



**MINISTRY OF ENVIRONMENT AND NATURAL RESOURCES
STATE DEPARTMENT OF ENVIRONMENT**

Telegrams : “NATURE”, Nairobi
Telephone : 0254-20-2730808/9
Fax : 0254-20-2734722
Email : psoffice@environment.go.ke
Website : www.environment.go.ke

**NHIF BUILDING
RAGATI ROAD
P.O. BOX 30126
NAIROBI**

Ref: DENR/HR/C/3/42
Date: 31st January, 2017

All Cabinet Secretaries
Secretary, Public Service Commission
Solicitor General
Auditor General

INTERNAL ADVERTISEMENT

Applications are hereby invited from suitably qualified persons for the following positions:

POSITIONS IN THE KENYA METEOROLOGICAL DEPARTMENT:

1. ASSISTANT DIRECTOR OF METEOROLOGICAL SERVICES, JOB GROUP “P” – FOURTEEN (14) POSTS

TERMS OF SERVICE:	Permanent and Pensionable
SALARY SCALE -	Kshs. 77,527 - Kshs .103, 894 monthly
HOUSE ALLOWANCE -	Kshs.43,334 monthly
COMMUTER ALLOWANCE -	Kshs. 12, 000 monthly
LEAVE ALLOWANCE -	Kshs. 10,000 once annually

Duties and Responsibilities:-

An Assistant Director of Meteorological Services will be responsible for the administration and coordination of work in a Division, at the Meteorological Department headquarters, the Institute for Meteorological Training and Research and Provincial Meteorological offices. Specific duties involve; drawing up research programmes and arranging for their implementation; revising existing training programmes and designing new ones for courses at the Institute for Meteorological Training and Research; preparation and updating of Bibliography of research activities in Meteorology and related scientific fields; liaison with training; research and professional institutions and organizations; implementation of various Computer software packages for meteorological applications; representing Kenya in technical commissions of World Meteorological Organization (WMO); teaching WMO courses and other relevant courses at the Institute of Meteorological Training; coordinating operational research, the provision of meteorological services to all public sectors, activities related to climate change and variability, weather and climate related disasters, aeronautical meteorology, agro meteorology, hydrometeorology, biometeorology, road meteorology, building meteorology remote sensing and Geographical Information System (GIS), disaster management, environmental science, public weather services and media, public education and outreach programmes, climate prediction and weather modification, meteorological business support services, marine meteorology, environmental impact assessment, preparation and alignment of Strategic plans to Vision 2030 and the Millennium Development Goals(MDGs), timely amendments to the WMO and ICAO manuals and initiating action on all technical matters of the WMO, bilateral and other multilateral programmes; and carrying out public education on meteorological matters; training, planning, co-ordination and implementation of relevant projects.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Assistant Director of Meteorological Services, the candidate must have;

- i. Have served for at least three (3) years in the grade of Principal Meteorologist, Job Group 'N';

- ii. Bachelor of Science Degree in Meteorology from a recognized institution;
- iii. Master of Science Degree in Meteorology or related field from a recognized institution;
- iv. Attended the Senior Management Course lasting for a period of not less than Four (4) weeks;
- v. Certificates in operational training Course lasting not less than six(6) months from a recognized institution; and
- vi. Demonstrated professional competence as reflected in work performance and results.

**2. SENIOR METEOROLOGICAL SUPERINTENDENT, JOB GROUP ‘N’
(ONE HUNDRED AND FIFTY ONE POSTS)**

TERMS OF SERVICE -	Permanent and Pensionable
SALARY SCALE -	Kshs. 48,190 - Kshs .65,290 monthly
HOUSE ALLOWANCE -	Kshs.31,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for, Documentation and supply of meteorological information to various users; Taking charge of establishment, inspection and maintenance of rainfall stations; Participation in the analysis and interpretation of meteorological planning information; Scrutinizing periodic weather summaries of station networks and calculating statistical parameters on the basis of such summaries; Carrying out instruction duties at the Institute for Meteorological Training and Research; Assisting in the inspection of synoptic and climatological stations and taking action on their requirements; Taking charge of a major meteorological station that comprises of synoptic and upper air radio sound observations; and Collecting agro-meteorological information and assisting in the preparation of weather bulletins for farmers.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Meteorological Superintendent, the candidate must;

- i. Have served for at least three (3) years in the grade of Chief Meteorological Superintendent, Job Group ‘M’;
- ii. Attended a Management Course lasting for a period of not less than Four (4) from a recognized institution; and
- iii. Have demonstrated merit and ability required for effective performance of duties at this level including the ability to plan, work and supervise staff.

3. PRINCIPAL METEOROLOGICAL COMMUNICATIONS OFFICER, JOB GROUP ‘N’ - FOUR (4) POSTS

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 48,190 - Kshs .65,290 monthly
HOUSE ALLOWANCE -	Kshs. 31,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for Supervising a major Communications unit and data collecting centres, operation of Automatic Message System and other communication systems; Developing software for automatic communications systems; Compiling monitoring reports and drawing daily statistical reports; Preparing quarterly monitoring reports for discussion; Implementing Catalogue of meteorological Bulletin; Initiating remedial actions on identified communications deficiencies; Teaching meteorological communications at the institute for Meteorological Training and Research (IMTR), the designated WMO RTC- Nairobi, and other relevant institutions; Formatting meteorological messages and maintaining standards and procedures of the World Meteorological Organization (WMO) and the International Civil Aviation Organization (ICAO) on Meteorological Communications.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Principal Meteorological Communications Officer, JG ‘N’ the candidate must;

- i. Have served for at least three (3) years in the grade of Chief Meteorological Communications Officer, Job Group ‘M’;
- ii. Attended a Management Course lasting for a period of not less than Four (4) weeks; and
- iii. Shown ability and competence in organizing the work of others as well as administrative capability.

4. PRINCIPAL METEOROLOGICAL TELECOMMUNICATION OFFICER, JOB GROUP ‘N’ – TWO (2) POSTS

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 48,190 - Kshs .65,290 monthly
HOUSE ALLOWANCE -	Kshs. 31,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Head of Engineering Service in the Department for planning, coordination and , implementation of new projects within the Department, maintenance of equipment and instruments, advising on procurement of equipment and instruments and training. In addition, the officer will participate in formulating standards for the design of equipment and instruments and evaluating calibrations systems and ensuring the enforcement of safety measures and security of instruments/equipment and plants in the section.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Principal Meteorological Telecommunication Officer, JG ‘N’ the candidate must;

- i. Have served for at least three (3) years in the grade of Chief Meteorological Telecommunications Officer, Job Group ‘M’;
- ii. Attended a Management Course lasting for a period of not less than Four (4) weeks; and
- iii. Shown ability and competence in organizing the work of others as well as administrative capability.

5. CHIEF METEOROLOGICAL COMMUNICATIONS OFFICER, JOB GROUP ‘M’ – EIGHT (8) POSTS

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 41,590 - Kshs .55,840 monthly
HOUSE ALLOWANCE -	Kshs.25,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for heading a Meteorological Communications operation shift unit, Maintaining hourly operations logbook; Coordinating data reception and transmission, running and supervising operations of the Automatic Message Switching System (AMSS); Monitoring the accuracy, timeliness and dissemination of meteorological data and national meteorological communication network; updating meteorological routing directories; Checking data circuits and lines; Drawing daily statistical Analysis on quality and quantity transmission of data. Receiving and relaying Tsunami early warnings. Administering the internet and dial up servers and updating of department website; originating data requests for messages; teaching meteorological communication at the institute for Meteorological Training and Research, the designated WMO RTC – Nairobi.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Chief Meteorological Communications Officer, JG ‘M’ the candidate must;

- i. Have served for at least three (3) years in the grade of Senior Meteorological Communications Officer, Job Group ‘L’;
- ii. Attended a Management course lasting for a period of not less than four (4) weeks; and
- iii. Shown ability and competence in organizing the work of others as well as administrative capability.

6. SENIOR METEOROLOGICAL OFFICER, JOB GROUP ‘L’ - FIFTEEN (15) POSTS

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 35,910- Kshs.45,880 monthly
HOUSE ALLOWANCE -	Kshs.25,334 monthly
COMMUTER ALLOWANCE -	Kshs.6,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for taking charge of a shift at an Aerodrome Forecast office, checking flight documentations, issuing take off data, aerodrome forecasts, route forecasts and area forecasts at international airports, analysis of surface charts, tendency charts, low level convergence charts, operating meteorological computers, radars and satellite picture receiving systems, conducting on-the-job training for junior officers, Carrying out research work under guidance: and instructing World Meteorological Organization Class III and IV meteorological trainees at the Institute for Meteorological Training and Research, Nairobi.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Senior Meteorological Officer, JG ‘L’ the candidate must;

- i. Have served for at least three (3) years in the grade of Meteorological Officer I, Job Group ‘K’; and
- ii. Have passed the Advanced Forecasting Course at the Institute for Meteorological Training and Research or its equivalent from a recognized institution.

7. METEOROLOGICAL COMMUNICATIONS OFFICER I, JOB GROUP 'K' - ONE (1) POST

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 31020 - Kshs .41,590 monthly
HOUSE ALLOWANCE -	Kshs.14,334 monthly
COMMUTER ALLOWANCE -	Kshs.5,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for be overall in charge of a message receiving and channeling unit, data collecting centre and on-the- job training of Meteorological Communications personnel, ensure the smooth running of a major telecommunication unit according to internationally agreed procedures, supervise the operation of telecommunication computer used in automatic message switching system; and participate in software development for automatic communications systems.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Meteorological Communications Officer I, JG 'K' the candidate must;

- i. Have served for at least three (3) years in the grade of Meteorological Communication Officer II, Job Group 'J'; and
- ii. Shown ability and competence in undertaking supervisory duties at the level of Meteorological Communications Officer II.

B. POSITIONS IN THE DIRECTORATE OF ENVIRONMENT:

1. PRINCIPAL ENVIRONMENT OFFICER, PROGRAMMES, PROJECTS AND STRATEGIC INITIATIVES JOB GROUP 'N' – ONE (1) POST

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 48,190 - Kshs .65,290 monthly

HOUSE ALLOWANCE -	Kshs. 31,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to Coordinating issues related to Programmes and Projects in liaison with other ministries, lead agencies and stakeholders, Analysis of evolving/emerging global trends in Project implementation and international policies, Micro level planning, co-ordinating and monitoring the implemented projects within the Ministry and its parastatals to ensure impact and accountability, follow up in strategic partnerships and collaborative ventures in environment and natural resource management sector, liaising with department/divisions and Parastatals within Ministry as well as other stakeholders to make Mazigira News an authoritative voice on environmental issues, Conducting research in policy issues related to environmental programmes and projects, carry out monitoring and Evaluation of projects funded by the Ministry and prepare reports on progress of projects as scheduled.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Principal Environment Officer, Programmes, Projects and Strategic Initiatives JG 'N' the candidate must;

- i. Have served in a similar and related field with a minimum of seven (7) to ten (10) years professional experience in the private or public institutions, or must have served in the grade of Chief Environment Officer, programmes, projects and Strategic Initiatives or comparable and relevant position for at least three (3) years;
- ii. A Masters Degree from a recognized University in any of the following areas;
Environmental/Biological Sciences, Forestry, Environmental Economics, Social Sciences with a bias in Economics and Quantitative Analysis, land Economics, Statistics and Econometrics, Agricultural fields related to Natural Resources Management;
- iii. Attended a Management Course lasting for a period of not less than Four (4) weeks;

- iv. Demonstrated competence in project management (design, proposal writing and implementation);
- v. Must have excellent communication team and interpersonal skills; and
- vi. Shown ability and competence in technically and culturally diverse programs in the work of others as well as administrative capability.

2. PRINCIPAL ENVIRONMENT OFFICER, MULTI-LATERAL ENVIRONMENTAL AGREEMENTS AND DOMESTICATION [(NATIONAL, REGIONAL & INTERNATIONAL), JOB GROUP ‘N’ – ONE (1) POST

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 48,190 - Kshs .65,290 monthly
HOUSE ALLOWANCE -	Kshs. 31,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to Coordinating issues related to regional protocols, environmental conventions and international and international agreements in liaison with other ministries, lead agencies and stakeholders, Analysis of evolving/emerging regional and international environment governance issues to inform policy and political processes, Domestication of environmental agreements in terms of national policies and legislation, liaising between the Ministry, UNEP and office of Kenya Permanent Representative to UNEP, and support development/review of MEAs domestication, strategies and programs.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Principal Environment Officer, Multi- Lateral Environmental Agreements and Domestication (National, Regional & International), Projects and Strategic Initiatives JG ‘N’ the candidate must;

- i. Have served in a similar and related field with a minimum of seven (7) to ten (10) years professional experience in the private or public institutions, or must have served in the grade of Chief Environment Officer, Multi – Lateral Environmental Agreements and Domestication (National, Regional & International) or comparable and relevant position for at least three (3) years;
- ii. A Masters Degree in any of the following fields; Environmental Law, Ecology, Climatology, Environmental Science, International Relations, Conservation- Biology, or fields related to Natural Resources Management;
- iii. Attended a Management Course lasting for a period of not less than Four (4) weeks;
- iv. Demonstrated outstanding knowledge of international environment agreements/ conventions/protocols and processes;
- v. Demonstrated excellent negotiation skills;
- vi. Must have excellent communication team and interpersonal skills; and
- vii. Shown ability and competence in technically and culturally diverse environment in the work of others as well as administrative capability.

3. PRINCIPAL ENVIRONMENT OFFICER, POLICY FORMULATION, INTERPRETATION AND IMPLEMENTATION, JOB GROUP ‘N’ – ONE (1) POST

TERMS OF SERVICE	Permanent and Pensionable
SALARY SCALE -	Kshs. 48,190 - Kshs .65,290 monthly
HOUSE ALLOWANCE -	Kshs. 31,334 monthly
COMMUTER ALLOWANCE -	Kshs.8,000 monthly
LEAVE ALLOWANCE -	Kshs. 6,000 once annually

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible in Liaising between Ministry and its agencies on environmental and natural resources management Matters and linkages to other government agencies; Preparing effective responses to legal issues and parliamentary questions, Liaise with implementing Departments and parastatal to develop/ review Gazetted or proposed guidelines, rules or subsidiary legislation for Gazettement, Carry out managing and harmonizing matters of natural resources

development, research, environmental information, extension and technology transfer between Ministry and implementing agencies, Reviewing new policies and legislation in terms of potential impacts on environment and advice on remedial/mitigation measures; and Implementation of policies related to the environment sector.

REQUIREMENTS FOR APPOINTMENT

For appointment to the grade of Principal Environment Officer, Policy Formulation, Interpretation and Implementation, JG 'N' the candidate must;

- i. Have served in a similar and related field with a minimum of seven (7) to ten (10) years professional experience in the private or public institutions, or must have served in the grade of Chief Environment Officer, Policy Formulation, Interpretation and Implementation or comparable and relevant position for at least three (3) years;
- ii. A Masters Degree from a recognized University in any of the following areas; Environmental/Biological Science, Forestry, Agriculture or fields related to Natural Resources Management and Social Science;
- iii. Attended a Management Course lasting for a period of not less than Four (4) weeks;
- iv. Demonstrated outstanding professional competence in policy issues;
- v. Must possess good communication team leadership and interpersonal skills; and
- vi. Shown ability to work in technically and culturally diverse programs.

Interested and qualified persons are requested to make their applications and attach certified certificates. All application should be addressed to;

The Cabinet Secretary,
Ministry of Environment and Natural Resources,
State Department of Environment,
P.O. Box 30126-00100,
NAIROBI

OR

Hand delivered to State Department of Environment,
National Hospital Insurance Fund (NHIF) Building, 13th floor Registry,
on or before 21st February,2017.

**CHARLES T. SUNKULI,CBS
PRINCIPAL SECRETARY**

Copy to: Secretary/CEO
Public Service Commission
NAIROBI.