



REPUBLIC OF KENYA

**OFFICE OF THE ATTORNEY GENERAL
&
DEPARTMENT OF JUSTICE**

AG/5209/1/XIII/142

9th JANUARY, 2017

All Principal Secretaries
The Secretary/Chief Executive Officer, PSC (K)
The County Public Service Board
The Controller and Auditor General
The Comptroller of State House
The Principal Administrative Secretary, Office of the Deputy President
The Principal Administrative Secretary, DPSM
The Inspector General, National Police
The Clerk, National Assembly

INTERNAL ADVERTISEMENT

**VACANT POSITIONS IN THE OFFICE OF THE ATTORNEY GENERAL AND
DEPARTMENT OF JUSTICE (OAG & DOJ)**

Applications are invited from suitably qualified serving officers in the Civil Service for the vacant posts in Office of The Attorney General & Department of Justice.

Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC2 (Revised 2016). The form may be downloaded from Public Service Commission website www.publicservice.go.ke.

NO.	DESIGNATION	JG	NO. OF POSTS	ADVERT NO.
1	Assistant Director, Information Communication Technology	P	1	NO. 1/2017
2	Chief Information Communication Technology Officer	M	2	NO. 2/2017
3	Chief Supply Chain Management Officer	M	1	NO. 3/2017
4	Chief Librarian	M	1	NO. 4/2017
5	Senior Library Assistant	L	1	NO. 5/2017

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.
- Shortlisted candidates shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- All serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

The completed application forms should be sent or delivered to:

**THE SOLICITOR GENERAL
OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE
P.O.BOX 40112-00100
NAIROBI.**

So as to reach this office on or before 31st January, 2017

ADVERT NO. 1/2017 - ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP 'P'- (1) ONE POST

Duties and Responsibilities include;

1. Planning, monitoring and evaluating program activities;
2. Ensuring ICT goals and objectives are met;
3. Approving of ICT standards for application;
4. Liaising with users to ensure that information processing needs are met;
5. Reviewing and evaluating feasibility studies and reports for implementation;
6. Management and coordination of the unit
7. Supervising ICT officers
8. Providing assistance in the development of ICT strategic plans;
9. Ensuring that the ICT projects are completed within the planned time and budget;
10. Ensuring that procedures and standards are adhered to;
11. Liaising with heads of Department the OAG&DOJ in developing and implementing change management initiatives;
12. Ensuring that officers are adequately trained;
13. Drawing up the budget for ICT unit and;
14. Procurement of ICT equipment and services.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Principal Information Communication Technology or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
2. A Master's degree in Computer Science or any other/ ICT related discipline from a recognized Institution;
3. Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and
4. Demonstrated professional ability, initiative and competence in organizing and directing work.

ADVERT NO. 2/2017 - CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GROUP 'M'- (2) TWO POSTS

Duties and Responsibilities include;

1. Coordinating systems analysis;
2. Design and programme specifications;
3. Ensuring timely implementation and effective maintenance of systems;
4. Developing reports on ICT standards and supervising overall systems documentation;
5. Taking charge of Information Communication Technology equipment maintenance;
6. Preparing progress reports of the Information Communication Technology equipment maintenance;

7. Evaluating and recommending on the suitability of Information Communication Technology equipment;
8. Training of Information Communication Technology Hardware personnel and users;
9. Designing Local Area Network (LAN) and Wide Area Network (WAN); and
10. Preparing staff performance reports.

Requirements for Appointment;

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
2. Shown merit and ability as reflected in work performance and results; and
3. Demonstrated professional ability, initiative and competence in organizing and directing work.

ADVERT NO. 3/2017 - CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'M'- (1) ONE POST

Duties and Responsibilities Include;

Planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control. In addition, the officer will be involved in tender committee secretariat duties and implementation of policy decisions.

Requirements for Appointment;

For appointment to this grade, an officer must:

1. Have served in the grade of Senior Supply Chain Management Officer or in a comparable and relevant position in the public service for a minimum period of three (3) years;
2. Have diploma in Supplies Management or its approved equivalent from a recognized institution;
3. Bachelor's degree in any of the following: Commerce, business administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
4. Shown administrative ability, wide knowledge and experience in procurement procedures.

ADVERT NO. 4/2017 - CHIEF LIBRARIAN, JOB GROUP 'M'- (1) ONE POST

Duties and Responsibilities include;

1. Ensuring collection development;
2. Coordinating storage, circulation, preservation and conversation of information resources and registration of Library users;
3. Cataloguing, classifying, indexing and abstracting of information resources, ensuring entry of metadata in the database;
4. Editing user profiles;

5. Digitizing information resources;
6. Editing and ensuring security of data;
7. Planning library programs and activities;
8. Participating in preparation of budget proposals and reports for library;
9. Conducting user education and information literacy programs;
10. Receiving information;
11. Tagging online information resources and supervising;
12. Coaching and mentoring staff working in the library

Requirements for Appointment;

For appointment to this grade, an officer must have:

1. Served in the grade of a senior librarian for minimum period of three years;
2. Bachelor's degree in library studies/Library and information;

OR

3. Bachelor's degree in any of the following disciplines with Library option: -Education, Information Science, Information Studies, Science or technology in information science from a recognized institution;

OR

4. Bachelor's degree in social science with a post graduate diploma in any of the disciplines: -Library and information, Library and information studies or library, archives and Records Management from a recognized institution;
5. Certificate in Computer Applications from a recognized Institution; and
6. Demonstrated professional administrative ability as reflected in work performance and results.

ADVERT NO. 5/2017 - SENIOR LIBRARY ASSISTANT, JOB GROUP 'L'- (1) ONE POST

Duties and Responsibilities include;

1. Ensuring receiving and verifying of acquired information resources;
2. Coordinate accessioning, stamping and labeling of the acquired information resources;
3. Ensuring shelving and shelf arrangement;
4. Ensure charging and discharging library materials, identifying materials for binding and filing catalogue cards;
5. Coordinate, control and tracking of serials;
6. Cataloguing and classifying information resources;
7. Entering data into the library databases;
8. Ensuring overdue reminders are generated for compliance;
9. Indexing and abstracting information resources; and
10. Conducting searches and information retrieval

Requirements for appointment;

For appointment to this grade, an officer must have

1. Served in the grade of Library Assistant I for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: - Library and Information Science; Library Information Studies; or Library, Archives and Records management from a recognized institution;

3. Certificate in Computer Applications from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

GITHU MUIGAI, EGH, SC
ATTORNEY GENERAL