



REPUBLIC OF KENYA

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

VACANT POSITIONS

Applications are invited from suitable qualified persons for the positions shown below:

S/No	VACANCY NO.	VACANCY	JOB GROUP	NO. OF POSTS
1.	VACANCY NO. 1/2025	ACCOUNTANT II	CSG '11'	TEN (10)
2.	VACANCY NO. 2/2025	PUBLIC COMMUNICATION OFFICER II	CSG '11'	TWO (2)
3.	VACANCY NO. 3/2025	CLERICAL OFFICER II	CSG '14'	TEN (10)

1. VACANCY NO. 2/2025 – ACCOUNTANT II, CSG '11' - TEN (10) POSTS

(a) Terms of Service

Permanent and Pensionable

(b) Salary and other benefits

Basic salary – Ksh. 34,420 x 1300 – 35,720 x 1,380 – 37,100 x 1,390 – 38,490 x 1,460 – 39,950 x 1,470 – 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710- 46,120 p.m.

Allowances:

- Commuter Allowance - Kshs. 4,000 p.m.
- House Allowance - As per region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) Duties and Responsibilities

This is the entry and training grade for non-professionals. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

SHERIA HOUSE, HARAMBEE AVENUE

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DEPARTMENT OF JUSTICE

CO-OPERATIVE BANK HOUSE, HAILLE SELLASIE AVENUE P.O. Box 56057-00200, Nairobi-Kenya TEL: Nairobi 2224029/ 2240337

E-MAIL: legal@justice.go.ke WEBSITE: www.justice.go.ke

ISO 9001:2008 Certified



(d) Requirements

For appointment to the grade of **Accountant II, CSG '11'** a candidate must have the following qualification: -

A pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- (i) Ability to get on well with the diverse workforce
- (ii) Good knowledge in the professional field of specialization
- (iii) Good communication skills
- (iv) Ability to take instructions
- (v) Good organizational and supervisory skills

Core Skills

- (i) Team playing skills
- (ii) Accuracy
- (iii) Care for resources
- (iv) Manual dexterity
- (v) Execution of instructions
- (vi) Interpersonal skills
- (vii) Analytical skills
- (viii) Records Management skills**

2. VACANCY NO. 3/2025 - PUBLIC COMMUNICATION OFFICER II, CSG '11' - TWO (2) POSTS

(a) Terms of Service

Permanent and Pensionable

(b) Salary and other benefits

Basic salary – Ksh. 34,420 x 1300 – 35,720 x 1,380 – 37,100 x 1,390 – 38,490 x 1,460 – 39,950 x 1,470 – 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710- 46,120 p.m.

Allowances:

- Commuter Allowance - Kshs. 4,000 p.m.
- House Allowance - As per the region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: assisting in building corporate relations; developing content on topical issues for uploading onto institutional websites, Information Education Communication (IEC) materials and undertaking media monitoring; assisting in the preparation of media

reviews, briefs, press release/statements and supplements; maintaining public relations records and documents; and participating in event organization.

(d) Requirements

For appointment to the grade of **Public Communication Officer II, CSG '11'**, a candidate must possess: -

(i) Bachelor's Degree in any of the following disciplines: - Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution;

OR

Bachelors Degree in Social Science with Postgraduate Diploma in Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution; and

(ii) Certificate in computer application skills from a recognized institution.

3. VACANCY NO. 4/2025 – CLERICAL OFFICER II, CSG '14' -TEN (10) POSTS

(a) Terms of Service

Permanent and pensionable.

(b) Salary and other benefits

Basic salary – Ksh. 20,560 x 680 – 21,240 x 700 – 21,940 x 780 – 22,720 x 800-23,520 x 950 –24,470 x 950 –25,420 x 1,040 –26,460 p.m.

Allowances:

- Commuter Allowance - Kshs. 3,000 p.m.
- House Allowance - As per region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) Duties and Responsibilities

This will be the entry and training grade for the Clerical 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 officer.

(d) Requirements

For appointment to the grade of **Clerical Officer II, CSG '14'**, a candidate must possess: -

(i) Kenya Certificate Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and

(ii) Certificate in computer application skills from a recognized institution

How to Apply

Candidates who meet the above requirements are requested to make their applications by filling Application for Employment Form **OAG&DOJ.FORM 1A** available on OAG & DOJ website (**www.statelaw.go.ke**). Applications should be scanned (PDF) and emailed to: **recruit2024@ag.go.ke** or sent to the address below on or before **16th May, 2025** to be received by **5.00pm**.

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

Please Note:

- OAG&DOJ is an equal employer committed to diversity and gender equality within the organization and therefore encourages persons with disability, women, youth and those from marginalized areas to apply;
- Only shortlisted applicants will be contacted;
- Canvassing in any form will lead to automatic disqualification; and
- Shortlisted candidates shall be required to produce originals of their National Identity card; academic and professional certificates and transcripts; and other testimonials during interviews.

