



REPUBLIC OF KENYA
MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES
OFFICE OF THE CABINET SECRETARY

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KENYA

MOIT&C/SDT/CONF 2/26/01 VOL 1D (127)

Date: 15th August, 2018

All Principal Secretaries
The Secretary/ Chief Executive Officer, PSC (K)
The County Public Service Board
The Principal Administrative Secretary DPSM
The Principal Administrative Secretary Office of the Deputy President
Solicitor General & Department of Justice
The Comptroller of State House
The Inspector General of National Police

INTERNAL ADVERTISEMENT OF VACANT POSTS

Applications are invited from suitably qualified serving officers in the Civil Service for the following vacant posts in the Ministry of Industry, Trade and Cooperatives, State Department for Trade.

Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke or Ministry's website www.industrialization.go.ke

Advert No	Designation	J/G	No. of Posts
2/2018	Assistant Director (Weights & Measures	P	5
3/2018	Principal Weights & Measures Officer	N	6
4/2018	Chief Weights & Measures Officer	M	2
5/2018	Senior Weights & Measures Officer	L	2
6/2018	Weights & Measures Assistant I	K	2
7/2018	Senior Principal Lecturer II	P	4
8/2018	Principal Lecturer	N	15
9/2018	Senior Lecturer	M	18

10/2018	Lecturer I	L	10
11/2018	Senior Superintending Graphic Designer KIBT	N	1

Please Note

- Only shortlisted and successful candidates will be contacted.
- THE PUBLIC SERVICE COMMISSION IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts during interviews.
- Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview and Head of Department Recommendation (PSC 2A form).

The Completed application form, together with certified copies of certificates should reach

**THE PRINCIPAL SECRETARY
MINISTRY OF INDUSTRY TRADE AND COOPERATIVES
STATE DEPARTMENT FOR TRADE
P. O Box 30430- 00100
NAIROBI**

OR

hand delivery to Telposta Towers, Kenyatta Avenue, 14th floor, HRM Registry, on or before **5th September, 2018.**

Advert No. 2/2018: ASSISTANT DIRECTOR, WEIGHTS AND MEASURES (JOB GROUP 'P') - Five (5) Posts

Basic Salary: Ksh.84,080 x 4,200 - 88,280 x 4,420 - 92,700 x 4,620 - 97,320 x 4,880 - 102,200 x 5,110 - 107,310 x 5,350 - 112,660 p.m.

Allowances

House allowance	-	45,000
Commuter allowance	-	12,000
Leave allowance	-	10,000 Payable Annually
Terms of service	-	Permanent and Pensionable

(a) Duties and Responsibilities

An Officer at this level may be deployed in a county or at one of the divisions at the headquarters. Specific duties will involve coordination of verification of weighing and measuring equipment activities; supervise sampling of pre-packaging of goods for control and manufacture of weighing and measuring equipment; ensuring comparison of working standards against Secondary Reference Standards and calibration of testing equipment, standards and equipment used by manufacturers and repairers and overseeing enforcement of the Road Traffic Act (Cap 403) on axle load, the Anti-counterfeits Act, 2008 on combating sale of counterfeit goods and the Petroleum Act (Cap 308) on installation of underground storage tanks and fuel dispensers for sale of petroleum products and relative products in liaison with relevant institutions; and licensing and monitoring performance of Weights and Measures technicians.

In addition, the Officer will be; supervising and coordinating verification activities at stamping stations; testing automatic weighing machines, bulk weighers and totalizing machines, bulk meters at oil depots; carrying out verification of weighing and measuring equipment used by local authorities and other government institutions to ensure accuracy; maintaining records of seized and forfeited goods; instituting criminal proceedings in court; advising on the needs for tools and verification materials; and carrying out research in specific areas of legal metrology and consumer protection.

The Officer will also be required to test samples for research analysis, and articles submitted by stakeholders; conducting inspection and investigation on mis-descriptions of goods, services, facilities and on the use of weighing and measuring equipment for trade; and coordinating on-job training for in-service trainees, mentoring, guiding and counseling of staff working under him/ her.

(b) Requirements for Appointment

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

- (i) Served for a minimum period of twelve (12) years cumulative service, three (3) years of which should have been at the grade of Principal/Chief Weights and Measures Officer, Job Group 'N' and or 'M' or to comparable and relevant position in the public service;
- (ii) Bachelors degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Law, Metrology, Information Communication Technology, Instrumentation, Engineering (Mechanical/ Electrical/ Electronics), Micro-processors or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines:- Instrumentation, Computer Science, Physics, Mathematics, Chemistry, Law, Engineering (Mechanical/ Electrical/ Electronics), Micro-processors, Business Administration or equivalent qualifications from a recognized institution;
- (iv) Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (v) Be a member of the Institute of Trade Standards Administration (Kenya);
- (vi) Certificate in computer applications from a recognized institution; and
- (vii) Demonstrated professional competence in administration of Weights and Measures activities.

Advert No. 3/2018: **PRINCIPAL WEIGHTS AND MEASURES OFFICER (JOB GROUP 'N') - Six (6) Posts**

Basic Salary: Ksh.53,370 x 2,660 – 56,030 x 2,830 – 58,860 x 2,980 – 61,840 x 3,330 - 65,170 x 3,480 - 68,650 x 3,660 – 72,310 x 3,570 - 75,880 x 3,650 - 79,530 p.m.

Allowances

House allowance	-	35,000
Commuter allowance	-	8,000
Leave allowance	-	6,000 Payable Annually
Terms of service	-	Permanent and Pensionable

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: supervising, testing and stamping of mechanical and electronic weighing and measuring equipment activities; analyzing data collected from verified equipment at traders premises, stamping stations and verification office; testing of mechanical crane weighers, axle weighers, weighbridges, personal weighers, bulk meters, non-automatic machines, beer measuring instruments and egg grading machines; testing of class II mechanical and electronic scales used for pharmaceutical dispensing and jewellery trade; testing and stamping of mechanical and electronic weighing and measuring equipment; oversee setting up testing equipment during inspection and recording test results during inspections and investigations; sampling pre-packaged goods for quantitative analysis; calibrating prover tanks and other working standards and equipment; and maintaining Secondary Reference Standards.

Further duties will involve: carrying out inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results; inspecting wholesale and retail trading premises on the use of

weighing and measuring equipment; conducting prosecution of cases on offences arising from infringement of the Weights and Measures Act (Cap 513), the Trade Descriptions Act (Cap 505) and regulations made there under; and prepare publicity materials for participation in trade fairs and exhibitions; collecting and accounting for Appropriation in Aid (A.I.A); requisition for workshop tools and verification materials; delivering lecturers at traders courses; and guiding and mentoring staff working under the office.

(b) Requirements for Appointment

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

- (i) Served for a minimum period of ten (10) years cumulative service, three (3) years of which should have been at the grade of Chief / Senior Weights and Measures Officer, Job Group 'M' and or 'L' or in a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Law, Metrology, Information Communication Technology, Instrumentation, Engineering (Mechanical/ Electrical/ Electronics), Micro-processors or equivalent qualification from a recognized institution;
- (iii) Advanced Certificate of the Institute of Trade Standards Administration (Kenya)
- (iv) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Be a member of the Institute of Trade Standards Administration (Kenya)
- (vi) Certificate in computer applications from a recognized institution; and

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

Advert No. 4/2018: **CHIEF WEIGHTS AND MEASURES OFFICER, (Job Group 'M') Two (2) posts.**

Basic Salary: Ksh.46,230 x 2,120 - 48,350 x 2,460 - 50,810 x 2,560 - 53,370 x 2,660-56,030 x 2,830 - 58,860 x 2,980 - 61,840 p.m.

Allowances

House allowance	-	28,000
Commuter Allowance	-	8,000
Leave Allowance	-	6,000 payable annually
Terms of Service	-	Permanent and Pensionable

(a) Duties and Responsibilities

An officer at this level will be responsible for testing and stamping of mechanical and electronic weighing and measuring equipment and class II mechanical and electronic scales used for pharmaceutical dispensing and jewellery trade; collection of data on verified equipment at traders premises, stamping stations and verification office; sampling pre-packaged goods for quantitative analysis; and preparing weighing and measuring equipment during trade fairs and public service exhibitions; testing of meters for water, milk, other liquid foods and liquefied gas; supervising and coordinating verification activities at stamping stations; testing automatic weighing machines, bulk weights and totalizing machines, bulk meters at oil depots; carrying out verification of weighing and measuring equipment used by local authorities and other government institutions to ensure accuracy; carrying out inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results.

Other duties will include: conducting prosecution of offences arising from infringement of the Weights and Measures Act (Cap 513), the Trade Descriptions Act (Cap 505) and regulations made there under ; carrying out bi-annual comparison of working standards with Secondary Reference Standards; and developing sampling schemes for checking pre-packages; enforcing the Road Traffic Act (Cap 4030 on axle load, the Anti-counterfeits Act, 2008 on combating sale of counterfeit goods in liaison with relevant institutions; carrying out research in specific areas of legal metrology and consumer protection; and preparing publicity materials for trade fairs and exhibitions.

Further duties will include: conducting inspection on wholesale and retail trading premises on the use of weighing and measuring equipment; calibrating prover tanks and maintaining Secondary Reference Standards; testing fabric and area measuring instruments and all electronic weighing and measuring equipment; collecting and accounting for Appropriation-in-Aid (A.I.A); requisitioning workshop tools and verification materials; and delivering lectures at traders' courses.

(b) Requirements for Appointment

For appointment to the grade an Officer must have:-

- (i) Served for a minimum period of eight (8) years cumulative service, three (3) of which should have been at the grade of Senior Weights and Measures Officer / Weights and Measures Officer I, Job Group 'L' and or 'K' or in a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Information Communication Technology, Law, Legal Metrology Instrumentation, Engineering (Mechanical/ Electrical/

Electronics), Micro-processors or its equivalent qualification from a recognized institution;

- (iii) Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (iv) Certificate of membership of the Institute of Trade Standards Administration (Kenya);
- (v) Certificate in computer applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance.

Advert No. 5/2018: **SENIOR WEIGHTS AND MEASURES OFFICER, JOB GROUP 'L' - Two (2) Posts**

Basic Salary: Ksh.40,410 x 1,850 - 42,260 x 1,930 - 44,190 x 2,040 - 46,230 x 2,120 -48,350 x 2,460 - 50,810 p.m.

Allowances

House Allowance	-	28,000
Commuter Allowance	-	6,000
Leave Allowance	-	6,000 Payable Annually
Terms of Service	-	Permanent and Pensionable

(a) Duties and Responsibilities

Duties and responsibilities at this level will include testing and stamping of mechanical and electronic weighing and measuring equipment, and class II mechanical and electronic scales used for pharmaceutical dispensing and jewellery trade; testing of fabric and area measuring instruments, and all electronic weighing and measuring equipment; testing of meters for water, milk, other liquid foods and liquefied gas; compiling data collected on verified equipment at traders premises, stamping stations and verification office; sampling pre-packaged goods for quantitative analysis; supervising and coordinating preparation of weighing

and measuring equipment and verification activities during trade fairs and public service exhibitions; collecting and accounting for Appropriation in Aid (A.I.A); conducting inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results.

In addition, the officer will conduct prosecution of offences arising from infringement of the Weights and Measures Act (Cap 513), the Trade Descriptions Act (Cap 505) and related regulations; ensuring conformity on the Road Traffic Act (Cap 403) on axle load in liaison with relevant institutions; carrying out inspection on wholesale and retail trading premises on the use of weighing and measuring equipment; carrying out verification of weighing and measuring equipment used by local authorities and other government institutions to ensure accuracy; testing automatic weighing machines, bulk weights and totalizing machines, bulk meters at oil depots; calibrating prove tanks and maintaining Secondary Reference Standards.

Further, the officer will carry out research on specific areas of legal metrology and consumer protection; preparing publicity materials for trade fairs and exhibitions; delivering lectures at traders' courses; and requisitioning workshop tools and verification materials.

(b) Requirements for Appointment

For appointment to this grade an Officer must have:-

- (i) Served in the grade of Weights and Measures Officer I, Job Group 'K' for a minimum period of three (3) years or a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines: Physics, Mathematics, Chemistry, Computer Science, Information Communication Technology,

Law, Legal Metrology Instrumentation or Engineering (Mechanical/ Electrical/ Electronics), Micro-processors or its equivalent qualification from a recognized institution;

- (iii) Advanced Certificate of the Institute of Trade Standards Administration (Kenya);
- (iv) Certificate of membership of the Institute of Trade Standards Administration (Kenya);
- (v) Certificate in computer applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance.

**Advert No. 6/2018: WEIGHTS AND MEASURES ASSISTANT I, JOB GROUP 'K'-
Two (2) Posts**

Salary Scale: Ksh.35, 400 x1, 600 - 37,000 x1, 660 - 38,660 x1,750 - 40,410 x1,850 -42,260 x1,930 - 44,190 x2,040-46,230 p.m.

Allowances

House Allowance	-	16,500
Commuter Allowance	-	5,000
Leave Allowance	-	6,000 Payable Annually
Terms of Service	-	Permanent and Pensionable

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: testing and stamping of mechanical and electronic weighing and measuring equipment; collecting data on verified equipment at traders premises, stamping stations and verification office; sampling pre-packaged goods for quantitative analysis; preparing weighing and measuring equipment during trade fairs and exhibitions; testing meters for water, milk, liquefied gas, and liquid foods; research on regulations and test procedures on dimensional measurements; collecting and accounting for Appropriation in Aid

(A.I.A); giving evidence in court on offences arising from infringement of the Weights and Measures Act (Cap 513), the Trade Descriptions Act (Cap 505) and regulations made there under.

In addition the officer will be involved in check-weighing test purchased goods on inspection; calibrating and ensuring proper storage of working standards and testing equipment; delivering lectures at traders' courses; requisition workshop tools and verify materials; and supervising and coordinating verification activities at stamping stations; and supervising staff working under him/ her.

(b) Requirements for Appointment

For appointment to this grade an Officer must have:-

- (i) Served in the grade of Weights and Measures Assistant II, Job Group 'J' for a minimum period of three (3) years or a comparable and relevant position in the Public Service;
- (ii) A Diploma in any of the following disciplines:- Law, Instrumentation, Computer Science, Information Communication Technology (ICT), Metrology, Engineering (Mechanical/ Electrical/ Electronics) or equivalent qualification from a recognized institution;
- (iii) Passed Proficiency Examinations for Weights and Measures Assistants Part II;
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

Advert No. 7/2018: **SENIOR PRINCIPAL LECTURER II, KIBT, (JOB GROUP 'P') Four (4) Posts**

Basic Salary: Ksh.84, 080 x 4, 200 –88,280 x 4,420 -92,700x4,620 -97,320 x4,880 -102,200 x5,110 – 107,310 x5,350– 112,660 p.m.

Allowances

House Allowance	-	45,000
Commuter Allowance	-	12,000
Leave Allowance	-	10,000 Payable annually
Terms of service	-	Permanent and Pensionable

(a) Duties and Responsibilities

An officer at this level may be deployed at the Head Office or Regional Business Centre. At the head office, duties and responsibilities will include: training on entrepreneurship and management; coordinating preparation of training materials; participating in curriculum development; supervising entrepreneurship outreach programmes; developing business plans; conducting business surveys; undertaking Training Needs Assessment; executing E-enterprise development programs; coordinating the development of business proposals; Organizing entrepreneurship seminars and workshops; and participating in evaluating and reviewing training programmes and activities. In addition, an officer at this level will participate in offering consultancy services for business start-ups and incubation; designing publication and symposia to disseminate business information; implementing business incubation programmes; benchmarking for best business practices; enforcing application of business counseling standards; implementing quality assurance and control measures in the Institute's programmes; organizing for Micro Small and Medium Enterprises (MSMEs) exhibitions and trade fairs; ensuring proper care and custody of the Institutes' assets; and managing staff performance, coaching, mentoring and counseling.

An officer at this level may also be deployed to a regional Business Centre. Specific duties will entail: coordinating implementation of quality assurance and control on the Institute's programmes in the regional Business Centre; participating in work planning, preparation of schemes of work, lesson plans and lesson notes; conducting business surveys and training Needs Assessment (TNA); executing E-enterprise development programs; designing publication and symposia to disseminate business information; coordinating the development of business proposals; preparing Regional Business Centre budget proposals; supervising entrepreneurship outreach programmes; ensuring proper care and custody of the Institutes' assets; managing staff performance; coaching, mentoring and counseling of staff; and monitoring and evaluating all programmes and activities in the Regional Business Centre.

(b) Requirements for Appointment;

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

- (i) Served for a minimum period of twelve (12) years cumulative service, three (3) of which should have been at the grade of Principal Lecturer/Senior Lecturer, Job Group 'N' and or 'M' or to comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Diploma/Post graduate Diploma in education from a recognized institution;

OR

Bachelors of Education degree in any of the following disciplines: Economics, Counseling, Business Studies, Information Technology or equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following:- Education (Planning, Curriculum Development, Educational Administration, Counseling), Commerce, Business Administration, Counseling, Statistics, Economics, Entrepreneurship, Business Management, Business and Information Technology, Management Science or equivalent qualification from a recognized institution;
- (iv) Certificate in Computer applications from a recognized institution;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (vi) Demonstrated professional competence and managerial capability in Training, Research, Counseling and Consultancy assignments.

Advert No. 8/2018: PRINCIPAL LECTURER 1, KIBT, (JOB GROUP 'N') - Fifteen (15) Posts

Basic Salary: Ksh.53, 370 x2, 660 – 56,030 x 2,830 – 58,860 x 2,980 – 61,840 x 3,330 -65,170 x 3,480- 68,650 x 3,660 – 72,310 x 3,570- 75,880x 3,650-79,530 p.m.

Allowances

House Allowance	-	35,000
Leave Allowance	-	6,000 Payable Annually
Commuter Allowance	-	8,000
Terms of Service	-	Permanent and Pensionable

(a) Duties and Responsibilities

An Officer at this level will be responsible for training and conducting of seminars and workshops on entrepreneurship and business management; preparing training materials; conducting entrepreneurship outreach programmes; coordinating

business surveys; conducting Training Needs Assessment (TNA); developing business proposals and business plans for clients and for internal use; conducting business clinics, entrepreneurship seminars and workshops; carrying out entrepreneurship in-service programmes for budding enterprises; assisting clients in business start-ups; participating in organizing publications and symposia to disseminate business information; implementing business incubation programmes; supervising business interns on industrial attachment; organizing for Micro Small and Medium Enterprises (MSMEs) exhibitions and trade fairs; monitoring and evaluating training programmes; and undertaking staff Performance Appraisal.

(b) Requirements for Appointment

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

- (i) Served for a minimum period of ten (10) years cumulative service, three (3) years of which should have been at the grade of Senior Lecturer / Lecturer I, Job Group 'M' and or 'L' or to comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following disciplines:- Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Diploma / Post Graduate Diploma in Education from a recognized institution;

OR

Bachelors of Education degree in any of the following disciplines:

Economics, Counseling, Business Studies, Information Technology or equivalent qualification 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 Applications from a recognized institution; and
- (v) Demonstrated merit and ability in work performance and results.

Advert No. 9/2018: **SENIOR LECTURER, KIBT, (JOB GROUP 'M') - Eighteen (18) Posts**

Salary Scale: Ksh.46,230x2,120-48,350x2,460-50,810x2,560-53,370x2,660-56,030x2,830-58,860x2,980-61,840 p.m.

Allowances

House Allowance	-	28,000
Commuter Allowance	-	8,000
Leave Allowance	-	6,000 Payable Annually
Terms of Service	-	Permanent and Pensionable

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: carrying out enterprise- based Training Need Assessment (TNA); training on entrepreneurship and business management; preparing training materials; conducting entrepreneurship outreach programmes; carrying out business surveys; developing business proposals and business plans; conducting business clinics, entrepreneurship seminars and workshops; organizing entrepreneurship in-service programmes for budding enterprises; undertaking on-site follow-ups on past trainees; monitoring and evaluating training programmes; and assisting clients in business start ups.

b) Requirements for Appointment

For appointments to this grade, an Officer must have:-

- (i) Served for a minimum period of ten (10) years cumulative service, three (3) years of which should have been at the grade of Lecturer I/II, Job Group 'L' and or 'K' or to comparable and relevant position in the Public Service;
- (ii) Bachelors Degree in any of the following disciplines:-

Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Post Graduate Diploma in Education from a recognized institution;

OR

Bachelors of Education degree in any of the following disciplines:

Economics, Counseling, Business Studies, Information Technology or equivalent qualification from a recognized institution;

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

Advert No. 10/2018: LECTURER 1, KIBT, (JOB GROUP L) - Ten (10) posts.

Basic Salary: Ksh.40,410 x 1,850 - 42,260 x 1,930 - 44,190 x 2,040 - 46,230 x 2,120 - 48,350 x 2,460 - 50,810 p.m.

Allowances

House allowance	-	28,000
Commuter Allowance	-	6,000
Leave Allowance	-	6,000 Payable Annually
Terms of Service	-	Permanent and Pensionable

Duties and Responsibilities

An Officer at this level will be responsible for training and conducting of seminars and workshops on entrepreneurship in business management; preparing training material conducting entrepreneurship training programmes; coordinating business survey; coordinating training needs assessment(TNA); developing business proposal and business plans for clients and internal use; conducting business clinics; entrepreneurship seminars and workshops carrying out entrepreneurship in-service programmes for budding enterprises; assisting clients for in business start ups; business information; implementing business incubation programmes; supervising business interns on industrial attachment; organizing for micro small and medium enterprises(MSMEs) exhibitions and trade fairs; monitoring and evaluating training programmes and undertaking staff performance appraisal

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

- (i) Served for a minimum period of three (3) years at the grade of Lecturer II Job Group 'K' or a comparable and relevant position in the Public Service;
- (ii) Bachelors Degree in any of the following disciplines;- Commerce, Business Administration, Statistics, Economics, Entrepreneurship, Counseling, Business Management, Graphic Design, Business and Information Technology, Management Science or equivalent qualification with a Diploma/Post Graduate Diploma in Education from a recognized institution;

OR

- (iii) Bachelors of Education degree in any of the following discipline: economics, counseling, business studies, information technology or equivalent qualification from a recognized institution;
- (iv) Certificate in computer Applications from a recognized institutions; and
- (v) Shown merit and ability as reflected in work performance and results.

Advert No. 11/2018: **SENIOR SUPERINTENDING GRAPHIC DESIGNER, KIBT, (JOB GROUP 'N') - One (1) Post**

Basic Salary: Ksh.53,370 x2,660 – 56,030 x2,830 - 58,860 x2,980 - 61,840 x3,330 -65,170 x3,480 - 68,650 x3,660 -72,310x3,570-75,880x3,650-79,530 p.m.

Allowances

House Allowance	-	35,000
Commuter Allowance	-	8,000
Leave Allowance	-	6,000 Payable Annually
Terms of Service	-	Permanent and pensionable

(a) Duties and Responsibilities

Duties at this level will entail management and coordination of designers in interpretation of clients' requirements in designing of commercials for advertisements; preparation of technical drawings, displays and exhibitions, dimensional design; undertaking photographic assignments and heraldic art; all aspects of printing in general and other graphic design works; interior and exterior design, stage planning and setting, supervision of make-up artists and their costumes; ensuring proper lighting effect on the stage; selection of appropriate materials; product design and supervision, training and development of staff.

(b) Requirements for Appointment

For appointment to this grade an Officer must have:-

- (i) Served for a minimum period of ten (10) years cumulative service, three (3) years of which should have been at the grade of Chief Graphic Designer/ Graphic Designer I, Job Group 'M' and or 'L' or to comparable and relevant position in the Public Service;
- (ii) A Bachelors degree in Design or any other relevant and equivalent qualification from a recognized institution;
- (iii) Attended a Project Development and Management course lasting not less than four (4) weeks from a recognized institution
- (iv) Attended a Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated general administrative ability required for direction, control and implementation of landscape works in building programmes; and
- (vi) Shown merit and ability in work performance and results.

NB: Canvassing in any form for these posts will lead to automatic disqualification.



**HON. PETER MUNYA, MGH
CABINET SECRETARY**

