INTERNAL ADVERTISEMENT FOR FILLING VACANT POSTS

Applications are invited from suitably qualified serving officers in the Civil Service for the positions shown below in the State Department for Industrialization;

<table>
<thead>
<tr>
<th>Designation</th>
<th>Job Group</th>
<th>No. of Posts</th>
<th>Vacancy No.</th>
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</thead>
<tbody>
<tr>
<td>Principal Industrial Development Officer</td>
<td>N</td>
<td>40</td>
<td>1/2018</td>
</tr>
<tr>
<td>Chief Industrial Development Officer</td>
<td>M</td>
<td>17</td>
<td>2/2018</td>
</tr>
<tr>
<td>Principal Lecturer, Kenya Industrial Training Institute (KITI)</td>
<td>N</td>
<td>9</td>
<td>3/2018</td>
</tr>
<tr>
<td>Senior Lecturer, KITI</td>
<td>M</td>
<td>12</td>
<td>4/2018</td>
</tr>
</tbody>
</table>

Interested and qualified persons are requested to make applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission website, [www.publicservice.go.ke](http://www.publicservice.go.ke).

Completed application form, Head of Department recommendation (PSC 2A Form), letter of appointment/promotion to the present substantive grade and certified copies of certificates should reach The Cabinet Secretary, Ministry of Industry, Trade and Cooperatives, P.O. Box 30418-00100 NAIROBI or hand delivered to NSSF.
Building, Block ‘B’ Human Resource Management Registry, 11th Floor, - Room 1109 on or before 30th November, 2018.

Details of the Posts

a) Vacancy No. 1/2018

PRINCIPAL INDUSTRIAL DEVELOPMENT OFFICER, JOB GROUP ‘N’, FORTY (40) POSTS

Salary Scale: Ksh. 53,370 – Kshs. 79,530 p.m

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level entail:- preparing sectoral report on Tariff and Non-Tariff Barriers (NTBs) for manufacturing and industry; linking of MSMIs to finance, markets, resource efficiency and cleaner production technology suppliers, Research and Development findings, quality assurance, and intellectual property protection; creating linkage for subcontracting among MSI and Medium and Large Industries; identifying potential foreign investors in specific industrial sectors; and disseminating industrial information to stakeholders.

In addition duties and responsibilities will entail:- identifying and Documenting indigenous technologies and entrepreneurs; undertaking monitoring and evaluation on the implementation of Industrial projects/programmes; undertaking benchmarking surveys and supporting the rehabilitation of industries; identifying, promoting and creating awareness on market opportunities for Kenyan products; creating awareness on counterfeit goods in liaison with Anti-Counterfeit Agency (ACA), and preparing industrial performance reports to enhance productivity. Competitiveness and quality of products.

Requirements for Appointment

For appointment to this grade, an officer must have: -

(i) Served for a cumulative period of nine (9) years, three of which must be in the grade of Chief Industrial Development Officer Job Group ‘M’ and or Senior Industrial Development Officer Job Group ‘L’ or in a comparable and relevant position in the Public Service;

(ii) Bachelors degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy,
Aeronautical, Agricultural, Animal Sciences, Food technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry, and Computer Science from a recognized institution;

(iii) Certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than for (4) weeks from a recognized institution;

(v) Certificate in Computer Application skills from a recognized institution; and

(vi) Shown merit and ability as reflected in work performance and results.

b) Vacancy No. 2/2018

CHIEF INDUSTRIAL/ENTERPRISE DEVELOPMENT OFFICER, JOB GROUP – ‘M’
SEVENTEEN (17) POSTS

Salary Scale: Kshs. 46,230 – Kshs. 61,840 p.m

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail:- identifying, reviewing, analyzing data and preparing Industrial reports on closed/underperforming industries requiring support; analyzing data related to industrial production, investment, local raw materials availability, industrial expansion programmes, resource efficient technology programmes, employment, efficiency and marketing; disseminating industrial information to stakeholders; identifying and documenting indigenous technologies and entrepreneurs; and linking indigenous entrepreneurs with Research and Development institutions for upgrading and commercializing of technologies and associated products.

Further, duties and responsibilities will entail:- linking entrepreneurs to Kenya Industrial Property Institute (KIPI) for projections of invention; undertaking monitoring and evaluation on the implementation of Industrial Projects/programmes; training entrepreneurs on development of business plans; developing and implementing Business Development Service (BDS) programmes; identifying markets for manufactured products; creating awareness on counterfeit good in liaison with Anti-
Counterfeit Agency (ACA); and providing advisory services and mentoring to potential and existing entrepreneurs.

Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Served in the grade of Senior Industrial Development Officer for a minimum period of three (3) years or in a comparable and relevant position in the public service

(ii) Bachelors degree in any of the following disciplines: Commerce, Business Administration, Mathematics, Biological/Physical Sciences, Entrepreneurship, Statistics, Economics, Project Planning and Management, Engineering (Mechanical, Civil, Electrical, Chemical, Industrial, Electronics, Metallurgy, Aeronautical, Agricultural), Agriculture, Animal Sciences, Food Technology, Clinical Nutrition and Dietetics, Textile Technology, Production Technology, Leather Sciences, Wood Sciences, Veterinary Medicine, Pharmacy, Geology, Environmental Science, Chemistry, Biochemistry or Computer Science from a recognized institution;

(iii) Certificate in any of the following fields: Project Planning, Project Appraisal, Project Monitoring and Evaluation, Entrepreneurship, Public Policy Analysis, Small Enterprises Policy and Promotion, Environmental Impact Assessment and Auditing, Environmental Management or Business Development Services lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Computer Applications Skills from a recognized institution; and

(v) Shown merit and ability as reflected in work performance and results.

c) Job Vacancy No: 3/2018
PRINCIPAL LECTURER-NINE (9) POSTS (JOB GROUP 'N')

Basic salary: Kshs. 53,370 - Kshs. 79,530 p.m.

Terms of service: Permanent and Pensionable

For appointment to this grade, a candidate must have: -
(i) Served for a cumulative period of nine (9) years in the public service three (3) of which should have been at the grade of Senior Lecturer, Job Group ‘M’ and/or Lecturer I Job Group ‘L’ or in comparable and relevant position in public service;


(iii) Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification from a recognized institution;

OR

Instructors/Technical Education/training of Trainers Certificate course from a recognized institution;

(iv) Attended a Senior Management Course/Supervisory Management from a recognized Institution/; and

(iii) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: - training in areas of specialization; preparing training/learning aids; setting exams, marking and assessing students’ practical work; developing and implementing curriculum; providing input in the
development of syllabus and course materials; preparing lesson plans, schemes of work; supervising students on industrial attachments; carrying out research and consultancy in the relevant field, maintaining students’ progress report; supervising the maintenance and repair of various machines equipment; conducting market surveys and trends; setting standards for technology transfer; evaluating course work and training programmes; providing advisory services to small and medium scale entrepreneurs/industrialists; coordinating academic tours, co-curricular & production units activities; ensuring safe custody of training materials and equipment; facilitating seminars, workshops and symposiums; and guiding and counseling students.

d) Job Vacancy No: 4/2018

SENIOR LECTURER -TWELVE (12) POSTS (JOB GROUP 'M')

Basic salary:  Kshs. 46,230 - Kshs. 61,840 p.m.

Terms of service: Permanent and Pensionable

For appointment to this grade, an officer must have: -

(i) Served for a cumulative period of six (6) years in the public service three (3) of which should have been at the grade of Lecturer I, Job Group ‘L’ and/or Lecturer II, Job Group ‘K’ or in comparable and relevant position in public service;

(iv) Post Graduate Diploma in Education or Diploma in Technical Education or its equivalent qualification from a recognized institution;

OR

Instructors/Technical Education/training of Trainers Certificate course from a recognized institution;

(v) Attended a Supervisory Management Course from a recognized Institution and

(vi) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- performing duties which include:- training in areas of specialization; preparing training/learning aids; setting exams, marking and assessing students’ practical work; providing input in the development of syllabus and course materials; preparing lesson plans, schemes of work; implementing curriculum; supervising students on industrial attachments; carrying out research and consultancy in the relevant field; maintaining students’ progress report, supervising the maintenance and repair of various machines equipment; conducting market surveys and trends; facilitating in seminars, workshops and symposia; organizing academic tours; and co-curricular activities; guiding trainees and graduate entrepreneurs in project identification; and guiding and counseling students; designing and preparing training materials including teaching and instructional aids; and undertaking institutional based Training Needs Assessment (TNA).

Please Note

▪ Only shortlisted and successful candidate will be contacted.

▪ Shortlisted candidates shall be required to produce origins of their academic and professional certificates during the interviews.

CABINET SECRETARY
MINISTRY OF INDUSTRY, TRADE AND COOPERATIVES

Copy to: Principal Secretary
State Department for Industrialization