



Republic of Kenya

MINISTRY OF DEFENCE

Telegrams: " DEFENCE", Nairobi
Telephone: Nairobi 2721100
**When replying please quote
KENYA**

Ulinzi House
P.O. Box 40668,
NAIROBI –

Ref. MOD 10/05 VOL.IV...

17th March, 2020

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 and Ministry of Defence www.mod.go.ke

Requirements and other detailed information for each of the posts is available on the Ministry's website www.mod.go.ke and on www.mygov.go.ke

Completed application forms should reach the **Cabinet Secretary; Ministry of Defence, P.O. Box 40668 - 00100, NAIROBI** or hand delivered to Ulinzi House gate off Lenana Road; on or before 6th April, 2020.

1. **ARTISAN III (MOTOR VEHICLE MECHANIC III) - CSG 15 – Twenty Five (25) POSTS (Advert No. 1/2020)**

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail:

- (i) Inspecting and testing vehicles; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters,
- (ii) Maintain vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical malfunctions; replacing parts and components;
- (iii) Verifying vehicle serviceability by conducting test drives; adjusting controls and systems.
- (iv) Maintaining vehicle records by recording service and repairs.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent, and relevant qualification from a recognized institution.

2. Driver III - CSG 16 – Fifteen (15) POSTS (Advert No. 2/2020)

Basic Salary: Kshs. 14,610 – 16,250 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 the entry grade into the driver's cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure, etc.; detecting and reporting malfunction of vehicle systems; maintenance of work tickets for vehicles

assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

(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;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) passed Suitability Test for Driver Grade III;
- (v) a current Certificate of Good Conduct from the Kenya Police; and
- (vi) Atleast two (2) years driving experience

**3. ARTISAN III (PANEL BEATER) - CSG 15 – Fourteen (14) POSTS
(Advert No. 3/2020)**

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail basic removing of dents on vehicle and plant body parts, gas welding, soldering, brazing, replacement of vehicle body parts, straightening of chassis, repair of radiators and exhaust pipes.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution

4. ARTISAN III (SPRAY PAINTER) - CSG 15 – Twelve (12) POSTS (Advert No. 4/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail basic spray-painting and maintenance of spray-painting tools and cleaning of the workplace.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

5. ARTISAN III (PLUMBER) - CSG 15 – Thirteen (13) POSTS (Advert No. 5/2020)

| | |
|-------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. An officer at this level will be assigned simple duties in repair and maintenance works.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

6. ARTISAN III (UPHOLSTERY) - CSG 15 – Seven (7) POSTS (Advert no. 6/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail:

- (i) make, repair, or replace upholstery for household furniture or transportation vehicles.
- (ii) fit, install, and secure material on frames, using hand tools, power tools, glue or staples.
- (iii) align parts or work pieces to ensure proper assembly.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

7. ARTISAN III (SHEET METAL) - CSG 15 – SIX (6) POSTS (Advert no. 7/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail:

- (i) fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.
- (ii) work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal;
- (iii) shaping metal over anvils, blocks, or forms using hammer;
- (iv) operating soldering and welding equipment to join sheet metal parts;
- (v) inspecting, assembling, and smoothing seams and joints of burred surfaces;
- (vi) install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes.

(c) 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 from a recognized institution; and

- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

8. ARTISAN III (MACHINIST) - CSG 15 – SIX (6) POSTS (Advert no. 8/2020)

Basic Salary: Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties entail:

- (i) Set up and operate a variety of machine tools to produce precision parts and instruments.
- (ii) fabricate, modify, or repair mechanical instruments.
- (iii) fabricate and modify parts to make or repair machine tools or maintain industrial machines
- (iv) applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate award by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

9. LIBRARY ASSISTANT III - CSG 13 – 6 POSTS (ADVERT NO. 9/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 21,500 – 28,970 p.m. |
| House Allowance: | Depending on area of deployment |
| Commuter Allowance: | Ksh 4,000 |
| Leave Allowance: | (Once yearly) Ksh 4,000 |
| Terms of Service: | Permanent & Pensionable. |

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be responsible for receiving, stamping and recording of incoming information/materials, books/documents and publications; shelving, charging and discharging Library materials; pasting date due labels; and ensuring compliance with stipulated due dates; preparing file pockets; spiral labeling; book jackets and press cuttings.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Examination (KCSE) mean grade C- (Minus) or recognized equivalent qualification with at least a C- in either Mathematics, English or Kiswahili;
- (ii) Certificate in Library or Information Studies or equivalent qualification from a recognized Institution; and
- (iii) Proficiency in computer applications

10. ARTISAN III (SIGN WRITER) - CSG 15 – Seven (7) POSTS (Advert no. 10/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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

- (i) designing and creating signs by measuring and calculating letter size, preparing the surface, applying background paint using brushes, sprays and rollers, and creating the letters using brushes, stencils, enamel paint and decals
- (ii) painting signs and lettering using lacquers, varnishes, paints and other materials
- (iii) painting signs on brick, metal, timber, glass, plastic and other surfaces

(a) 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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate award by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

11. Clerical Officer II – CSG 14 - Thirty (30) POSTS (Advert no. 11/2020)

Basic Salary: Kshs. 16,890 – 20,800 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 will be the entry and training grade for this cadre. An officer at this level may be deployed in any of the following units/sections: Human Resource Management, General Registry, Supply Chain Management; Accounts or General Administrative Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior clerical officer.

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filling and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of: -

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

12. ARTISAN III (CARPENTER) - CSG 15 – Eight (8) POSTS (Advert no. 12/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. An officer at this level will be assigned simple duties in repair and maintenance works.

(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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification from a recognized institution.

13. COOK III – CSG 15 - Twenty-Seven (27) POSTS (Advert no. 13/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 will be the entry grade for the Cooks cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include: preparation of raw foods for cooking; cleanliness of equipment used in production; maintaining hygiene by ensuring cleaning of the kitchen and its surroundings; setting up and preparing equipment for use in food preparation and production; and alerting the supervisor of any defective equipment.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- (ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution.

14. WAITER ASSISTANT III - CSG 15 – Ten (10) POSTS (Advert no. 14/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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 will be the entry grade for the Cooks cadre. An officer at this level will be on job training and will carry out duties under the supervision of a senior officer. Duties will include: cleaning floors and windows within the service area; cleaning glass ware, cups, trays and cutlery; wiping and arranging furniture in the restaurant; carrying out table set-up; wiping cutlery and glass ware; and assisting in food and beverage service.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- (ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

Attended a formal course lasting not less than two (2) months in Food and Beverage, Sales and Service organized by the Kenya Utalii College or other recognized institution.

15. Senior Support Staff (Sanitary Cleaner)- CSG 16 – Fifty (50) POSTS (Advert No. 15/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Kshs. 14,610 – 16,250 p.m. |
| House Allowance: | Depending on area of deployment |
| Commuter Allowance: | Kshs. 3,000 |
| Leave Allowance: | Kshs. 4,000 (Once yearly) |
| Terms of Service: | Temporary terms of service. |

(a) Duties and Responsibilities

The Support Staff function will entail undertaking sanitary cleaning and maintaining grounds 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.

16. ARTISAN III (TAILOR) - CSG 15 – Seventeen (17) POSTS (Advert no. 16/2020)

| | |
|----------------------------|---------------------------------|
| Basic Salary: | Ksh. 15,670 – 17,570 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. |

(b) Duties and Responsibilities

This is the entry and training grade for this cadre and the officer will work under the supervision and guidance of a senior officer. Duties will entail: stitching, threading and needlework on work pieces, cleaning of workplace and machines.

(c) 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 from a recognized institution; and
- (ii) Artisan National Trade Test Certificate Grade III/apprentice Certificate awarded by the National Industrial Training Authority or its equivalent and relevant qualification 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.
- Applicants should not give money to anybody purporting to be in a position to help whatsoever. Any corruption report should be made via email: publicaffairs@mod.go.ke

HEAD HRM&D
FOR: PRINCIPAL SECRETARY