



NATIONAL YOUTH SERVICE



VACANCIES

The National Youth Service (NYS) is a State Corporation established under section 5 (1) of the NYS, Act, 2018 (the Act) to train and mentor Kenyan youth. The functions of the Service as provided in the Act are undertaking paramilitary training, technical and vocational training in various trades, national building programs, commercialization of assets to optimize utilization of its resources as well as research and innovation, hence creating a critical mass of technologically skilled and effective Kenyan youth ready to join the global village.

In line with its mandate, the Service is seeking to recruit suitably qualified candidates for the following positions:

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
ACCOUNTANT II, CSG 11,	'J'	3	Kshs. 31,270 - 41,260 P.M	House Allowance As per duty station Commuter Allowance Ksh. 4, 000 P.M Leave allowance Ksh. 4,000 P.M

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of the accountant will entail:

1. Preparing and verification of vouchers in accordance with the laid down rules and regulations;
2. Responsible for safe custody of records and assets under him/her;
3. Prepare, verify and upload payment vouchers in the IFMIS system;
4. Collect revenue from income generating streams and remit to Accounting Officer;
5. Make cash payments for duly completed and approved payment vouchers;
6. Balancing of Cashbook, Data entry, Imp rest, Advances, and management of Ledgers.

Person Specification

For appointment to this post, the candidate must;

- (i) Have a bachelor degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution; OR
- (ii) A pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications;
- (iii) Certificate in Computer applications from a recognized institution; and
- (iv) Fulfilled the requirements of Chapter six (6) of the Constitution.

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
INFORMATION SYSTEM AUDITOR, CSG 9	"L"	1	Kshs. 42,970 – 59,120 P.M	House Allowance As per duty Station Commuter Allowance Ksh. 6, 000 P.M Leave allowance Ksh. 6,000 P.M

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of the Information System Auditor/ICT Officer will entail:

1. Perform internal Information system control, Audit reviews of computer system, development standards operating procedures and program me control;
2. Prepare quality Information System Audit reports;
3. Participate in providing quality assurance in technology acquisition and implementation;
4. Review system backup, disaster recovery and maintenance procedures;
5. Recommend revisions to audit procedures to enhance efficiency;
6. Conduct operational compliance, financial and investigative audit;
7. Design and program me specifications in liaison with users, Monitoring of Control System which ensure the accuracy and Security of data;

Person Specification

For appointment to this grade, a candidate must:

- (i) Have a degree in any of the following fields: Computer Science/ Information Communication Technology or in any other related studies from a recognized institution;
- (ii) Have experience of not less than three (3) years, in Information Systems Auditing, or ICT Quality Assurance;
- (iii) Certified Information Systems Auditor (CISA), as an added advantage; and
- (iv) Fulfilled the requirements for Chapter six (6) of the Constitution.

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
SUPPLY CHAIN MANAGEMENT OFFICER II, CSG 11,	"J"	3	Kshs.31, 270 - 41,260 P.M	House Allowance As per duty station Commuter Allowance Ksh.4, 000 P.M Leave allowance Ksh.4, 000 P.M

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of Supply Chain Management Officer will entail:

- 1) The officer will be deployed in a Warehouse, performing Supply Chain Management duties and responsible to a senior officer;
- 2) Procurement, distribution and management of stores;
- 3) Disposal of stores and equipment;
- 4) Participate in Market surveys and research;
- 5) Management of the inventory and stock control, in accordance with the laid down regulations and procedures;

Person Specification

For appointment to this post, the candidate must;

- (i) Have a bachelor degree in Commerce, Business Administration (Supplies Management option), Economics, Procurement and Supplies Management, Marketing or their equivalent from a recognized institution; OR
- (ii) Diploma, in Supplies Management with three (3) years work experience;
- (iii) Certificate in Computer applications from a recognized institution; and
- (iv) Fulfilled the requirements of Chapter six (6) of the Constitution.
- (v) Good knowledge in the professional field of specialization
- (vi) Ability to get on well with the diverse workforce
- (vii) Good communication skills
- (viii) Good organization and supervisory skills

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
LECTURER I, INFORMATION COMMUNICATION TECHNOLOGY (ICT)	'K'	4	Kshs. 38,270 – 51,170 P.M	House Allowance As per duty station Commuter Allowance Kshs. 5,000 P.M Leave allowance Kshs. 6,000 P.A
ACCOUNTING		3		

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of Lecture II will entail:

1. Preparing Schemes of work, lesson notes and lesson plans;
2. Lecturing and demonstrating concepts to trainees;
3. Setting and marking theoretical and practical assignments and examinations;
4. Supervising demonstrations and practical exercise in areas of specialization;
5. Conducting extra-curricular activities;
6. Guiding and counselling trainees;
7. Maintaining trainees progress records.

Person Specification

For appointment to this post, the candidate must;

- (i) Have a bachelor degree in Computer Science, Information Technology/Commerce (Accounts or Finance Option with CPA II/CPS II) or other related studies from a recognized institution; OR
- (ii) Diploma, Engineering in any of the Disciplines (i) above with six (6) years' work experience;
- (iii) Certificate in Computer applications from a recognized institution; and
- (iv) Fulfilled the requirements of Chapter six (6) of the Constitution.

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
LECTURER I, BUSINESS MANAGEMENT, CSG 10,	'K'	2	Kshs. 38,270 – 51,170 P.M	House Allowance As per duty station Commuter Allowance Kshs. 5,000 P.M Leave allowance Kshs. 6,000 P.A

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of Lecture II will entail:

- 1) Preparing Schemes of work, lesson notes and lesson plans;
- 2) Lecturing and demonstrating concepts to trainees;
- 3) Setting and marking theoretical and practical assignments and examinations;
- 4) Supervising demonstrations and practical exercise in areas of specialization;
- 5) Conducting extra-curricular activities;
- 6) Guiding and counselling trainees;
- 7) Maintaining trainees progress records.

Person Specification

For appointment to this post, the candidate must;

- (i) Have a bachelor degree in Business Administration/Management or other related studies from a recognized institution;
- OR
- (ii) Diploma, in (i) above with six (6) years' work experience;
- (iii) post-Graduate Diploma in Education from a recognized institution;
- (iv) Certificate in Computer applications from a recognized institution; and
- (v) Fulfilled the requirements of Chapter six (6) of the Constitution.



NATIONAL YOUTH SERVICE



VACANCIES

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
SENIOR INSPECTOR (ROADS), CSG 11,	'J'	2	Kshs.31, 270 - 41,260 P.M	House Allowance As per duty station Commuter Allowance Ksh.4, 000 P.M Leave allowance Ksh.4, 000 P.M

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of Senior Inspector (Roads) will entail:

- Supervision of all road construction and maintenance works;
- Preparation of work programs for all camps;
- Ensuring that all ledgers, work tickets, log sheets, returns, master rolls, daily activity cards, are completed in time and submitted as required;
- Advising on the priorities for maintenance programs and required distribution of plant, vehicles and staff;
- Ensuring the necessary stores, materials, fuel and any other tools received to undertake work assigned is properly utilized.

Person Specification

For appointment to this post, the candidate must have;

- Diploma in Civil Engineering or its equivalent qualification from a recognized institution;
- Three (3) years relevant work experience;
- Certificate in Computer Application from a recognized institution; and
- Fulfilled the requirements of Chapter six (6) of the Constitution.

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
ASSISTANT ENGINEER II (CIVIL AND STRUCTURAL - ROADS), CSG 10,	'K'	2	Kshs. 38,270 – 51,170 P.M	House Allowance As per duty station Commuter Allowance Kshs. 5,000 P.M Leave allowance Kshs. 6,000 P.A

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of Civil and Structural Engineer II (Roads) will entail:

- Work under the guidance of a senior officer;
- Preliminary design;
- Supervision of construction; and
- Maintenance of classified and unclassified roads.

Person Specification

- Have a Bachelor Degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- Be registered by Engineers Registration Board of Kenya as a Graduate Engineer; and
- Fulfilled the requirements of Chapter six (6) of the Constitution.

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
QUANTITY SURVEYOR/ MATERIAL ENGINEER II, CSG 10,	'K'	1	Kshs. 38,270 – 51,170 P.M	House Allowance As per duty station Commuter Allowance Kshs. 5,000 P.M Leave allowance Kshs. 6,000 P.A

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

Duties and responsibilities of Quantity Surveyor will entail:

- Assist in the management of quantity surveying aspects of building and civil engineering projects;
- Measure drawings, check and compute quantities and site dimensions;
- Prepare project cost and budgetary estimates under the supervision of the Architecture;
- Scrutinize maintenance and material costs to ensure the best deals;
- Select and source for construction materials;
- Keep track of materials and order for more when required;
- Report to the supervisor and client on the progress of the project till completion.

Person Specification

- Have a Bachelor Degree in Quantity Surveying or equivalent and relevant qualification from a recognized institution;
- Have a Certificate of Computer from a recognized institution; and
- Fulfilled the requirements of Chapter six (6) of the Constitution.

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
CHAPLAIN – II (SEVENTY DAY ADVENTIST) / IMAAM II, CSG11	'J'	2	Kshs.31, 270 - 41,260 P.M	House Allowance As per duty station Commuter Allowance Ksh.4, 000 P.M Leave allowance Ksh.4, 000 P.M

Terms of Service

Permanent and Pensionable. (P&P)

DUTIES AND RESPONSIBILITIES

An officer at this level will work under the guidance of a senior Chaplain Protestant /Ima am. Duties and responsibilities will entail;

- Offering spiritual care to inmates, staff and their families through preaching, teaching the word of God
- Spiritual counseling and guidance
- Conducting religious rites
- Enrolling inmates into the Christian faith
- Implementing spiritual rehabilitation programs
- Preparing inmates and their families for reintegration through pre-release assessment and guidance
- Ensuring observance of the Christian seasonal and special events
- Keeping records on chaplaincy matters

Requirements for Appointment

- Bachelor's degree in sacred Theology, Christian Philosophy, Pastoral Theology, Theology, Theology and Bible, divinity, Islamic, Arabic Studies (Jaamiyah) or any other equivalent qualification from a recognized institution; OR
- Diploma in (i) above with Three (3) years relevant work experience
- A letter of recommendation from the head of Church/Mosque where the church must be under the umbrella of any of the following bodies: Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya; Evangelical Fellowship of Churches in Kenya; East Africa Union of Seventh Day Adventist, Supreme Council for Kenya Muslims or any other recognized body;
- Must be an ordained pastor/priest/sheikh approved and licensed by the Government;/Islamic Authority;
- Certificate in Computer application skills from recognized institution

POSITION	JOB GROUP	NO.OF POSITIONS	SALARY SCALE	ALLOWANCES
PRINCIPAL CHAPLAIN - CATHOLIC/ANGLICAN	'N'	2	Kshs. 38,270 – 51,170 P.M	House Allowance As per duty station Commuter Allowance Ksh.5, 000 P.M Leave allowance Ksh.6, 000 P.M

Terms of Service

Permanent and Pensionable. (P&P)

Duties and Responsibilities

- Officiating religious ceremonies and managing Chapels within prisons
- Offering spiritual and psychological counselling and guidance to inmates' staff and their families
- Administering religious rites
- Sourcing for spiritual materials for preaching and teaching
- Identifying volunteer groups and coordinating their programs
- Participating in admission and discharge boards
- Implementing spiritual rehabilitation programs
- Ensuring observance of the Christian seasonal and special events
- Managing records on chaplaincy matters
- Identifying chaplaincy development projects
- Facilitating seminars, workshops and retreats for inmates, staff and their families
- Collaborating with external faith based and community organizations on matters of spiritual welfare
- Preparing inmates and staff for graduation on completion of chaplaincy courses

Requirements

- Bachelor's degree in any of the following: sacred theology, Christian philosophy, Pastoral Theology, Theology, Theology and Bible Divinity, Islamic, Arabic studies (Jaamiyah) or any other equivalent qualification from a recognized institution; OR
- Serving Senior Catechist/Anglican with Six (6) years' work experience
- A letter of recommendation from the head of Church/ Mosque where the church must be under the umbrella of any of the following bodies: Kenya Conference of Catholic Bishops (KCCB); National Council of Churches of Kenya; Evangelical Fellowship of Churches in Kenya; East Africa Union OF Seventh Day Adventist; Supreme Council for Kenya Muslims or any other recognized body;
- Be an ordained pastor /priest and licensed by the Government authority;/Islamic Authority;
- A proven record of consistent Christian/Muslims character;
- Have Certificate in Management Course from a recognized institution;
- Certificate in computer application skills from a recognized institution;

Application Procedure

Applicants who meet the above requirements should send their application letters in a sealed envelope marked with the title of the position being applied for; together with detailed curriculum vitae, certified copies of academic certificates testimonials, and national identity card/passport.

The applications should reach the undersigned not later than **Friday, 24th May, 2022**

**Director General/CEO
National Youth Service
P. O Box 30397 – 00100, GPO
NAIROBI**

Sealed hand-delivered applications can be dropped at the **Registry – National Youth Service Headquarters, Ruaraka, Thika Road, Ground Floor.**

Those without relevant qualifications, copies of documentation and details as sought for will **NOT** be considered. No allowed clipboard formats could have been pasted.

Any form of canvassing shall lead to Automatic Disqualification. ONLY shortlisted candidates shall be contacted. NYS is an equal opportunity employer. Persons with Disabilities are encouraged to apply.

**Matilda P. Sakwa (Ms.), EBS
DIRECTOR GENERAL**