

REPUBLIC OF KENYA



THE PRESIDENCY  
MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS  
STATE DEPARTMENT OF GENDER AFFAIRS  
OFFICE OF THE PRINCIPAL SECRETARY

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NAIROBI

Ref: **MPSYG/SDGA/HRM/4/1**

12<sup>th</sup> June, 2018

The Secretary/CEO PSC (K)  
All Principal Secretaries  
All County Public Service Boards  
All County Governments  
All County Commissioners  
The Controller of State House  
The Inspector General of Police Service  
All Heads of Department

**DECLARATION OF VACANCIES IN THE MINISTRY OF PUBLIC SERVICE,  
YOUTH AND GENDER AFFAIRS, STATE DEPARTMENT OF GENDER AFFAIRS**

The State Department of Gender Affairs invites applications from qualified serving officers in the Public Service for posts of Gender Officer I, Job Group 'K' as follows;

**GENDER OFFICER I,- TEN (10) POSTS**

<b>Job Group</b>	:	<b>'K'</b>
<b>Salary Scale</b>	:	<b>Ksh. 34,260 – Ksh. 44,750 p.m.</b>
<b>House Allowance</b>	:	<b>Ksh. 16,500 p.m</b>
<b>Commuter Allowance:</b>		<b>Ksh. 6,000 p.m</b>
<b>Leave Entitlement</b>	:	<b>30 days per financial year excluding weekdays and public holidays</b>
<b>Medical Benefits</b>	:	<b>As existing in the civil service</b>
<b>Terms of Service</b>	:	<b>Permanent and Pensionable</b>

## **Duties and responsibilities:**

- (i) Collecting and collating data on Gender mainstreaming, socio-economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence projects and programmes;
- (ii) Undertaking logistics tasks in the administration of training programmes on gender mainstreaming, social economic empowerment, Female Genital Mutilation and Sexual and Gender Based Violence;
- (iii) Creating awareness on gender mainstreaming and socio-economic empowerment, Female Genital Mutilation, and Sexual and Gender Based Violence policies, projects and programmes;
- (iv) Liaising with organisations handling gender issues;
- (v) Guiding and counselling victims of Gender Based Violence; and compiling gender disaggregated data for Ministries/ Departments /Counties/Agencies.

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

For appointment to this grade, an officer must have:

- i. served in the grade of Gender Officer II for a minimum period of one (1) year or in a comparable and relevant position in the Public Service;
- ii. Bachelor's degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a recognized institution or any other relevant qualification from a university recognized in Kenya;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Demonstrated merit and ability as reflected in work performance and results.

Suitably qualified officers are required to make their applications by completing **ONE** application form PSC (Revised 2016). The form may be downloaded from the Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

### **Please Note**

Candidates should **NOT** attach any documents to the application form. All the details requested in the advertisement should be filled on the form.

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- *THE **STATE DEPARTMENT OF GENDER AFFAIRS** IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.*
- *WOMEN, PERSONS 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. It is a criminal offence to present fake certificates.

**Officers** shall be required to produce the original letter of appointment to their current substantive post during the interview.

Completed application (PSC 2A form) should reach the Principal Secretary, Ministry of Public Service, Youth and Gender Affairs, State Department of Gender Affairs, P O Box 29966-00100 Nairobi or hand deliver your application to our offices, Telposta Building, 4<sup>th</sup> Floor HRM Registry on or before **2<sup>nd</sup> July, 2018**.