



**OFFICE OF THE PRIME CABINET SECRETARY AND MINISTRY OF FOREIGN AND
DIASPORA AFFAIRS
STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS**

ADVERTISEMENT

VACANCIES IN THE STATE DEPARTMENT FOR PARLIAMENTARY AFFAIRS

1. **VACANCY** : Principal Legislative Affairs Officer, CSG 8
2. **VACANCY NO** : 1/2024
3. **POSTS** : Two (2)
4. **SALARY SCALE** : Ksh.50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360
x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650
x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140
x 4,060 – 90,200 p.m.
5. **TERMS OF SERVICE:** Permanent and Pensionable.

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

- (i) Have served in the grade of Senior Legislative Affairs Officer or a comparable and relevant position in the Public Service for a minimum period of one (1) year;
- (ii) Have a Bachelor's Degree in Law (LLB) from a recognized institution;
- (iii) Have a Post-graduate Diploma in Law from the Kenya School of Law;
- (iv) Have been admitted as an Advocate of the High Court of Kenya with at least one (1) year post-admission experience;
- (v) Have Certificate in Senior Management Course (SMC) lasting for at least four (4) weeks from a recognized institution;
- (vi) Be proficient in computer application skills; and
- (vii) Has shown merit and ability as reflected in work performance and results

b) Duties and Responsibilities: -

Compiling and collating data from MDAs on legislative proposals ;Prepare Information Education and Communication (IEC) materials on national legislation formulation, implementation, monitoring and evaluation; sensitize MDAs on guidelines, procedures and processes for formulation of National legislation; Conduct Monitoring and evaluation on implementation of guidelines for formulation of National legislation; prepare report on implementation of guidelines for formulation of National legislation; track the status of development of legislative proposals by the MDAs; Preparation of consolidated periodic Reports on the Legislative Agenda and legislation proposals development status by the MDAs; to implement tools for monitoring and tracking legislative development processes; and to monitor the status and quality of data in the Legislative Agenda Tracking Information System.

1. **VACANCY** : Principal Policy Coordination Officer, CSG 8
2. **VACANCY NO** : 2/2024
3. **POSTS** : Two (2)
4. **SALARY SCALE** : Ksh.50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

5. **TERMS OF SERVICE:** Permanent and Pensionable.

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

- (i) Have served in a comparable position in the Public Service for a cumulative period of six (6) years;
- (ii) Have Bachelors in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a recognized institution;
- (iii) Have Certificate in Senior Management Course (SMC) lasting for at least four (4) weeks from a recognized institution;
- (iv) Be proficient in computer applications skills; and
- (v) Have demonstrated professional competence and managerial capability as reflected in work performance and results.

b) Duties and Responsibilities: -

Developing the National policy Guideline and citizen/stakeholder's engagement framework to guide MDAs on policy formulation; Coordinating sensitization of MDAs on the National Policy Guideline, citizen/stakeholder's engagement framework and best practices on policy formulation and implementation; Conducting Monitoring and evaluation on the implementation of the National Policy Guideline and citizen/stakeholder's engagement framework; Coordinating the preparation of monitoring and evaluation reports on implementation of the national government policies; Monitoring the status and quality of data in the Policy tracking information system; Coordinating policy analysis from the Policy tracking information system to identify legislative gaps and preparing periodic policy status reports on national development agenda; Analyzing data and preparing reports on key emerging socio-economic issues for policy interventions and decision

making; Developing, reviewing and implementing tools, techniques and frameworks for appraisal and tracking of policy formulation and implementation; Identifying appropriate techniques and designing tools for appraisal of policy formulation and implementation; Coordinating piloting and validation of research tools and techniques for appraisal of policy formulation and implementation; Documenting best practices on policy formulation and implementation; Liaising with stakeholders for follow up on implementation of commitments made during the fora on key emerging socio-economic; Preparing reports on implementation status of the commitments made during the fora on key emerging socio-economic; Coordinating the preparation of reports on fora recommendations on policy interventions; and Developing Information Education and Communication (IEC) materials on policy formulation, implementation, monitoring and evaluation.

1. **VACANCY** : Principal Policy Coordination and Strategy Officer, CSG 8
2. **VACANCY NO** : 3/2024
3. **POSTS** : Two (2)
4. **SALARY SCALE** : Ksh.50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

5. **TERMS OF SERVICE:** Permanent and Pensionable.

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

- (i) Have served in a comparable position in the Public Service for a cumulative period of six (6) years;
- (ii) Have Bachelor's Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a recognized institution;
- (iii) Have Certificate in Senior Management Course (SMC) lasting for at least four (4) weeks from a recognized institution;
- (iv) Be proficient in computer application skills; and
- (v) Have demonstrated professional competence as reflected in work performance and results.

b) Duties and Responsibilities: -

Undertaking policy analysis from the Policy tracking information system to identify legislative gaps and preparing periodic policy status reports on national development agenda; Sensitizing MDAs on the National Policy Guideline, citizen/stakeholder's engagement framework and best practices on policy formulation and implementation; Preparing monitoring and evaluation reports on the implementation of the National Policy Guideline, citizen/stakeholder's engagement framework and national government policies; Identifying capacity gaps on policy making processes for MDAs; Preparing reports on implementation status of the commitments made during the fora on key emerging socio-economic; Coordinating data collection, collating, coding, analysis and preparing reports on key emerging socio-economic issues for policy interventions and decision making;

Piloting and validating research tools and techniques for appraisal of policy formulation and implementation; Documenting best practices on policy formulation and implementation; Implementing tools and frameworks for tracking policy formulation and implementation; Monitoring the status and quality of data in the system; Liaising with identified institutions for capacity building on policy making process; and Developing Information Education and Communication (IEC) materials on policy formulation, implementation, monitoring and evaluation.

1. **VACANCY** : Principal Parliamentary Affairs Officer, CSG 8
2. **VACANCY NO** : 4/2024
3. **POSTS** : Three (3)
4. **SALARY SCALE** : Ksh.50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

5. **TERMS OF SERVICE:** Permanent and Pensionable.

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

- (i) Have served in the grade of Senior Parliamentary Liaison or a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Have a Bachelor's Degree in any of the following disciplines; Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics, Statistics or any other equivalent qualification from a recognized institution;
- (iii) Have a post-graduate Diploma in Law from the Kenya School of Law or a Master's Degree in any of the following disciplines: Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics, Statistics or any other equivalent qualification from a recognized institution;
- (iv) Have been admitted as an Advocate of the High Court of Kenya with at least three (3) year post-admission experience or three (3) year working experience in the following disciplines: Law, Political Science, Sociology, International Relations, Public Administration, Business Management, Economics, Statistics or any other equivalent qualification;
- (v) Be proficient in computer application skills; and
- (vi) Has shown merit and ability as reflected in work performance and results.

b) Duties and Responsibilities: -

Developing and reviewing the Parliamentary Liaison Framework; Sensitizing MDAs on the Parliamentary Liaison Framework; Monitoring the implementation of the Parliamentary Liaison Framework; Organizing fora with Parliamentary leadership and Parliamentary Liaison Officers in

the Executive on Government business in Parliament; Monitoring the implementation of the for resolutions and recommendations; Preparing reports for the appraisal of Parliament and Cabinet on Government affairs; Reviewing and guiding MDAs on responses to parliamentary enquiries in collaboration with Parliamentary Liaison Officers in the Executive; Preparing responses and reports to Parliament; Establishing and maintaining a database of Parliamentary Resolutions and National Executive's undertakings to Parliament; Preparing reports on the status of implementation of Parliamentary Resolutions and National Executive's undertakings to Parliament; Developing and reviewing tools for monitoring and tracking the implementation of Parliamentary Resolutions and National Executive's undertakings to Parliament; Establishing and maintaining a database of Parliamentary Liaison Officers in the Executive; Updating the database of Parliamentary Liaison Officers in the Executive; Formulating and reviewing the roles of Parliamentary Liaison Officers in the Executive; Identifying the capacity gaps of public officers in the MDAs on legislative and parliamentary affairs; and Identifying and liaising with institutions to build capacity of public officers in the MDAs on legislative and parliamentary affairs.

1. **VACANCY** : Senior Policy Coordination and Strategy Officer, CSG 9
2. **VACANCY NO** : 5/2024
3. **POSTS** : Two (2)
4. **SALARY SCALE** : Ksh.44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

5. **TERMS OF SERVICE:** Permanent and Pensionable.

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

- (i) Have Served in a comparable position in the Public Service for a cumulative period of four (4) years;
- (ii) Have Bachelor's Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a recognized institution;
- (iii) Be proficient in computer application skills; and
- (iv) Have demonstrated professional competence as reflected in work performance and results.

c) Duties and Responsibilities: -

Collecting and coding data on key emerging socio-economic issues; Collating data for policy analysis from Policy Tracking Information System to identify legislative gaps and decision making; Preparing draft concept notes on policy analysis; Preparing training materials for sensitization of MDAs on the National Policy Guideline, citizen/stakeholder's engagement framework and on best practices on policy formulation and implementation; Preparing draft IEC materials on policy formulation, implementation, monitoring and evaluation; and Preparing monitoring and evaluation reports on implementation of the national government policies.

1. **VACANCY** : Senior Policy Coordination Officer, CSG 9
2. **VACANCY NO** : 6/2024
3. **POSTS** : Two (2)
4. **SALARY SCALE** : Ksh.44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.
5. **TERMS OF SERVICE:** Permanent and Pensionable.

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

- (i) Have served in a comparable position in the Public Service for a cumulative period of four (4) years;
- (ii) Have Bachelor's Degree in any of the following disciplines: Economics, Economics and Statistics, Economics and Mathematics, Statistics, Actuarial Science, Social Sciences, International Relations, Business Administration or any other equivalent qualification from a recognized institution;
- (iii) Have proficient in computer applications skills; and
- (iv) Have demonstrated professional competence and managerial capability as reflected in work performance and results.

c) Duties and Responsibilities: -

Preparing monitoring and evaluation reports on the implementation of the National Policy Guideline, citizen/stakeholder's engagement framework and national government policies; Undertaking policy analysis from the Policy tracking information system to identify legislative gaps and preparing periodic policy status reports on national development agenda; Sensitizing MDAs on the National Policy Guideline, citizen/stakeholder's engagement framework and best practices on policy formulation and implementation; Identifying capacity gaps on policy making processes for MDAs; Preparing reports on implementation status of the commitments made during the fora on key emerging socio-economic; Coordinating data collection, collating, coding, analysis and preparing reports on key emerging socio-economic issues for policy interventions and decision making; Piloting and validation of research tools and techniques for appraisal of policy formulation and implementation; Documenting best practices on policy formulation and implementation; Implementing tools and frameworks for tracking policy formulation and implementation; Monitor the status and quality of data in the system; Liaising with identified institutions for capacity building on policy making process; and Developing Information Education and Communication (IEC) material materials on policy formulation, implementation, monitoring and evaluation.

Interested and qualified persons are requested to make their applications online through the link provided at the State Department's website: www.parliamentaryaffairs.go.ke/careers 2024 Technical vacancies. Hard copies shall not be accepted. The deadline for the application is on **13th March, 2024.**

Only shortlisted candidates will be invited to appear in person before the interview/recruitment panels on scheduled dates, venue, and time.



CPA Aurelia Chepkirui Rono, CBS
PRINCIPAL SECRETARY

22nd February, 2024

1200 North 2nd St
Tomball, TX 77375
Harris County, TX 77001
Dated at the City of Houston
this 1st day of March, 1994.

Only the undersigned
has been authorized to
execute this instrument.

AKC

THE ABOVE INSTRUMENT
WAS FILED FOR RECORD

ON 03/01/94