



**MINISTRY OF ENVIRONMENT AND FORESTRY  
OFFICE OF THE PRINCIPAL SECRETARY**

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

**REF. NO: DENR/ HRM /19/Vol. I/ (9)**

**Date: 2<sup>nd</sup> May, 2018**

All Cabinet Secretaries  
Secretary/CEO – Public Service Commission  
The Auditor General  
The Solicitor General

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE  
MINISTRY OF ENVIRONMENT AND FORESTRY**

Applications are invited from suitably qualified serving officers in the Public Service to fill the below indicated vacant posts in the Ministry of Environment and Forestry. Interested and qualified persons are requested to make their applications by completing **ONE** application form **PSC2** (Revised 2016) together with certified copies of applicant's academic /professional certificates and letters of appointment/promotion to their present grade. The form may be downloaded from Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

<b>S/No.</b>	<b>Designation/Post</b>	<b>Job Group</b>	<b>No. of Posts</b>	<b>Vacancy No.</b>
1.	Assistant Director, Programmes, Projects and Strategic Initiatives	'P'	1	01/2018
2.	Assistant Director, Multilateral Environment Agreements and Domestication (National, Regional and International)	'P'	1	02/2018

Completed applications should be addressed to:-

**The Principal Secretary  
Ministry of Environment and Forestry  
P.O Box 30126-00100  
NAIROBI**

OR

**Hand delivered to the Ministry of Environment and Forestry, National Hospital Insurance Fund (NHIF) Building 13<sup>th</sup> floor Registry, so as to reach the office on or before 8<sup>th</sup> June, 2018.**

**V/No. 01/2018: ASSISTANT DIRECTOR, PROGRAMMES, PROJECTS AND STRATEGIC INITIATIVES, JOB GROUP 'P' (1 POST)**

<b>TERMS OF SERVICE</b>	<b>Permanent and pensionable</b>
<b>SALARY SCALE</b>	<b>Kshs. 81,940 - Kshs. 109,800 per Month</b>
<b>HOUSE ALLOWANCE</b>	<b>Kshs. 45, 000 per Month</b>
<b>LEAVE ALLOWANCE</b>	<b>Kshs. 10,000 Annually</b>
<b>COMMUTTER ALLOWANCE</b>	<b>Kshs. 12,000 per Month</b>

**(a) Duties and Responsibilities**

**Responsibilities at this level will entail:** Administration, direction, control and supervision of operations of large and complex projects and programs funded by the Ministry.

**Specific duties include:**

Micro-level planning, coordinating and monitoring the implemented projects within the Ministry and its Parastatals to ensure impact and accountability; following up strategic partnerships and collaborative ventures in environment and natural resource management sectors; consolidating inputs from departments/divisions and Parastatals within the Ministry as well as other stakeholders to make Mazingira News an authoritative voice on environmental issues; conducting research in policy issues related to environmental programmes and projects; conducting monitoring and evaluation of projects in the Ministry; supporting development of work plans and budgets; and preparing reports on projects as scheduled.

## **(b) Requirements for Appointments**

For appointment to this grade, an officer must have:

- i. Cumulative Service of eight (8) years, three (3) of which should be at Job Group 'M' and above or a comparable position in the wider Public Service;
- ii. Bachelors degree in any of the following disciplines: Environmental Science, Environmental Conservation and Natural Science Management, Environmental Education, Environmental Studies and Community Development, Agriculture, Climate Change, Environmental Law, Aquatic Science, Meteorology, Environment Planning and Management, Water Resource and Management, Waste Management or any other related field from a recognized institution;
- iii. Masters degree in any of the following disciplines: Environmental Science, Environmental Conservation and Natural Science Management, Environmental Education, Environmental Studies and Community Development, Agriculture, Climate Change, Environmental Law, Aquatic Science, Meteorology, Environment Planning and Management, Water Resource and Management, Waste Management or any other related field from a recognized institution;
- iv. A Certificate in Senior Management Course or a Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Demonstrated professional competence as reflected in work performance and results.

**V/No. 02/2018: ASSISTANT DIRECTOR, MULTILATERAL ENVIRONMENT AGREEMENTS AND DOMESTICATION (NATIONAL, REGIONAL AND INTERNATIONAL) JOB GROUP ‘P’ (1 POST)**

<b>TERMS OF SERVICE</b>	<b>Permanent and pensionable</b>
<b>SALARY SCALE</b>	<b>Kshs. 81,940 - Kshs. 109,800 per Month</b>
<b>HOUSE ALLOWANCE</b>	<b>Kshs. 45, 000 per Month</b>
<b>LEAVE ALLOWANCE</b>	<b>Kshs. 10,000 Annually</b>
<b>COMMUTTER ALLOWANCE</b>	<b>Kshs. 12,000 per Month</b>

**(a) Duties and Responsibilities**

**Specific responsibilities will include:** Administration, direction, control and liaising between the Ministry and agencies on environmental and natural resources management matters and promoting linkages with other government, civil society and private agencies.

**Specific duties will entail:**

Assisting in developing mechanisms for effective response to legal issues and parliamentary questions; liaising with implementing Departments and Parastatals to develop/review gazette or proposed guidelines, rules or subsidiary legislation for gazettment; assisting in reviewing new policies and legislation in terms of potential impacts on environment and advice on remedial/mitigation measures; implementation of policies related to the environment sector; preparing country position papers/background papers for presentation in national and international fora; preparing of status reports on ratification of MEAs and their implications; coordinating issues related to regional protocols; mainstreaming environmental conventions and international agreements in liaison with other Ministries, lead agencies and stakeholders; assisting in the development of mechanisms for the country’s effective representation and reporting in international meetings or processes; coordinating all activities of MEAs focal points/desk officers and implementing institutions effectively; carrying out analysis of evolving/emerging regional and international environment governance issues to inform policy and political processes; facilitating domestication of environment agreements in terms of national policies, strategies and legislation; mainstreaming international protocols and environment agreements in the national environment agenda

(policies, strategies and National Environmental Action Plans) and supporting liaison between the Ministry, UNEP and office of the Permanent Representative to UNEP( Kenya) and other UN agencies collaborating in the development and implementation of MEAs

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Cumulative Service of eight (8) years, three (3) of which should be at Job Group 'M' and above or a comparable position in the wider Public Service;
- ii. Bachelors degree in any of the following disciplines: Environmental Science, Natural Sciences or any other related field from a recognized institution;
- iii. Masters degree in any of the following disciplines: Environmental Science, Natural Sciences or any other related field from a recognized institution;
- iv. A Certificate in Senior Management Course or a Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Demonstrated professional competence as reflected in work performance and results.



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