



OFFICE OF THE PRESIDENT
MINISTRY OF INTERIOR AND CO-ORDINATION OF NATIONAL
GOVERNMENT

ADVERTISEMENT OF VACANT POSTS

Vacancy No.	Cadre	JG/CSG	Vacancies
NRB/1/2021	Clerical Officer II	F/14	1,200
NRB/2/2021	Office Administrative Assistant III	G/13	205
NRB/3/2021	Driver III	D/16	109
NRB/4/2021	Support Staff	C/17	356

Applications are invited from suitably qualified candidates for the positions shown above in the Department of National Registration Bureau in all the **forty seven (47) Counties**.

Interested and qualified persons are requested to make their application by completing **one** application form PSC2 (Revised 2016). The form may be downloaded from PSC website www.publicservice.go.ke

Completed application forms should be **hand delivered** at the respective County Commissioner's office on or before **2nd August, 2021 at 5.00 pm**.

1. Vacancy No. NRB.1/2021

Grade : Clerical Officer II CSG 14 - (1200) Posts

Terms of Service : Short Term Contract for six (6) Months

Salary and Other Benefits

Basic Salary : Ksh.16,890 p.m.

House Allowance : Varies according to the area of deployment

Commuter Allowance : Ksh.3,000.00 per month

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- (i) Kenya Certificate of Secondary Education (KCSE) mean Grade C - (Minus) or its equivalent qualification; and
- (ii) Proficiency in computer applications from a recognized institution;

(b) Duties and responsibilities

Officers at this level will be deployed in the Department of National Registration Bureau and specific duties will include:

- (i) data entry and verification; and
- (ii) any other duties that may be assigned by supervisors;

2. Vacancy No.NRB.2/2021

Grade : Office Administrative Assistant III CSG 13 - (205) Posts

Terms of Service : Short Term Contract for six (6) Months

Salary and Other Benefits

Basic Salary : Ksh.22,270 p.m.

House Allowance : Varies according to the area of deployment

Commuter Allowance : Ksh.3,000.00 per month

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- (i) Kenya Certificate of Secondary Education (KCSE) mean Grade C - (Minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following Subjects;
 - a) Typewriting II (minimum 40 w.p.m.)/Computerized Document Processing II;
 - b) Business English I/Communications I;
 - c) Office Practice I;
 - d) Commerce I;

OR

Certificate in Secretarial Studies from the Kenya National Examinations Council; and

- (iii) Certificate in Computer Applications Skills from a recognized institution.

(b) Duties and responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail;

- (i) word and data processing from manuscripts;
- (ii) operating office equipment;
- (iii) ensuring security of office equipment, documents and records;
- (iv) attending to visitors/clients;
- (v) handling telephone calls and appointments; and
- (vi) undertaking any other office administrative and services that may be assigned

3. Vacancy No.NRB.3/2021

Grade	: Driver III CSG 16 - (109) Posts
Terms of Service	: Short Term Contract for six (6) Months
Salary and Other Benefits	
Basic Salary	: Ksh.14,610 p.m.
House Allowance	: Varies according to the area of deployment

Commuter Allowance : Ksh.3,000.00 per month

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean Grade D (Plain) from a recognized institution;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer required to drive;
- (iii) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (iv) passed suitability Test for Driver Grade III from Kenya Institute of Highway and Building Technology (KIHBT) ;
- (v) passed Practical Test for Drivers conducted by the respective Ministry/Department;
- (vi) a valid Police Clearance Certificate
- (vii) at least two (2) years driving experience

(b) Duties and responsibilities

Duties and responsibilities at this level will include:

- (i) driving a motor vehicle as authorized
- (ii) carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc;
- (iii) detecting and reporting malfunctioning of vehicles systems;
- (iv) maintenance of work tickets for vehicles assigned;
- (v) ensuring security and safety for the vehicle on and off the road;
- (vi) safety of passengers and/or goods therein; and

(vii) maintaining cleanliness of the vehicle

4. Vacancy No.NRB.4/2021

Grade : Support Staff CSG 17 - (356) Posts

Terms of Service : Short Term Contract for six (6) Months

Salary and Other Benefits

Basic Salary : Ksh.13,280 p.m.

House Allowance : Varies according to the area of deployment

Commuter Allowance : Ksh.3,000.00 per month

Medical Benefits : As applicable in the Civil Service

(a) Requirements for Appointment

Minimum of Kenya Certificate of Primary Education (KCPE)

(b) Duties and responsibilities

Duties and responsibilities at this level will include:

- (i) General messengersial duties
- (ii) Office cleaning

Please note that canvassing will lead to automatic disqualification.


DR. (ENG.) KARANJA KIBICHO, CBS
PRINCIPAL SECRETARY – INTERIOR AND CITIZEN SERVICES