



National Police Service Commission



DECLARATION OF VACANCIES

Pursuant to the provisions of section 17 (1) of the NPSC Act, 2011 (revised 2014) and Article 10 and 232 of the Constitution of Kenya, the Commission seeks to competitively fill vacant positions in the establishment.

Subsequently, the Commission invites applications from qualified persons to fill the following positions at the National Police Service Commission Headquarters and Regional Offices:-

S/No	Vacancy	Reference	No. of Posts
1.	Director, Information, Communication Technology (ICT)	V/No. 1/2025	1
2.	Director, Finance & Administration	V/No. 2/2025	1
3.	Deputy Director, Finance & Accounts	V/No. 3/2025	1
4.	Manager, Internal Audit	V/No. 4/2025	1
5.	Manager, Administration	V/No. 5/2025	1
6.	Manager, Supply Chain Management	V/No. 6/2025	1
7.	Senior Counselor	V/No. 7/2025	20
8.	Counselor II	V/No.8/2025	20
9.	Human Capital Management Officer II	V/No. 9/2025	10
10.	Human Capital Management Assistant	V/No. 10/2025	8
11.	Record Management Officer II	V/No. 11/2025	8
12.	Record Management Officer III	V/No. 12/2025	6
13.	Social Worker II	V/No. 13/2025	10
14.	Social Worker III	V/No. 14/2025	6
15.	Information Officer II	V/No. 15/2025	6
16.	Finance Officer II	V/No. 16/2025	3
17.	Economist II	V/No. 17/2025	3
18.	Account Assistants III	V/No. 18/2025	8

19.	Information, Communication Technology (ICT) Officer II	V/No. 19/2025	6
20.	Information, Communication Technology (ICT) Officer III	V/No. 20/2025	4
21.	Supply Chain Management Officer II	V/No.21/2025	4
22.	Supply Chain Management Assistant	V/No.22/2025	4
23.	Clerical Officer II	V/ No.23/2025	10
24.	Office Assistants	V/No. 24/2025	7
	Total		149

JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

1. DIRECTOR, INFORMATION AND COMMUNICATION TECHNOLOGY-1 POST- NPSC SCALE 8-V/NO. 1/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Three (3) Years Contract

(a) Duties and Responsibilities

- i. Spearhead the development of the Information Communication and Technology strategy;
- ii. Oversee the development and implementation of Information Communication and Technology policies and procedures;
- iii. Coordinate the development and monitor the implementation of the annual work plan for the Directorate;
- iv. Spearhead the formulation and implementation of the Directorate's annual budget, budgetary control policies and procedures;
- v. Oversee the effective utilization and maintenance of the Information Communication and Technology resources in the Commission;
- vi. Initiate the development of new systems or modification of existing ones to enhance effective and efficient service delivery;
- vii. Spearhead Information and Communication Technology research and development initiatives;

- viii. Spearhead effective planning, designing and evaluating Information Communication and Technology related initiatives that promote National Police Service Commission strategic goals;
- ix. Initiate periodic review of Information Technology policies and strategies for the Commission.
- x. Oversee the provision of technical support to end users for all hardware and software;
- xi. Review and provide technical advice to user departments on the ICT and infrastructure requirements;
- xii. Provide leadership in the management of all Information Communication Technology procurement issues;
- xiii. Advise the Commission and its Committees on ICT policies and business processes; and
- xiv. Exercising overall management responsibility for the implementation of the Directorate's work plan, including planning, supervising, budgetary control, administrative oversight and evaluation.

(b) Requirements for appointment

- i. At least fifteen (15) years of service, of which eight (8) must be of similar experience in a comparable position from a reputable organization;
- ii. Master's degree in Computer Science/ Information Systems and Technology or any other ICT related discipline from a recognized institution;
- iii. Has proven relevant experience in any of the following fields: Computer Science, Information Systems and Technology, Information and Technology and Software Engineering.
- iv. Professional certifications in ICT such as Certified Computer Network Professional (CCNP, CCNA, MCSE, MCSA, MCSD, Oracle Certified Database Administrator, CISM/CISA or their equivalent qualification from a recognized institution;
- v. Strategic Leadership Development Programme lasting not less than Six (6) weeks from a recognized Institution;
- vi. Current membership of recognized ICT professional body;
- vii. Meet the requirements of Chapter Six of the Constitution of Kenya.

2. DIRECTOR, FINANCE AND ADMINISTRATION-1 POSITION- NPSC SCALE 8-V/No.2/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Three (3) Years Contract

(a) Duties and Responsibilities

- i. Develop finance policies and procedure manuals;
- ii. Develop systems and management practices that facilitate efficient and effective management of the financial management function;
- iii. Develop strategies to enhance absorption of budgets;
- iv. Recommend solutions to financial challenges, and appropriate action plans;
- v. Plan for training to enhancing financial management skills;
- vi. Initiate periodic reviews of accounting standards and procedures are carried;
- vii. Develop guidelines for accounting staffing levels and training to ensure technical competence and knowledge in financial accounting and reporting;
- viii. Propose performance improvement strategies that are adaptive to the changing environment and technology; and
- ix. Monitor compliance with Public Finance Management Laws.
- x. Coordinate the Commission's resource mobilization and investment activities;
- xi. Ensure sound accounting principles and controls are applied to all financial transactions in the Commission;
- xii. Ensure the commission is compliant with all statutory requirements on finance management
- xiii. Establish and maintain relations with external donors to lobby for funds to ensure availability of sufficient Capitals, required for the continuity of business operations;
- xiv. Supervise preparation of feasibility studies, financial plans, annual budgets and other financial records, to ensure accuracy of generation of reports, for the provision of information;
- xv. Ensure the Commission complies with all audits, accounts and report requirements as set by its mandate; and
- xvi. Develop strategies to motivate staff within the Directorate for effective service delivery;

(b) Requirements for appointment

- i. At least fifteen (15) years of service, of which eight (8) must be at Senior Position at a similar experience in a comparable position from a reputable organization;
- ii. Master's Degree in any of the following: Commerce, Accounting, Economics, Business Administration, Finance, or their equivalent qualification from a recognized institution;

OR

- iii. Master's Degree and Post Graduate Diploma in any Social Science from a recognized Institution;
- iv. Certified Public Accountant (CPA (K), Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- v. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accounts Board with good standing;
- vi. Strategic Leadership Development Programme lasting for not less than six (6) weeks from a recognized Institution; and
- vii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

3. DEPUTY DIRECTOR, FINANCE AND ACCOUNTS-1 POST- NPSC SCALE 7- V/No. 3/2025

Gross Salary Scale:	As per NPSC salary structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Coordinate the development of finance policies and procedure manuals;
- ii. Advise on systems and management practices that facilitate efficient and effective management of the financial management function;
- iii. Prepare strategies to enhance absorption of budgets;
- iv. Monitor compliance with Public Finance Management Laws.
- v. Develop budgetary control strategy, systems, policies and procedures to provide guidance in budgetary control, in order to achieve high quality standards and compliance to finance regulations;
- vi. Develop the directorate's work plan to facilitate with the implementation of the strategy on budget control, to ensure the strategy is delivered under the set timelines and quality standards;
- vii. Develop directorate's budget and seek approval to ensure efficient allocation of Capitals required for the implementation of the strategy;
- viii. Ensure the Commission budget utilization is in line with the set policies and procedures in budget spend, to support efficiency and transparency in the utilization of Capitals;
- ix. Sensitize users on policies and procedures governing budget utilization, to enhance clarity and transparency in the utilization of Capitals within the Commission;

- x. Lead the development and performance management of staff in the Budget Control Section to ensure the achievement of both individual and Commission goals;
- xi. Ensures implementation of the Authority to incur policy and procedures, to provide guidance in the management of Capitals, necessary for attainment of set quality standards and
- xii. Develop and implement service delivery Monitoring and Evaluation Tool to track expenditure in the Commission, for standardization on the reporting procedures that translates to the generation of quality reports.

(b) Requirements for appointment

- i. At least twelve (12) years of service of which three (3) must be at Senior Management in a comparable position from a reputable organization;
- ii. Master's Degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;
- iii. Certified Public Accountant (CPA (K), Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accounts Board;
- v. Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya.

4. MANAGER INTERNAL AUDIT ~1 POSITION ~ NPSC SCALE 6-V/NO. 4/2025

Gross Salary Scale:	As per NPSC salary structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and responsibilities

- i. Develop and implement internal risk-based audit strategy and annual plan for the Commission;
- ii. Develop and implement the Commission's Enterprise Risk Management program;
- iii. Review audit reports from departmental heads and compile final report for Internal Audit Committee;

- iv. Coordinate the annual external audit exercise of the Commission by the Office of Auditor General;
- v. Initiate periodic review of the Commission's Internal Audit charter;
- vi. Coordinate and offer advisory and secretarial services to the Commission's Internal Audit Committee;
- vii. Plan and execute quarterly financial and systems Internal Audit review activities;
- viii. Review internal controls and ensure their documentation for effectiveness and adequacy and recommend corrective measures;
- ix. Develop and manage departmental budget and work plan;
- x. Prepare internal audit systems, procedures and guidelines;
- xi. Ensure compliance with all relevant Legislation within the Commission;
- xii. Identify risks in Commission's capital projects, review departmental risk register and give recommendations on the ideal risk management strategies;
- xiii. Monitor conformity to acceptable standards, plans, budgets and schedules;
- xiv. Analyze the final accounts and financial statements to ensure quality and authenticity of the report;
- xv. Expedite implementation of internal and external audit recommendations;
- xvi. Conduct preliminary reviews of the areas to be audited;
- xvii. Undertake performance appraisal for staff within the unit.

(b) Requirements for appointment

- i. Have a minimum of eight (8) years and at least three (3) years' experience in a senior position in a comparable position;
- ii. Have a Master's degree in any of the following: Finance, Accounting or Administration from a recognized institution;
- iii. Has proven relevant experience in any of the following fields; Finance, Accounting, Audit;
- iv. Member of Institute of Certified Public Accountant of Kenya (ICPAK)
- v. Member of Institute of Internal Auditors of Kenya (IIA-Kenya).
- vi. Has finalized CPA part III
- vii. Senior Management Course lasting not less than four (4) weeks from a recognized institution
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

5. MANAGER ADMINISTRATION -1 POSITION - NPSC SCALE 6-V/NO. 5/2025

Gross Salary Scale:

As per NPSC salary structure

Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and responsibilities

- i. Develop administrative strategies, policies, regulations and procedures;
- ii. Implement occupational health and safety standards in compliance with relevant legislation;
- iii. Formulate and implement annual Administration budget;
- iv. Develop and implement annual departmental work plan and procurement plan;
- v. Develop key performance targets, appraises staff and recommend staff training needs within the department;
- vi. Monitor valuation and insurance of all Commission assets;
- vii. Facilitate and supervises implementation of all Commission capital projects;
- viii. Initiate mobilization of transport and logistical services in the Commission.
- ix. Supervise general administration services including Transport, Security, front office and hospitality services;
- x. Facilitates provision of office accommodation, workspace and tools for staff;
- xi. Monitor fleet schedules, repairs and maintenance and review administrative expenditures;
- xii. Provide response to administrative audit queries/observations and implement audit recommendations;
- xiii. Develop the unit's budget estimates and procurement plan;
- xiv. Monitor creation of physical asset database and inventory;
- xv. Facilitate Commission functions, briefs and programmes.

(b) Requirements for Appointment

- i. Eight (8) years of service, of which three (3) must be in a comparable position from a reputable organization;
- ii. Master's Degree in any of the following: Public Administration, Business Administration or Economics from a recognized institution;

- iii. Membership of a recognized professional body;
- iv. Senior Management Course lasting not less than four (4) weeks from a recognized institution and
- v. Meet the requirements of Chapter Six of the Constitution of Kenya

6. MANAGER SUPPLY CHAIN MANAGEMENT -1 POSITION - NPSC SCALE 6-V/NO. 6/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and responsibilities

- i. Develop Corporate Supply Chain Management manuals;
- ii. Prepare contract documents in line with award decision;
- iii. Develop departmental procurement and asset disposal plan;
- iv. Oversee compilation of information on Supply Chain Management reviews filed against the Commission, debarment, and investigations under review procedures;
- v. Coordinate the prequalification and registration process for suppliers;
- vi. Evaluate all approved purchase requisition and advice on appropriate procurement methods;
- vii. Coordinate procurement review inspection, assessment and audit by Public Procurement Regulatory Authority (PPRA);
- viii. Manage all supply chain activities from sourcing, procurement, Inventory management;
- ix. Recommend extension of the tender validity period;
- x. Prepare statutory reports to be submitted to the Authority and National Treasury as well as publishing of tenders;
- xi. Coordinate receiving, opening and evaluation of tenders and proposals and provide secretarial service to tender evaluation committee;
- xii. Review tender documents, advert and approve publishing;
- xiii. Review and approves consolidated list of disposable assets;
- xiv. Review award notification and debriefing letters and issue acceptance certificate;
- xv. Review and recommend procurement staff training needs and recommend appropriate training;
- xvi. Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts;
- xvii. Schedule procurement in line with the provisions of budget;

xviii. Organize and facilitate sensitization of special groups.

(b) Requirements for Appointment

- i. Have eight (8) years of service of which three (3) must be in a comparable position;
- ii. Master's Degree in any of the fields in Supplies Chain Management.
- iii. Member of KISM
- iv. Must have Certified Purchasing Supplies Professional (CPSP Finalist)
- v. Senior management course lasting not less than four (4) weeks from a recognized institution.
- vi. Meets the requirements of Chapter six of the Kenyan Constitution, 2010.

7. SENIOR COUNSELOR- TWENTY (20) POSITIONS- NPSC SCALE 5-V/No. 7/ 2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Plan, organize and facilitate seminars and workshops on counselling matters;
- ii. Participate in the designing and lead an outreach program that helps prevents mental health and substance abuse in the service;
- iii. Attend to clients and/or families affected with mental health, substance abuse issues and trauma;
- iv. Consult with other health professionals as needed to ensure holistic approach and coordination of care case management;
- v. Plan and coordinate Counselling programs;
- vi. Accurately and appropriately use assessment procedures for determining and structuring individual and group counselling services;
- vii. Handle psycho-social problems of clients in the counselling Centre, extract psycho-social information and observe causal factors which might be useful to the treatment plan;
- viii. Implement client's treatment programme and follow-up on discharge from the Centre and keep an appropriate client database;
- ix. Conduct a yearly audit to review the counselling needs and trends in the Service;

- x. Ensure counselling standards and guidelines are adhered to;

(b) Requirements for Appointment

- i. Bachelor's Degree in Counselling Psychology from a recognized institution

OR

Bachelor's Degree in any of the Social Sciences with a Post Graduate Diploma in Counselling from a recognized institution;

- ii. Must have served Six (6) years of service with at least three (3) years in a counsellor position;
- iii. Psychological Debriefing Course lasting not less than one week;
- iv. Supervisory skills development course not lasting less than two (2) weeks from a recognized institution;
- v. Counselor Supervision Course lasting not less than four (4) weeks from a recognized institution;
- vi. Must be registered with the Kenya Counseling Association (KCA)

8. COUNSELOR II -TWENTY (20) POSITIONS- NPSC SCALE 4-V/ NO. 8/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Accurately and appropriately use assessment procedures for determining and structuring individual and group counselling services;
- ii. Handle psycho-social problems of clients in the counselling Centre, extract psycho-social information from the client and observe of causal factors which might be useful to the treatment plan;
- iii. Implement client's treatment programme and follow-up on discharge from the Centre and Keep appropriate client database;
- iv. Establish and maintain effective working relationships with clients, families, staff, and other agencies;
- v. Ensure implementation of a coordinated service which meets the needs of the client group and to identify gaps in the service.

(b) Requirements for Appointment

- i. Bachelor's Degree in Counselling Psychology from a recognized institution
OR
- ii. Bachelor's Degree in any of the Social Sciences with a Post Graduate Diploma in Counselling from a recognized institution;
- iii. Psychological Debriefing Course lasting not less than one week
- iv. Proficiency in computer applications;

9. HUMAN CAPITAL MANAGEMENT OFFICER II- TEN (10) POSITIONS ~ NPSC SCALE 4- V/No. 9/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and responsibilities

- i. Performs the following functions in the IPPD system: payroll back up and IPPD monthly updates, requisitioning of payroll numbers, NHIF and NSSF Filing and management, tabulation of pension for Seconded Staff, generating Payroll Reports, receiving and detachment of officers, preparation of manual Payment Vouchers and Leave tabulation and management;
- ii. Receives and files applications and CVs for advertised vacant positions in the Commission;
- iii. Undertakes proper documentation and maintenance of records of Staff trained and those yet to undergo training as per the training plan and projection;
- iv. Update and maintain Human Capital Development data base and records;
- v. Drafts correspondences for implementation the Commission Meeting decisions in respect of recruitment, promotions, transfers, dismissal, discipline, training, remuneration and welfare;
- vi. Tracking and drafting retirement notices for the staff exiting the Commission and the National Police Service;
- vii. Prompt Submission of staff pension contributions to the Contributory pension scheme;
- viii. Verifies staff injury benefit forms for purposes of making claims;

- ix. Receives and documents requests for promotions, secondment, resignation, transfer of service, retirement, confirmation in appointment transfers, discipline and appeals from the members of staff of the Commission and the National Police Service for purposes of escalating the same to the Commission Committees for further processing;
- x. Provide secretariat services to the Commission's Committees;
- xi. Compiles and documents application for appeals against Commission decisions;
- xii. Compiles recommendations from the NPS on HR matters

(b) Requirement for Appointment

- i. Bachelor's degree in Human Resource Management, Social Sciences, Business Administration and any other relevant qualification from a recognized institution;
- ii. Technical and professional standards that govern Human Resource Management;
- iii. Proficiency in computer applications.

**10. HUMAN CAPITAL MANAGEMENT ASSISTANT- EIGHT (8) POSITIONS -
NPSC SCALE 3-V/No. 10/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and responsibilities

- i. Performs the following functions in the IPPD system: payroll back up and IPPD monthly updates, requisitioning of payroll numbers, NHIF and NSSF Filing and management, tabulation of pension for Seconded Staff, generating Payroll Reports, receiving and detachment of officers, preparation of manual Payment Vouchers and Leave tabulation and management;
- ii. Receives and files applications and CVs for advertised vacant positions in the Commission;
- iii. Undertakes proper documentation and maintenance of records of Staff trained and those yet to undergo training as per the training plan and projection;

- iv. Update and maintain Human Capital Development data base and records;
- v. Drafts correspondences for implementation the Commission Meeting decisions in respect of recruitment, promotions, transfers, dismissal, discipline, training, remuneration and welfare;
- vi. Tracking and drafting retirement notices for the staff exiting the Commission and the National Police Service;
- vii. Prompt Submission of staff pension contributions to the Contributory pension scheme;
- viii. Verifies staff injury benefit forms for purposes of making claims;
- ix. Receives and documents requests for promotions, secondment, resignation, transfer of service, retirement, confirmation in appointment transfers, discipline and appeals from the members of staff of the Commission and the National Police Service for purposes of escalating the same to the Commission Committees for further processing;
- x. Provide secretariat services to the Commission's Committees;
- xi. Compiles and documents application for appeals against Commission decisions;
- xii. Compiles recommendations from the NPS on HR matters

(b) Requirement for Appointment

- i. Diploma in Human Resource Management, Social Sciences, Business Administration and any other relevant qualification from a recognized institution;
- ii. Technical and professional standards that govern Human Resource Management;
- iii. Proficiency in computer applications.

**11. RECORDS MANAGEMENT OFFICER II – EIGHT (8) POSITION-
NPSC SCALE 4-V/NO.11/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

a) Duties and Responsibilities

- i. Conducts files audit for accountability and safe custody of records;
- ii. Retrieves and processes subject files on request;

- iii. Sorts incoming and outgoing correspondences for filing;
- iv. Accessions, stamps, and labels information resources;
- v. Binds all Commission's documents and classifies and indexes files;
- vi. Retains and disposes records as per schedules;
- vii. Conducts records surveys;
- viii. Files and arranges records into cabinets, boxes, bins, or drawers, according to classification and identification; and
- ix. Sorting, preparing mails for dispatch, photocopying, and scanning of documents.

(b) Requirements for Appointment

- i. Bachelor's degree in any of the following: Information science, Records management, Library Science or any other field from a recognized institution.
- ii. Proficiency in computer applications

12. RECORDS MANAGEMENT ASSISTANT – SIX(6) POSITION- NPSC SCALE 3-V/NO.12/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Conducts files audit for accountability and safe custody of records;
- ii. Retrieves and processes subject files on request;
- iii. Sorts incoming and outgoing correspondences for filing;
- iv. Accessions, stamps, and labels information resources;
- v. Binds all Commission's documents and classifies and indexes files;
- vi. Retains and disposes records as per schedules;
- vii. Conducts records surveys;
- viii. Files and arranges records into cabinets, boxes, bins, or drawers, according to classification and identification; and

- ix. Sorting, preparing mails for dispatch, photocopying, and scanning of documents.

(b) Requirements for Appointment

- i. Diploma in any of the following: Information science, Records management, Library Science or any other field from a recognized institution.
- ii. Proficiency in computer applications

**13. SOCIAL WORKER II ~ TEN (10) POSITIONS~ NPSC SCALE 4~
V/NO.13/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties & Responsibilities

- i. Addressing the psychosocial effects as related to clients' diagnosis, prognosis and future resettlement, and counseling of clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc;
- ii. Responsible for handling psychosocial problems of clients in a Centre;
- iii. Extracting psychosocial information from the clients and observation of causal factors which might be useful to the treatment plan;
- iv. Implementation of client's treatment programme and follow-up on discharge;
- v. Co-ordinate social work activities within the Centre covering a number of units; planning and directing social work programmes such as counseling, placement, home based care, rehabilitation; and
- vi. Follow up of clients in general but particularly sensitive cases of pandemic diseases.

(b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Counseling, Anthropology or equivalent qualification from a recognized institution;

- ii. Be conversant with Public Health Act, Mental Health Act, Cap. 248 and other Health related Acts;
- iii. Has proven relevant experience in any of the following fields; Management, Medical Background, Social Services Welfare, Counselling services;
- iv. Proficiency in computer applications;

14. SOCIAL WORKER III- SIX(6) POSITIONS- NPSC SCALE 3-V/NO.14/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties & Responsibilities

- i. Addressing the psychosocial effects as related to clients' diagnosis, prognosis and future resettlement, and counseling of clients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc;
- ii. Responsible for handling psychosocial problems of clients in a Centre;
- iii. Extracting psychosocial information from the clients and observation of causal factors which might be useful to the treatment plan;
- iv. Implementation of client's treatment programme and follow-up on discharge;
- v. Co-ordinate social work activities within the Centre covering a number of units; planning and directing social work programmes such as counseling, placement, home based care, rehabilitation; and
- vi. Follow up of clients in general but particularly sensitive cases of pandemic diseases.

(b) Requirements for Appointment

- i. Diploma in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Counseling, Anthropology or equivalent qualification from a recognized institution.
- ii. Be conversant with Public Health Act, Mental Health Act, Cap. 248 and other Health related Acts.

- iii. Has proven relevant experience in any of the following fields; Management, Medical Background, Social Services Welfare, Counselling services
- iv. Proficiency in computer applications

**15. INFORMATION/ CORPORATE COMMUNICATION OFFICER II- SIX (6)
POSITIONS- NPSC SCALE 4-V/NO.15/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Prepare content for speeches, media briefings, newsletters, official website and social media platforms under the supervision of the Senior Communications officer
- ii. Document all Commission events;
- iii. Draft press releases and responses to media and other stakeholder inquiries about the Commission operations;
- iv. Disseminate information to the general public on Commission`s events, stakeholder sensitization, Shows, trade fairs, exhibitions and publicity programs;
- v. Prepare content for Banners, Brochures, Flyers, Newsletters, Newspapers, radio and television promos and publications;
- vi. Carry out daily press analysis and media monitoring to track and report on articles or news mentions, on Commission or Her stakeholders;
- vii. Update a database of contacts and a mailing list for all the Commission`s stakeholders;
- viii. Update calendars and diaries for events of the Commission;
- ix. Provide input in the editing, design and preparation of periodic and statutory reports for the Commission;
- x. Update content of the official social media platforms such as X, Facebook, Instagram and YouTube Channels;
- xi. Draft departmental work plans, budget estimates and procurement plans;
- xii. Maintain information, Education and Communication tools and materials;
- xiii. Update the database for press and other organizations contacts;

- xiv. Create graphic designs, web designs, concepts, illustrations and layouts using computer software's.

(b) Requirement for appointment

- i. Bachelor's degree in any of the following disciplines: - Communication Studies, International Relations, Public Relations, Mass Communication or any other relevant discipline from a recognized institution;
- ii. Proficiency in computer applications;

16. FINANCE OFFICER II ~ THREE (3) POSITIONS- NPSC SCALE 4-V/NO.16/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Consolidate departmental budget and upload the Commission's budget in the IFMIS;
- ii. Generate encumbrance reports that informs on financial commitments;
- iii. Compile and submits finance and other support documents for review by internal and external auditors;
- iv. Consolidate supporting documents to defend budget proposals;
- v. Maintain and update finance movement registers;
- vi. Distribute budget templates to departments, sort and file finance records and documents;
- vii. Provide secretariat services to budget implementation committee;
- viii. Review expenditure reports and draft Comparative analysis of the budget report;
- ix. Undertake budget itemization and prepare monthly expenditure projections and staff compliments for timely reporting process;
- x. Develop and review financial management manuals.

(b) Requirements for Appointment

- i. Bachelor's Degree in any of the following: Accounting, Finance, Economics or Statistics and any other relevant qualifications;
- ii. Have at least CPA II or its equivalent;
- iii. Proficiency in computer applications; and

17. ECONOMIST II- THREE (3) POSITIONS- NPSC SCALE 4-V/NO.17/2025

Gross Salary Scale:	As per NPSC salary Structure
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Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. collecting data for economic planning/statistical analysis;
- ii. implementing workplans;
- iii. identifying development strategies, projects and programmes;
- iv. setting projects and programmes priorities;
- v. determining projects and programmes viability;
- vi. implementing ISO and other Quality Management System (QMS) processes and standards in the Service;
- vii. conducting baseline surveys and impact assessment research; and
- viii. preparing economic and planning reports.

(b) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: ~ Economics, Statistics, Mathematics or equivalent qualification from a recognized institution.
- ii. Membership to a relevant professional body.
- iii. Proficiency in computer applications.

18. ACCOUNT ASSISTANTS III- EIGHT (8) POSITIONS- NPSC SCALE 3-V/NO.18/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Prepare monthly, quarterly and annual progress reports for decision making;
- ii. Compute and file tax returns in compliance with tax administration laws;
- iii. Reconcile bank and exchequer for internal control purposes;
- iv. Compile training projections of the department;
- v. Receive and record Appropriation In Aid (AIA) and prepare returns;
- vi. Update and maintain primary records such as cashbooks, ledgers, vote books, registers, and preparation of management reports;

- vii. Withdraw and safeguard cash for office use;
- viii. Make cash payments and prepares cash liquidity analysis for decision making;
- ix. Capture journals and encumbrances in IFMIS;
- x. Reconcile advance net, clearance, imprest accounts and cross checking cheque payment sheet;
- xi. Invoice and download payments in the IFMIS;
- xii. Examine and ascertain the correctness of the payroll;
- xiii. Prepare payment vouchers and imprest warrant;
- xiv. Examine vouchers and committal documents in accordance with laid down rules and regulations;
- xv. Sort and File accounting records and documents;
- xvi. Post payments and receipts in the cash book on daily basis;
- xvii. Maintain and update voucher movement and imprest registers;
- xviii. Invoice of payment vouchers and imprests in the IFMIS, prepare and update receipts and payment schedules
- xix. Process requests for daily subsistence allowances

(b) Requirements for Appointment

- i. Diploma in any of the following: Accounting or Finance.
- ii. Have at least CPA II or its equivalent
- iii. Proficiency in computer applications.

19. INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER II-EIGHT (8) POSITIONS - NPSC SCALE 4-V/NO.19/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Liaise with the different departments within the Commission to capture business requirements in order to support the development of innovative IT solutions;

- ii. Monitor network performance and troubleshoot problem areas as needed to identify and remedy network performance bottlenecks;
- iii. Carryout program testing (Unit testing, Integrated testing and acceptance testing) to correct errors during programming;
- iv. Reports ICT related incidences;
- v. Install backup recovery procedures;
- vi. Install, configure and maintain datasets, deployment planning and delivery;
- vii. Configure print, copy and scan solutions to users;
- viii. Troubleshoot intercom and network related problems;
- ix. Validate all network connections in the office as well as guest accounts;
- x. Facilitates connectivity and recording during Commission meetings;
- xi. Tracks and reports obsolete hardware and software for upgrade and replacement;

(b) Requirements for appointment

- i. Bachelor's degree in any of the following fields: Computer Science/Information Communication Technology, Electrical/Electronic Engineering, Mathematics, Physics or other ICT related disciplines with a bias in computer science from a recognized institution.
- ii. Relevant Professional certification from a recognized institution;
- iii. Technical knowledge in ICT Infrastructure and software development

20. INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER III-FOUR (4) POSITIONS ~ NPSC SCALE 3-V/NO.20/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Liaise with the different departments within the Commission to capture business requirements in order to support the development of innovative IT solutions;

- ii. Monitor network performance and troubleshoot problem areas as needed to identify and remedy network performance bottlenecks;
- iii. Carryout program testing (Unit testing, Integrated testing and acceptance testing) to correct errors during programming;
- iv. Reports ICT related incidences;
- v. Install backup recovery procedures;
- vi. Install, configure and maintain datasets, deployment planning and delivery;
- vii. Configure print, copy and scan solutions to users;
- viii. Troubleshoot intercom and network related problems;
- ix. Validate all network connections in the office as well as guest accounts;
- x. Facilitates connectivity and recording during Commission meetings;
- xi. Tracks and reports obsolete hardware and software for upgrade and replacement;

(b) Requirements for appointment

- i. Diploma in any of the following fields: Computer Science/Information Communication Technology, Electrical/Electronic Engineering, Mathematics, Physics or other ICT related disciplines with a bias in computer science from a recognized institution.
- ii. Relevant Professional certification from a recognized institution;
- iii. Technical knowledge in ICT Infrastructure and software development

21. SUPPLY CHAIN MANAGEMENT OFFICER II-FOUR (4) POSITIONS- NPSC SCALE 4-V/NO.21/2025

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Facilitates tender opening process;
- ii. Prepares internal memo to invite members of technical committee;
- iii. Drafts invitation, notifications, and regret letters;
- iv. Formulate tender advert;

- v. Avails processed invoices to accounts department for payment;
- vi. Maintain and update all procurement registers;
- vii. Conducts market surveys for standard goods; and
- viii. Un-sealer's in the IFMIS system.

(b) Requirements for Appointment

- i. Bachelor's Degree in any of the following fields: Purchasing and Supply Chain Management and Logistics Management.
- ii. Has proven relevant experience in any of the following fields; Supply Chain Management, Purchasing and supplies, Logistics Management and Public Procurement;
- iii. Proficiency in Computer applications; and

**22. SUPPLY CHAIN MANAGEMENT ASSISTANT-FOUR (4) POSITIONS- NPSC
SCALE 3-V/NO.22/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Facilitates tender opening process;
- ii. Prepares internal memo to invite members of technical committee;
- iii. Drafts invitation, notifications, and regret letters;
- iv. Formulate tender advert;
- v. Avails processed invoices to accounts department for payment;
- vi. Maintain and update all procurement registers;
- vii. Conducts market surveys for standard goods; and
- viii. Un-sealer's in the IFMIS system.

(b) Requirements for Appointment

- i. Diploma in any of the following fields: Purchasing and Supply Chain Management and Logistics Management.
- ii. Proficiency in Computer applications; and

**23. CLERICAL OFFICER II- TEN (10) POSITIONS- NPSC SCALE 2-
V/NO.23/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Conducts files tracing for purposes of tracking files movement;
- ii. Receives & dispatches mails;
- iii. Keeps safe custody of mails delivery books;
- iv. Processes pension claims and final benefits;
- v. Maintains stores, records and equipment inventory;
- vi. Serves banks, Saccos and other financial institutions with salary payroll by products to ease payment of salaries;
- vii. Processes documents for issue of licenses or certificates under relevant Acts;
- viii. Draft letters and general correspondence assigned to him/her;
- ix. Carry out photocopy, franking, documents shredding and document binding;
- x. Prepares reports on assignments and or training;
- xi. Handles logistics for internal meetings, workshops, seminars;
- xii. Maintains file movement registers;
- xiii. circulates agendas and reports for different committee meetings; and
- xiv. Dispatches mail and other office correspondences.

(b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent;
- ii. Proficiency in computer applications;

**24. OFFICE ASSISTANT – SEVEN (7) POSITIONS- NPSC SCALE 1-
V/NO.23/2025**

Gross Salary Scale:	As per NPSC salary Structure
Leave allowance:	As existing in the Commission
Annual Leave:	30 working days per financial year
Medical Cover:	As existing in the Commission
Terms of Service:	Permanent and Pensionable

(a) Duties and Responsibilities

- i. Supervise the outsourced cleaning of Commission offices;
- ii. Supervise safety, proper care and maintenance of the office common areas and office equipment;
- iii. Arrange and organize furniture and equipment during major Commission events and meetings;
- iv. Prepare and provides refreshments for the office staff;
- v. Make requisition for office supplies and distributes to offices;
- vi. Process, sort and route incoming and outgoing correspondences as well as deliver files and letters to the respective action officers;
- vii. Photocopy, scan appropriate documents and maintain office files at the departments and units;
- viii. Shop for low value office supplies and consumables;
- ix. Supervise outsourced office sanitization and fumigation;
- x. Maintain hygienic kitchen environment and safe food handling;
- xi. Report any damages that occur in the offices to the maintenance department for timely repair;
- xii. Install office furniture and equipment

(b) Requirements for Appointment

- i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent;
- ii. Proficiency in computer applications.

Mode of application

- i. Interested and qualified persons are requested to make their applications **ONLINE** through jobs portal:
<https://services.npsc.go.ke/recruitment>
- ii. Detailed Job Descriptions to be obtained at the Commission website
www.npsc.go.ke

Other Requirements

- i. Shortlisted candidates will be expected to bring the original certificates for verification during the interview.
- ii. Shortlisted candidates for the position of Managers and above will be required to satisfy the requirement of Chapter Six (6) of the Constitution of Kenya 2010 by obtaining clearance certificates from KRA, HELB, EACC, CRB and DCI.

Applications should be submitted by the close of business on or before **21st February, 2025 at 5.00 pm East African Time (EAT).**

NB: *National Police Service Commission is an equal opportunity employer committed to diversity and gender equality. Persons with disabilities and from disadvantaged groups are encouraged to apply. Only qualified candidates shall be contacted.*

Any form of canvassing shall lead to automatic disqualification