



REPUBLIC OF KENYA

NATIONAL HEROES COUNCIL

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Website: www.nationalheroescouncil.or.ke, E-mail: info@nationalheroescouncil.or.ke

ADVERTISEMENT FOR VACANT POSTS IN NATIONAL HEROES COUNCIL

The National Heroes Council is a State Corporation established under the Kenya Heroes Act No. 5 of 2014. The mandate of Council is to provide for the recognition of heroes, establish criteria for the identification, selection and honoring of national heroes and provide for the categories of heroes.

In order to realize its mandate the Council seeks to recruit suitable and qualified Kenyan citizens to fill various posts.

Application are hereby invited to fill the following vacancies in the Council:-

N/B: *The position holders will be based in Nairobi County*
LOCATION: *Embankment Plaza, Upper hill, Opposite TSC along Longonot Road*

S/NO	POSITION	HC GRADE	NO. OF VACANCIES	JOB REF. NO
1.	Chief Executive Officer	1	1	HC/01/2022
2.	Deputy Director, Heroes Square, Monuments and Research	2	1	HC/02/2022
3.	Deputy Director, Public Education Awareness and Corporate Communication	2	1	HC/03/2022
4.	Deputy Director, Heroes Rewards, Sanctions and Assistance	2	1	HC/04/2022
5.	Deputy Director, Corporate Services	2	1	HC/05/2022
6.	Corporation Secretary / Deputy Director, Legal Services	2	1	HC/06/2022
7.	Assistant Director/Manager Finance & Accounts	3	1	HC/12/2022
8.	Assistant Director/Manager, Policy and Planning	3	1	HC/08/2022
9.	Assistant Director/Manager Internal Audit	3	1	HC/09/2022
10.	Assistant Director/Manager, Human Resource and Administration	3	1	HC/10/2022
11.	Principal Supply Chain Management Officer	4	1	HC/11/2022
12.	Human Resource Officer	6	1	HC/13/2022
13.	Heroes Officer (Education, Research and Rewards)	6	3	HC/07/2022
14.	Senior Assistant Office Administrator	7	2	HC/14/2022
15.	Driver	9	2	HC/16/2022
16.	Office Assistant	10	2	HC/15/2022
		TOTAL	21	

MODE OF APPLICATION

- Interested persons who meet the requirements should submit their application through the recruitment portal recruitment.nationalheroescouncil.or.ke on or before close of business **10th February, 2023**.
- Only shortlisted and successful candidate will be contacted and shall be required to download and dully fill the Heroes Council application for employment form from the Heroes Council website. The Candidate will be required to produce originals of their Birth Certificate, National Identity Cards, Academic and Professional Certificate and transcripts during interviews.

**Chairman,
National Heroes Council**

VACANCY NO. HC/01/2022: CHIEF EXECUTIVE OFFICER (HC 1)

Basic Salary Scale	: Kshs.197, 943 - Kshs. 326,458 p.m.
House Allowance	: Kshs. 60,000
Commuter allowance	: Official
Reports to	: Council
Tenure	: 3 Years Renewable Once Subject To Performance

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

- i. Masters Degree in History, Anthropology, Fine Art, Sociology, Development Studies, Environmental studies, Conservation, Education (Arts, Communication Studies or any other equivalent qualification from a recognized Institution.
- ii. Bachelors Degree in any of the following disciplines; History, Anthropology, Fine Art, Sociology, Development Studies, Environmental studies, Conservation, Education (Arts, Communication Studies or any other equivalent qualification from a recognized Institution.
- iii. Have knowledge and experience of not less than fifteen (15) years of relevant work, with at least five (5) years served in a managerial/leadership role. OR
- iv. Has knowledge and at least seven (7) years' experience in matters relating to the management of public institutions.
- v. Be a member of a recognized professional body where applicable and in good standing.
- vi. Leadership course lasting not less than four (4) weeks.
- vii. Experience in Strategic Leadership Development and/or Corporate Governance.
- viii. Have a thorough understanding of public sector policy and reforms, corporate planning and relevant legislations.
- ix. Proficiency in Computer Applications.
- x. Fulfil the requirements of Chapter Six of the Constitution of Kenya 2010.

Duties and Responsibilities:

- Providing Secretarial services to the Council
- Accounting Officer for the Council,
- Coordinating delivery of the core functions of the Council as stipulated under section 5 of the Act,
- Spearheading formulation, implementation and review of the Council's policies, procedures, strategies, standards and guidelines,
- Providing strategic leadership and ensuring excellence in the provision of services by the Council,
- Spearheading development agenda of the Council including formulation of projects and programmes,
- Executes and communicates the Council's strategies, decisions and policies,
- Providing technical advice on matters pertaining to Council in the Council's area of jurisdiction,
- Developing and implementing the Council's annual business plans, Provides linkage between the Council and the Management,
- Enhancing collaboration and engagement with stakeholders and partners in support of development of the Heroes Council and implementation of its mandate,
- Promoting the corporate image of the Council, Ensures continuous improvement of the quality and value of services provided by the Council,
- Fostering a culture that promotes ethical and good corporate governance,
- Ensuring that the Council complies with the relevant legislation in the provision of its services,
- Champions national values and principles of public service,
- Putting in place sound strategies to ensure prudent utilization of the Council's resources and assets,
- Overseeing preparation of annual budgets and establishing proper internal monitoring and control systems and procedures in accordance with the public financial management Act, 2012,
- Coordinating preparation of the Council's annual financial statements and submitting the same to the National Treasury, Parliament and the Controller of Budget as required by law,
- Performing such other duties as may be assigned by the Council and the law

VACANCY NO. HC/02/2022: DEPUTY DIRECTOR, HEROES SQUARE, MONUMENTS AND RESEARCH

Basic Salary Scale	: Kshs.160, 068 - Kshs. 231,870 p.m.	(HC 2)
House Allowance	: Kshs. 50,000	
Commuter allowance	: Kshs. 16,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. A minimum of twelve (12) years' experience in relevant work in the Public Service or in the Private Sector with at least five (5) years' experience in a management role;
- ii. Masters Degree in any of the following disciplines: - Fine Arts, Sociology, Development Studies, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies or any other relevant and equivalent qualification from a recognized Institution.
- iii. Bachelors Degree in any of the following disciplines: Fine Arts, Sociology, Business Administration, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies or its equivalent qualification from a recognized Institution or other equivalent qualifications from a recognized institution.
- iv. Leadership course of not less than four (4) weeks from a recognized institution
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

- Coordinating Identification, research on and document on National heroes and heroism,
- Recommending the establishment and management of the National Heroes' square,
- Coordinating the Establishment and maintenance of Heroes' Squares in places that the council may deem appropriate,
- Coordinating the Identification, documentation and preservation plaques, material culture, photographs, memoirs and histories of national heroes at the Heroes' Square,
- Identify, document and preserve plaques, material culture, photographs, memoirs and histories of national heroes.
- Recommending the approval of research proposals.
- Coordinating the establishment and maintenance of symbolic tombs, monuments and statues in honour of national heroes,
- Overseeing the design and creation of appropriate commemorative items for purposes of honouring national heroes,
- Overseeing publication of books depicting national heroes roles in the country's history or the social life of the society, which shall be part of the educational curriculum,
- Coordinating periodic studies, research and evaluations of the national honours system and other systems in other jurisdictions; and
- Overseeing the custody and management of properties and institutions relating to heroes
- Establish and maintain Heroes' Squares in such places as the National Heroes Council may deem appropriate.
- Build and maintain symbolic tombs, monuments and statues in honour of national heroes
- Publish books depicting national heroes' roles in the country's history or the social life of the society, which shall be part of the educational curriculum.

VACANCY NO. HC/03/2022: DEPUTY DIRECTOR, PUBLIC EDUCATION AWARENESS AND CORPORATE COMMUNICATION

Basic Salary Scale	: Kshs.160, 068 - Kshs. 231,870 p.m.	(HC 2)
House Allowance	: Kshs. 50,000	
Commuter allowance	: Kshs. 16,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. A minimum of twelve (12) years' experience in relevant work in the Public Service or in the Private Sector with at least five (5) years' experience in a management role;
- ii. Masters Degree in any of the following disciplines: - Fine Arts, Sociology, Development Studies, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies or any other relevant and equivalent qualification from a recognized Institution.
- iii. Bachelors Degree in any of the following disciplines: Fine Arts, Sociology, Business Administration, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies or its equivalent qualification from a recognized Institution or other equivalent qualifications from a recognized institution.
- iv. Leadership course of not less than four (4) weeks from a recognized institution
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

- Initiating and recommending policies relating to national heroes,
- Leading implementation of the Council's Communication strategy and all corporate communication activities designed to create, maintain and enhance a positive corporate image of the Council
- Recommending the approval of research proposals,
- Leading the Council's complaints handling and resultant statutory reporting in compliance with article 59(4) of the Constitution of Kenya, 2010 and the Commission on Administrative Justice Act, 2011; and providing overall direction in the management of the Department;
- Spearheading the Council's Stakeholder management
- Recommending the Approvals, Coordinating and facilitating research in the department,
- Recommending the Approvals of all applications for exhibitions, cultural festivals, concerts and events, Evaluating recommendations for registration,
- Facilitating the overall coordination, planning of civic education and awareness in order to stimulate public discussion,
- Acting as the interface between the Council and the Media;
- Recommending Approvals, Reviewing and overseeing publications, audio visuals and books depicting respective roles of heroes,
- Recommending Approvals inventory of the country's history or the social life in the resource centers,
- Reviewing overall proposed designs and creation of commemorative items,
- Coordinating the branding of heroes which positions the country optimally in terms of heroism, pride, tourism and international relations,
- Establishing an integrated approach within the National government, County and Private sector towards local and international brand identity; and,
- Building national support for heroes within Kenya with the cooperation of Government, non-Governmental organizations and private sector

VACANCY NO. HC/04/2022: DEPUTY DIRECTOR, HEROES REWARDS, SANCTIONS AND ASSISTANCE

Basic Salary Scale	: Kshs.160, 068 - Kshs. 231,870 p.m.	(HC 2)
House Allowance	: Kshs. 50,000	
Commuter allowance	: Kshs. 16,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. A minimum of twelve (12) years' experience in relevant work in the Public Service or in the Private Sector with at least five (5) years' experience in a management role;
- ii. Masters Degree in any of the following disciplines: - Fine Arts, Sociology, Development Studies, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies or any other relevant and equivalent qualification from a recognized Institution.
- iii. Bachelors Degree in any of the following disciplines: Fine Arts, Sociology, Business Administration, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies or its equivalent qualification from a recognized Institution or other equivalent qualifications from a recognized institution.
- iv. Leadership course of not less than four (4) weeks from a recognized institution
- v. Proficiency in computer applications.
- vi. Fulfilled the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

- Coordinating the planning of National heroes awards, recognition, sanctions and State Assistance,
- Reviewing recommendations of strategies, policies, Procedures, regulations, conditions and criteria for, Imposing sanctions to withdrawal heroes' honours and awards,
- Awarding and recognition of National heroes,
- State Assistance for heroes and their dependants,
- Preparing departmental work plan and schedules, procurement plan and budget plan and shall be In charge of department staff performance, discipline & overall department performance, Monitoring, Evaluation and reporting

VACANCY NO. HC/05/2022: DEPUTY DIRECTOR, CORPORATE SERVICES

Basic Salary Scale	: Kshs.160, 068 - Kshs. 231,870 p.m.	(HC 2)
House Allowance	: Kshs. 50,000	
Commuter allowance	: Kshs. 16,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. Have twelve (12) Years cumulative relevant work experience, five (5) of which should have been at senior management level in a reputable institution;
- ii. Bachelors Degree in any of the following: Commerce, Business Administration, HRM, Finance or Accounting, ICT or any other equivalent qualification from a recognized institution;
- iii. Masters Degree in any of the following: Business Administration, Finance, HRM, ICT, Public Relations, Public Administration or any other equivalent from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Demonstrate competence in work performance;
- vii. Proficiency in computer applications; viii. Ability to work with and supervise multigenerational staff; and
- viii. Fulfil the requirements of Chapter Six of the Constitution.

Duties and Responsibilities:

- Coordinating the development, reviewing and implementation of administrative policies, strategies and programmes within the Council,
- Overseeing the implementation and updating of all necessary accounting practices,
- Analyzing and making recommendations related to all major financial and business decisions,
- Overseeing the forecasting and planning of Finance, Human Resource Management & Administration and ICT needs in order to achieve strategic objectives of the directorate,
- Overseeing the implementation of Finance, Human Resource Management & Administration, and ICT regulations and circulars as issued from time to time by the Government,
- Overseeing preparation, implementation and monitoring of the Budget;
- Managing of the Council's financial investment and assets,
- Overseeing the overall administration, planning, coordination and execution of all IT functions,
- Ensuring the preparation and interpretation of financial statements, management accounts and reports,
- Coordinating general administrative services of the Council and ensuring prudent utilization of resources,
- Providing leadership in the Human Resource Management including succession management and Administration function of the Council,
- Spearheading change management programmes in the Council,
- Superintending risk management and Business Continuity Management of the Directorate,
- Ensuring Compliance with Statutory obligations; and Supervising, mentoring and
- Facilitate training and Coaching Directorate staff

VACANCY NO. HC/06/2022: CORPORATION SECRETARY / DEPUTY DIRECTOR, LEGAL SERVICES

Basic Salary Scale	: Kshs.160, 068 - Kshs. 231,870 p.m.	(HC 2)
House Allowance	: Kshs. 50,000	
Commuter allowance	: Kshs. 16,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. Master's degree in a relevant field from a university recognized in Kenya;
- ii. Bachelor's degree in Law (LLB) or its equivalent from a university recognized in Kenya;
- iii. At least twelve (12) years' work related experience from the private or public sector five (5) of which must have been at a senior management position;
- iv. Postgraduate Diploma in Law from the Council for Legal Education;
- v. Admission as an Advocate of the High Court of Kenya;
- vi. Membership to the Law Society of Kenya, (LSK);
- vii. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- viii. Current Advocates Practicing Certificate;
- ix. Proficiency in computer applications;
- x. Demonstration of results in work performance; and
- xi. Meets the requirements of Chapter six of the Constitution.

Duties and Responsibilities:

- Overseeing the provision of legal services to the Council and Management,
- Overseeing the drafting of contracts, agreements and other legal documents,
- Coordinating legal research to ensure Council compliance in accordance with applicable laws,
- Assisting in preparation and communication of Council Resolutions, Action Points, Council Reports and Council Minutes,
- Identifying and mitigating legal and compliance risks and issues relative to the actions of the Council,
- Liaising with external advocates on all cases filed against the Council to ensure instructions, witnesses and statements are procured on time,
- Representing the Council in litigation matters and
- Any other duty as may be assigned from time to time.

VACANCY NO. HC/08/2022: ASSISTANT DIRECTOR/ MANAGER, POLICY AND PLANNING

Basic Salary Scale	: Kshs.125, 365 - Kshs. 190,913 p.m.	(HC 3)
House Allowance	: Kshs. 45,000	
Commuter allowance	: Kshs. 12,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. A minimum period of twelve (12) years' relevant work experience and at least five (5) years at a senior management level;
- ii. Bachelors Degree in, social science, environmental management, Business Studies, Business Administration, Management, Statistics, Finance, Mathematics, Accounting, Economic or a relevant field;
- iii. Masters Degree in, environmental management, Business Studies, Business Administration Management, Statistics, Finance, Mathematics, Accounting, Economic or a relevant field;
- iv. Certificate in leadership course lasting not less four (4) weeks from a recognized university;
- v. Proficiency in computer applications;
- vi. Demonstrated Competence in work performance; and
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

Duties and Responsibilities:

- Coordinating Strategic and Planning, Corporate Research Monitoring and Evaluation and Quality & Risk Management of the Council,
- Coordinating the formulation of the corporate strategy, annual work plans and monitor implementation,
- Coordinating Corporate performance contract management,
- Coordinating performance management systems that enable reporting and analysis of performance,
- Formulating and coordinate implementation of business development policy,
- Establishing and Maintain linkages with strategic partners,
- Coordinating resource mobilization and absorption for the Council,
- Carrying out Preparatory activities for implementation of the development partners projects,
- Coordinating appraising of development proposals to the Council, Formulating and coordinating implementation of risk management policy,
- Coordinating risk management and reporting in the Council, Formulating and coordinating implementation of environment and social policy,
- Ensuring compliance with environment and social management of the project,
- Formulating and coordinating implementation of corporate research policy,
- Coordinating corporate research and disseminating findings,
- Formulating and coordinating implementation of monitoring and evaluation policy; and
- Coordinating monitoring and evaluation programmes.

VACANCY NO. HC/09/2022: ASSISTANT DIRECTOR/MANGER INTERNAL AUDIT

Basic Salary Scale	: Kshs.125, 365 - Kshs. 190,913 p.m.	(HC 3)
House Allowance	: Kshs. 45,000	
Commuter allowance	: Kshs. 12,000	
Reports to	: C.E.O/Director	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. Have a minimum period of ten (10) years relevant work experience three (3) of which should have been on Supervisory level;
- ii. Have Bachelors Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- iii. Have Masters degree in any of the following disciplines: Business Administration (Accounting/Finance Option) or relevant field from a recognized institution;
- iv. Have passed Certified Public Accountant of Kenya (K) or its equivalent qualification;
- v. Be a registered member of ICPAK in good standing and OR Be a Member of the IIA/ISACA in good standing;
- vi. Have a certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- vii. Be proficient in computer application skill;
- viii. Have demonstrated professional competence and ability as reflected in work performance and results; and
- ix. Fulfilled the requirements of Chapter six of the Constitution.

Duties and Responsibilities:

- Providing secretariat to the Audit committee,
- Formulating and coordinate the implementation of internal audit policies, strategies and plans, Compiling and issue internal audit reports;
- Conducting special audits and investigations,
- Setting up and implement systems in accordance with auditing standards,
- Testing the efficacy of the risk assessment systems,
- Monitoring and reporting on the Board overall risk profile,
- Supporting various departments in risk profiling, Reviewing correctness and accuracy of accounting reports,
- Providing of independent assurance on risk management process on both design and operation; and
- Assuring on risk control effectiveness, efficiency and adequacy and risk management processes.

VACANCY NO. HC/10/2022: ASSISTANT DIRECTOR/ MANAGER, HUMAN RESOURCE AND ADMINISTRATION

Basic Salary Scale	: Kshs.125, 365 - Kshs. 190,913 p.m.	(HC 3)
House Allowance	: Kshs. 45,000	
Commuter allowance	: Kshs. 12,000	
Reports to	: Deputy Director Corporate Services	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. A minimum period of ten (10) years relevant work experience and at least three (3) years in a Senior management role in comparable and relevant position;
- ii. Have a Bachelors degree in any of the following disciplines: Human Resource Management or equivalent qualifications from a recognized institution;
- iii. Have a Masters degree in any of the following disciplines: Human Resource Management, Administration, Business Administration, qualifications or equivalent qualification from recognized institution;
- iv. Attended a Management Course or its equivalent lasting not less than four (4) weeks;
- v. Membership of the Institute of Human Resource Management in good standing
- vi. Proficiency in computer applications;
- vii. Demonstrated results in work performance;
- viii. Good communication skills,
- ix. Meet the provision of Chapter Six of Constitution.

Duties and Responsibilities:

- Providing guidance in the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
- Ensuring implementation of Terms and Conditions of service for the Council; coordinating organizational development and job reviews;
- Managing staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Council;
- Monitoring the implementation of performance management systems; analyzing the staffing levels in the Council and recommending proposals for succession planning and proper deployment;
- Coordinating the development and implementation of grievance handling mechanisms; Initiating best practices in the management of human resource function;
- Championing change management programmes in the Council;
- Monitoring and evaluating the effectiveness of training and development programmes; and
- Leading the Council in formulating and implementing efficient Performance Management Systems

VACANCY NO. HC/12/2022: ASSISTANT DIRECTOR/ MANAGER, FINANCE & ACCOUNTS

Basic Salary Scale	: Kshs.125, 365 - Kshs. 190,913 p.m.	(HC 3)
House Allowance	: Kshs. 45,000	
Commuter allowance	: Kshs. 12,000	
Reports to	: Deputy Director Corporate Services	
Tenure	: 5 Years Renewable subject to performance and retirement age	

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

- i. A Minimum of ten (10) years relevant work experience and at least three (3) in a senior management role in the Public Service;
- ii. Bachelors Degree in either Commerce, Accounting, Business Administration, Finance, or any other equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following: Commerce, Accounting, Business Administration, or their equivalent qualification from a recognized institution;
- iv. Certified Public Accountant (CPA,K) or its equivalent
- v. Membership and in good standing of a relevant professional body/Institution;
- vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications with emphasis on Financial Management Information Systems;
- viii. Fulfilled the requirements of Chapter Six of the Constitution; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

- Developing and overseeing the implementation of a dynamic Finance strategy that is able to deliver exemplary services and results as envisioned in the strategic plan;
- Develop the Council's budget and continuously monitor and evaluate its implementation;
- Giving oversight to the Council's financial affairs and advise the Council on financial planning strategies and policies;
- Ensuring effective and efficient management of the Council's resources including finances and other assets and liabilities;
- Ensuring the provision of meaningful, accurate and timely financial and management accounts and reports to the Director General and the Board;
- Negotiating with banks, donors and development partners for appropriate support;
- Participating in the development and review of the Corporation strategic plan;
- Ensuring compliance with Public Financial Management Act, IPSAS and IFRS and ISO Standards and other legal and regulatory policies;
- Reviewing the financial plans in line with the overall strategic objectives and government performance contract;
- Construct and monitor reliable internal control systems;
- Understanding and mitigating key elements of the corporation financial risk profile; and
- Overseeing the operations of Finance & Accounting divisions.

VACANCY NO. HC/11/2022: PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER

Basic Salary Scale	: Kshs.100, 498 - Kshs. 142, 841 p.m.	(HC 4)
House Allowance	: Kshs. 35,000	
Commuter allowance	: Kshs. 8,000	
Reports to	: Asst. Director/Manager, Supply Chain Mngt	
Tenure	: Permanent and Pensionable	

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

- i. Have eight (8) years relevant work experience in public or private, three (3) of which must have been at a supervisory level;
- ii. Have Bachelors Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- iii. Have Master's Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- iv. Be Member of professional body either KISM or CIPS in good standing;
- v. Proficiency in computer applications
- vi. Have a management course lasting not less than four (4) weeks from a recognized institution;
- vii. Have Demonstrated results in work performance; and
- viii. Fulfill the requirements of Chapter Six of the Constitution.

Duties and Responsibilities:

- Providing input into the annual procurement and disposal plans, Implementing the annual procurement and disposal plans,
- Coordinating procurement and disposal activities,
- Preparing contract documents for goods, works and services,
- Liaising with the user department to ensure effective implementation of contracts for goods, works and services,
- Providing secretariat to committee's incidental to procurement of goods and services, and disposal of assets,
- Overseeing periodic and annual stocktaking exercise,
- Coordinating disposal of assets activities; and
- Preparing draft statutory reports to PPRA.

VACANCY NO. HC/07/2022: HEROES OFFICER

Basic Salary Scale	: Kshs.64, 095 - Kshs. 87,597 p.m.	(HC 6)
House Allowance	: Kshs. 10,000	
Commuter allowance	: Kshs. 4,000	
Reports to	: Deputy Director	
Tenure	: Permanent and Pensionable	

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

- i. Bachelors Degree in any of the following fields: Fine Arts, sociology, Development Studies, Environmental Studies, History, Anthropology, Education in Arts, Conservation, Communication Studies other relevant and equivalent qualifications from a recognized Institution.
- ii. Computer proficiency skills
- iii. Fulfilled the requirements of Chapter Six of the Constitution; and
- iv. Proficiency in computer applications

Duties and Responsibilities:

- Collecting and collating data for research,
- Maintaining and updating the heroes register,
- Writing and Compiling reports on identification, registration, sanctioning and honoring heroes,
- Creating awareness through public communication,
- Preparing an assessment report to determine the nature and level of assistance to heroes and their dependents,
- Cataloging and classification of materials,
- Designing commemorative artifacts for awards,
- Providing user orientation and education,
- Carrying out research to inform heroes identification, registering, rewards and sanctioning,
- Updating and maintaining the Heroes' website.

VACANCY NO. HC/13/2022: HUMAN RESOURCE & ADMINISTRATION OFFICER

Basic Salary Scale	: Kshs.64, 095 - Kshs. 87,597 p.m.	(HC 6)
House Allowance	: Kshs. 10,000	
Commuter allowance	: Kshs. 4,000	
Reports to	: Principal Human Resource & Administration Officer	
Tenure	: Permanent and Pensionable	

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

- i. Bachelors Degree in Human Resource Management or equivalent qualification from arecognized institution;
- ii. Proficiency in computer applications;
- iii. Fulfilled the requirements of Chapter Six of the constitution.

Duties and Responsibilities:

- Assisting in preparing memoranda for the Human Resource Advisory Committee (HRAC) and implementation of decisions thereof;
- Assisting in preparing job advertisements and coordinating the recruitment and selection process;
- Assisting in undertaking training needs analysis, projections and developing training programmes;
- Assisting in developing training materials for in-house courses;
- Assisting in administering performance appraisal, collates performance related data, analyzing and preparing related reports;
- Coordinating programmes on HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, Occupational, Safety and Health Act. Perform any other duties as may be assigned by the management from time to time.

VACANCY NO. HC/14/2022: SENIOR ASSISTANT OFFICE ADMINISTRATOR

Basic Salary Scale	: Kshs.44, 521 - Kshs. 64, 493 p.m.	(HC 7)
House Allowance	: Kshs. 6,750	
Commuter allowance	: Kshs. 4,000	
Reports to	: Officer in charge at area of deployment	
Tenure	: Permanent and Pensionable	

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

- i. At least eight (8) years relevant experience:
- ii. Diploma in Secretarial Studies from Kenya National Examinations Council;

OR

- i. Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
 - a. Shorthand III (minimum 110 wpm)
 - b. Typewriting III (50Wpm)/computerized Document processing III;
 - c. Business English III/Communication II
 - d. Commerce II;
 - e. Office practice II
 - f. Office Management III/Office Administration and Management III
 - g. Secretarial Duties II;
- ii. Certificate in Computer Application from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:

- Coordinating the general administration of the Manager's office; Managing the Chief Manager's diary;
- Coordinating appointments and travel itineraries for the Manager's;
- Attending to visitors/clients;
- Handling telephone calls;
- Coordinating schedules of meetings;
- Ensuring security of office records, equipment and documents including classified materials;
- Maintaining an up to date filing system in the office;
- Establishing and monitoring procedures for record keeping of correspondence and file movements;
- Preparing responses to simple routine correspondence;
- Managing office protocol and etiquette;
- Supervising office cleanliness;
- Ensuring security, integrity and confidentiality of data; and
- Undertaking any other office administrative services duties that may be assigned.

VACANCY NO. HC/16/2022: DRIVER

Basic Salary Scale	: Kshs.25, 136 - Kshs. 33,803 p.m.	(HC 9)
House Allowance	: Kshs. 4,125	
Commuter allowance	: Kshs. 3,000	
Reports to	: Senior Human Resource & Administration Officer	
Tenure	: Permanent and Pensionable	

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

- i. At least served in the grade of Driver for at least four (4) years;
- ii. At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- iii. The Occupational Trade Test II Certificate;
- iv. Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v. Certificate of Good Conduct (renewable after two (2) years);
- vi. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- vii. An accident free driving period of three (3) years.
- viii. Proficiency in computer applications;
- ix. Fulfilled the requirements of Chapter six (6) of the Constitution

Duties and Responsibilities:

- Maintaining cleanliness of the vehicle;
- Keeping up to date work tickets for vehicles;
- Cleaning of the assigned motor vehicle;
- Submitting regular reports on motor vehicle assigned;
- Reporting any mechanical/accident problems; and
- Proper mechanical working condition of the vehicle.

VACANCY NO. HC/15/2022: OFFICE ASSISTANT

Basic Salary Scale	: Kshs.19, 502 - Kshs. 25, 352 p.m.	(HC 10)
House Allowance	: Kshs. 3,750	
Commuter allowance	: Kshs. 3,000	
Reports to	: Senior Officer in charge at area of deployment	
Tenure	: Permanent and Pensionable	

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

- i. Have KCSE D+ or equivalent qualification from a recognized institution;
- ii. Have fulfilled the requirements of Chapter Six of the Constitution; and
- iii. Computer Skills

Duties and Responsibilities:

- Ensuring general office cleanliness;
- Collecting and dispatching mails;
- Preparing and serving beverages;
- Operating basic office equipment; and
- Ensuring safe custody of the office facilities.