, gardens, flowerbeds, etc. They will also be required to undertake varied work relating to gardening in the Ministry's Units/ State House/Lodges.

(b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or its equivalent qualification;

2. Support Staff/Sanitary Cleaners- CSG 16 –Fifteen(15) Posts (Advert No 2/2025)

Basic Salary:	Ksh. 18,250 – 22,720 p.m.
House Allowance:	Depending on area of deployment
Commuter Allowance:	Ksh 3,000
Leave Allowance:	(Once yearly) Ksh 4,000
Terms of Service:	Permanent & Pensionable

a) Duties and Responsibilities

This is an entry level position. The Support Staff function will entail undertaking sanitary cleaning in the area of deployment; performing messengerial duties; and undertaking any other related duties.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification; and
- ii. Certificate in computer application skills from a recognized institution.

NB:

- Canvassing will lead to automatic disqualification.
- Qualified persons irrespective of gender, age, race, culture, religion, marital status or disability are encouraged to apply.
- Only shortlisted candidates will be contacted.