



REPUBLIC OF KENYA  
OFFICE OF THE ATTORNEY GENERAL  
&  
DEPARTMENT OF JUSTICE

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AG/5209/1/XIII/22

6<sup>TH</sup> APRIL, 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

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

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Applications are invited from suitably qualified serving officers in the Civil Service for the vacant posts in the 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](http://www.publicservice.go.ke).

NO.	DESIGNATION	J/G	NO. OF POSTS	ADVERT NO.
1	Assistant Director, Information Communication Technology	P	1	NO. 6/2017
2	Assistant Accountant General	P	1	NO. 7/2017
3	Assistant Director, Chief Supply Chain Management	P	1	NO. 8/2017
4	Chief Supply Chain Management Officer	M	1	NO. 9/2017
5	Senior Library Assistant	L	1	NO. 10/2017
6	Assistant Office Administrator	K	2	NO. 11/2017

**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 **5<sup>th</sup> May, 2017**

**ADVERT NO. 6/2017 - ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, JOB GROUP 'P'- (1) ONE POST**

**Terms of Service: Permanent and Pensionable**

**BASIC SALARY**

**Ksh.77,527 x 3,877 – 81,404 x 4,070 – 85,474 x 4,274 – 89,748 x 4,487 – 94,235 x 4,712 – 98,947 x 4,947 – 103,894 p.m.**

**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 in 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 provide assistance in 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. 7/2017- ASSISTANT ACCOUNTANT GENERAL, JOB GROUP 'P' ONE (1) POST**

## **Terms of Service: Permanent and Pensionable**

### **BASIC SALARY**

**Ksh.77,527 x 3,877 - 81,404 x 4,070 - 85,474 x 4,274 - 89,748 x 4,487 - 94,235 x 4,712 - 98,947 x 4,947-103,894 p.m.**

An Assistant Accountant General will be the Head of the Accounting Unit in the Office of the Attorney General and Department of Justice (OAG&DOJ).

#### **Duties and responsibilities include;**

1. Monitoring implementation of Accounting standards and systems for compliance; including Integrated Financial Management Information System (IFMIS) operations;
2. Follow up on Audit matters including compilation of Treasury memorandum in respect of OAG&DOJ;
3. Follow up implementation of Public Accounts Committee recommendations
4. Preparation of Bi-annual Accounts; consolidation of cash flow projections and maintaining a check-list of returns and reports received from Treasury and Stakeholders to ensure compliance with law and Treasury circulars;
5. Overseeing the administration of the Accounting Unit; assisting the head of the Accounting unit;
6. Providing advisory services to the Accounting Officer and other stake holders on all financial and accounting matters in OAG&DOJ;
7. Preparation of management and statutory reports including final accounts;
8. Development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
9. Setting targets for the accounts staff and evaluating achievements; overseeing the processing of funding arrangements regional stations and ensuring compliance with Treasury regulations and procedures;
10. Authorizing payments and signing of cheques subject to set limits; supervision, training, development and deployment of accounts staff in the accounting unit;
11. Handling disciplinary matters for the accounting unit; and any other relevant duties as may be.
12. Providing quality and timely accounting services in the OAG&DOJ including maintenance of appropriate and up to date accounting records;
13. Preparation of management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits etc.;
14. Safeguarding Government Assets and records under him/her; submission of a monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the Accountant General.

#### **Requirements for appointment:**

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

1. Served in the grade of Principal Accountant, Job Group 'N' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
2. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.
3. Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution.
4. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).

5. Shown merit and ability as reflected in work performance and results.

**ADVERT NO. 8/2017 - ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES,  
JOB GROUP 'P' ONE (1) POST**

**Terms of Service: Permanent and Pensionable**

**BASIC SALARY**

**Ksh.77,527 x 3,877 – 81,404 x 4,070 – 85,474 x 4,274 – 89,748 x 4,487 – 94,235 x 4,712 – 98,947 x 4,947 – 103,894 p.m.**

**Duties and responsibilities include:-**

1. Planning, organizing, administration and control of supply chain management units in AOG&DOJ/departments managing activities in supply chain management unit,
2. Analyzing the impact of supply chain management policies and regulations
3. Ensuring correct interpretation and implementation of Public Procurement and Disposal Act 2005 and other statutes, policies rules and regulations that may impact on the Supply Chain Management.

**Requirements for appointment**

For appointment to this grade, an officer must:

1. Have served in the grade of Principal 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. Bachelors 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. Have Masters Degree in any of the following:- Procurement and Supply Management, Logistics and Supply Chain Management, Business Administration, Commerce or any other relevant fields from a recognized institution.
5. Have shown merit and ability as reflected in work performance and results.

**ADVERT NO. 9/2017 -CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'M'-  
(1) ONE POST**

**Terms of Service: Permanent and Pensionable**

**BASIC SALARY**

**Ksh.41,590 x 2,070 - 43,660 x 2,220 - 45,880 x 2,310 - 48,190 x 2,400 - 50,590 x 2,550 - 53,140 x 2,700 - 55,840 p.m.**

**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. 10/2017 -SENIOR LIBRARY ASSISTANT, JOB GROUP 'L'- (1) ONE POST**

**Terms of Service: Permanent and Pensionable**

**BASIC SALARY**

**Ksh.35,910 x 1,800 - 37,710 x 1,890 - 39,600 x 1,990 -41,590 x 2,070 - 43,660 x 2,220 - 45,880 p.m.**

**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.

**ADVERT NO. 11/2017 - ASSISTANT OFFICE ADMINISTRATOR I JOB GROUP 'K' TWO (2) POSTS**

## **Terms of Service: Permanent and Pensionable**

### **BASIC SALARY**

**Ksh.31,020 x 1,560 - 32,580 x 1,620 - 34,200 x 1,710 - 35,910 x 1,800 - 37,710 x 1,890 - 39,600 x 1,990 - 41,590 p.m.**

### **Duties and responsibilities include:-**

1. Taking oral dictation
2. Managing e-office;
3. Word and data processing
4. Operating office equipment and attending to visitors/ clients;
5. Handling telephone calls and appointments;
6. Maintaining office diary and travel itineraries
7. Ensuring security of office records, equipment and documents, including classified materials
8. Preparing responses to routine correspondence;
9. Managing office protocol and etiquette;
10. Managing petty cash;
11. Establishing and monitoring procedures for record keeping of correspondence and file movement;
12. Maintaining an up to date filing system in the office;
13. Ensuring security, integrity and confidentiality of data;
14. Supervising office cleanliness;
15. Undertaking any office administrative services duties that may be assigned.

### **Requirements for appointment**

1. Must have served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of three (3) years;
2. Diploma in Secretarial studies from the Kenya National Examination Council;

**OR**

Business Education single and group certificate (BES&GC) stages I, II and III from the Kenya National Examination Council in the following subjects:-

- a. Shorthand III (minimum 100 wpm),
- b. Typewriting III (50wpm) /computerized document processing III;
- c. Business English III/Communications II;
- d. Office Practice II;
- e. Commerce II;
- f. Secretarial duties II;
- g. Office Management III/Office Administration and Management III;
- h. Certificate in Public Relations and Customer Care course not lasting less than two weeks from the Kenya School Of Government or any other government training institution;
- i. Certificate in Computer Applications from a recognized institution; and
- j. Shown merit and ability as reflected in work performance and results.

**GITHU MUIGAI, EGH, SC**  
**ATTORNEY GENERAL**