



REPUBLIC OF KENYA

MINISTRY OF PUBLIC SERVICE, PERFORMANCE AND DELIVERY MANAGEMENT STATE DEPARTMENT FOR PERFORMANCE AND DELIVERY MANAGEMENT

Office of the Principal Secretary

ADVERTISEMENT OF VACANCIES IN THE GRADES OF PRINCIPAL PERFORMANCE MANAGEMENT OFFICER, JOB GROUP 'N', CSG 8 AND SENIOR PERFORMANCE MANAGEMENT OFFICER, JOB GROUP 'L', CSG 9

The State Department for Performance and Delivery Management invites applications from qualified serving officers in the Public Service to fill the following vacancies:

S/No.	Post	Grade & JG	V/No.	No. of Vacancies	Terms of Service
1.	Principal Performance Management Officer	CSG 8, JG 'N'	1/03/2024	7	Permanent and Pensionable
2.	Senior Performance Management Officer	CSG 9, JG 'L'	2/03/2024	7	Permanent and Pensionable

V/NO. 1/03/2024: PRINCIPAL PERFORMANCE MANAGEMENT OFFICER – SEVEN (7) POSTS

Job Group	:	'N'/CSG 8
Salary Scale	:	Ksh. 50,610 p.m. - 90,200 p.m
House Allowance	:	Ksh. 35,000 p.m.
Commuter Allowance	:	Ksh. 8,000 p.m
Leave Allowance	:	Ksh. 6,000 p.a.
Leave Entitlement	:	30 days per Financial Year
Medical Benefits	:	As existing in the Civil Service
Terms of Service	:	Permanent and Pensionable

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Implementing policies, regulations, statutes, frameworks and operational guidelines on Performance Management in the Public Service;
- (ii) Drafting policy briefs on Performance management in the Public Service;
- (iii) Providing technical support on Performance Management to Ministries, Departments, Agencies and Counties (MDACs);
- (iv) Ensuring compliance with norms and standards in Performance Management through quality control;
- (v) Undertaking research on Performance Management;
- (vi) Monitoring, evaluating and reporting on implementation of Performance Contracts by MDACs;
- (vii) Updating and maintaining an information and knowledge management platform to support Performance Management;
- (viii) Disseminating information on Performance Management;
- (ix) Collating and analysing data to facilitate preparation of operational guidelines and tools on Performance Contracting; and
- (x) Preparing periodic reports on performance of MDACs to be submitted to relevant institutions.

b) Requirements for Appointment

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

- (i) Served in the grade of Senior Performance Management Officer Job group 'L' for a minimum period of three (3) years or in a comparable and relevant position in the Public Service for a cumulative period of seven (7) years;
- (ii) Bachelor's degree in any of the following fields:- Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a recognized institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Proficiency in computer applications;
- (v) Met the requirement of Chapter Six of the Constitution; and
- (vi) Shown merit and ability as reflected in work performance and results.

c) Key Competencies and Skills

- (i) Good communication
- (ii) Team player
- (iii) Creative and innovative
- (iv) Financial management and budgeting
- (v) Time management
- (vi) Customer focus
- (vii) Continuous learning
- (viii) Technological awareness
- (ix) Listening skills
- (x) Interpersonal skills

d) Values and Personal Attributes

- (i) Professionalism
- (ii) Integrity
- (iii) Transparency
- (iv) Accountability
- (v) Impartiality
- (vi) Honesty
- (vii) Respect and concern for others
- (viii) Confidentiality
- (ix) Respect for diversity
- (x) Show initiatives

**V/NO. 2/03/2024: SENIOR PERFORMANCE MANAGEMENT OFFICER –
SEVEN (7) POSTS**

Job Group	:	‘L’/CSG 9
Salary Scale	:	Ksh. 44,400 p.m. – 61,110 p.m.
House Allowance	:	Ksh. 28,000 p.m.
Commuter Allowance	:	Ksh. 6,000 p.m
Leave Allowance	:	Ksh. 6,000 p.a.
Leave Entitlement	:	30 days per Financial Year
Medical Benefits	:	As existing in the Civil Service
Terms of Service	:	Permanent and Pensionable

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Collecting, collating, analyzing and compiling data and statistics for Ministries, Departments, Agencies and Counties (MDACs) on Performance Management;
- ii. Collating data to facilitate review and preparation of operational Performance Contracting guidelines;
- iii. Providing technical support in vetting of performance contracts for MDACs;
- iv. Ensuring compliance with norms and standards in Performance Management through quality control;
- v. Disseminating information on Performance Management;
- vi. Providing feedback on Performance Contracting to MDACs; and
- vii. Preparing draft periodic reports on performance of MDACs to be submitted to relevant institutions.

b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Served at the level of Officer I, CSG 10, Job Group K, for a minimum period of three (3) years or in a comparable and relevant position in the Public Service for a cumulative period of four (4) years;
- ii. Bachelor’s degree in any of the following fields:- Economics, Statistics, Mathematics, Economics and Finance, Human Resource Management, Human Resource Development, Business Administration, Education, Sociology, Community Development, Political Science, Law, Public Administration or any other equivalent qualification from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.

c) Key Competencies and Skills

- i. Good communication
- ii. Team player
- iii. Creative and innovative
- iv. Time management
- v. Customer focus
- vi. Continuous learning
- vii. Technological awareness

d) Values and Personal Attributes

- i. Professionalism
- ii. Integrity
- iii. Transparency
- iv. Accountability
- v. Impartiality
- vi. Honesty
- vii. Respect and concern for others
- viii. Confidentiality
- ix. Respect for diversity

Interested and qualified candidates are required to make their applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website 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 in the form.

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- THE STATE DEPARTMENT FOR PERFORMANCE AND DELIVERY MANAGEMENT IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.
- WOMEN, PEOPLE WITH DISABILITIES (PWDs), THE MARGINALIZED AND THE MINORITIES WHO MEET THE REQUIREMENTS OF THE ADVERTISED POSITIONS ARE ENCOURAGED TO APPLY.

Completed application (PSC 2 form) should reach the Principal Secretary, State Department for Performance and Delivery Management, Ministry of Public Service, Performance and Delivery Management, P.O. Box 326 -00200, Nairobi or hand delivered to our offices at Railways Headquarters, Block A, Registry, 2nd Floor Room 209 I on or before 2nd April, 2024.