



EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE

Telegraphic Address
Telephone: +254-20-2227436
When replying please quote

STATE HOUSE
P.O. Box 40530-00100
Nairobi, Kenya

OP/CAB. 11/2/2/1

11th July, 2022
....., 20.....

Ref. No.
and date

All Principal Secretaries
The Secretary/Chief Executive Officer, PSC (K)
The Comptroller of State House
The Principal Administrative Secretary, Office of the Deputy President
The Clerk, National Assembly

**ADVERTISEMENT OF VACANT POSTS IN THE EXECUTIVE OFFICE OF THE PRESIDENT
- CABINET AFFAIRS OFFICE**

Applications are invited from suitably qualified candidates for the positions shown below in the Executive Office of the President - Cabinet Affairs Office.

S/No.	Post	CSG/ Job Group	No. of Vacancies	Advert. No.
1	Clerical Officer II	14/ "F"	13	1/2022

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.

Details of the Posts

ADVERT NO: 1/2022 CLERICAL OFFICER II - 13 POSTS

Terms of Service	:	Permanent and Pensionable
Basic Salary	:	Ksh.16,890 per month
House Allowance	:	Ksh.6,750 p.m.
Commuter Allowance	:	Ksh.3,000 p.m.
Medical Benefits	:	As applicable in the Civil Service

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Candidate must be in possession of KCSE mean grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

(b) Duties and Responsibilities

This is 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 clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail:

Collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filing and dispatching correspondence; preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

Please note

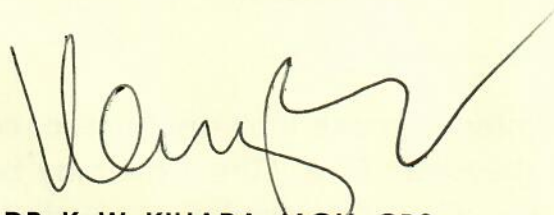
- Candidates should **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to **automatic disqualification**.
- Shortlisted candidates shall be required to produce original of their National Identity Card, Certificate of Good Conduct, academic and professional certificates during interviews.

The completed application forms should be sent to:

**The Principal Administrative Secretary
Executive Office of the President
Cabinet Affairs Office
P.O. Box 62345-00200
NAIROBI**

or hand-delivered to our offices at the **Department of Resource Surveys & Remote Sensing (DRSRS), Popo Road, South C, Room No. 6**

However, applicants are encouraged to apply online to: HRM@cabinetoffice.go.ke so as to reach this Office on or before **1st August, 2022**.



**DR. K. W. KIHARA, MGH, CBS
For: HEAD OF THE PUBLIC SERVICE**