

# REPUBLIC OF KENYA



## PARLIAMENTARY SERVICE COMMISSION

### ADVERTISEMENT

The Parliamentary Service Commission is an independent Constitutional Commission established under Article 127 of the Constitution of Kenya. The Commission is responsible for inter-alia -

- (a) providing services and facilities to ensure the efficient and effective functioning of Parliament;
- (b) constituting offices in the parliamentary service, and appointing and supervising office holders;
- (c) preparing annual estimates of expenditure of the parliamentary service and submitting them to the National Assembly for approval, and exercising budgetary control over the service;
- (d) undertaking, singly or jointly with other relevant organisations, programmes to promote the ideals of parliamentary democracy; and
- (e) performing other functions –
  - (i) necessary for the well-being of the members and staff of Parliament; or
  - (ii) prescribed by national legislation.

In preparation for the 12<sup>th</sup> Parliament which will commence in August 2017, the Parliamentary Service Commission seeks to recruit qualified individuals to fill the following vacant positions in the Parliamentary Service -

**1. RESEARCH OFFICER III, PSC 8 (7 VACANCIES) -VACANCY NO. PSC/001/05/2017**

**(a) Duties and Responsibilities**

- (i) Provision of non-partisan professional research assistance and analysis to Members, Committees and staff of Parliament.

- (ii) Assessing the strengths and weaknesses of policy options.
- (iii) Providing expert interpretation, explanation and analysis.
- (iv) Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions
- (v) Providing back up to parliamentary committees.

**(b) Requirement for Appointment**

For appointment to this grade, a candidate must have the following qualifications: -

- (i) Bachelors degree from a recognized university in a specialized discipline including Economics, Agriculture; Environmental quality, Sociology, Political science, international trade/commerce and other Science related fields;
- (ii) A thorough knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write, edit in a clear, concise and understandable manner; and
- (iii) Satisfactorily served as a Research Officer in a reputable research institution and have at least three (3) years continuous work experience.

**2. CLERK ASSISTANT III, PSC 8 (10 VACANCIES) -VACANCY NO. PSC/002/05/2017**

**(a) Duties and Responsibilities**

At this grade, the officer:-

- (i) Advise on Parliamentary procedure, practice, conventions, tradition and etiquette
- (ii) Search for fresh information/facts by consulting appropriate sources.
- (iii) Offering administrative services to various types of parliamentary committees, including the Parliamentary Service Commission.
- (iv) Activities pertaining to seminars and conferences for members of Parliament and staff.

**(b) Requirements for Appointment**

For direct appointment to this grade, a candidate must be in possession of a Bachelor's Degree in Social Sciences from a recognized university.

**3. HANSARD REPORTER III, PSC 8 (15 VACANCIES) - VACANCY NO. PSC/003/05/2017**

**(a) Duties and Responsibilities**

- (i) Ensuring timely and accurate transcription.

- (ii) Undertaking independent verbatim reporting of Parliamentary proceedings and those of relevant committees/functions within or outside Parliament.
- (iii) Assisting in drafting duty schedules for Hansard Reporters.
- (iv) Preparing transcripts for editing.
- (v) Sorting, checking transcripts from junior officers and amending as necessary.
- (vi) Assisting in classification, custody, archiving, retrieval and cross-checking of documents against references.

**(b) Requirements for Appointment**

Candidates must be in possession of a Bachelor of Arts degree in Linguistics majoring in English and Kiswahili from a recognized university/institution or a Bachelor's Degree in any of the Social Sciences plus at least a C+ in both English and Kiswahili in the Kenya Certificate of Secondary Education Examination or its equivalent qualification.

**4. FINANCE OFFICER III, PSC 8 (1 VACANCY) – VACANCY NO. PSC/004/05/2017**

**(a) Duties and Responsibilities**

- (i) Compiling, analyzing and formatting financial estimates.
- (ii) Taking initial action on budget monitoring.
- (iii) Preparing reports and briefs on budgetary policy issues from user/departments.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of either a Bachelor of Arts Degree in Economics; Bachelor of Commerce (Accounting Option); Bachelor of Commerce (Business Administration with Finance); and Certified Public Accountant Part III qualification.

**5. SENIOR PROCUREMENT OFFICER, PSC 11 (1 VACANCY) – VACANCY NO. PSC/005/05/2017**

**(a) Duties and responsibilities**

- (i) Procurement of stores locally and overseas.
- (ii) Assist the line management in all areas of supply.
- (iii) Implementation of Government supplies policies, application of systems and procedures.
- (iv) Control of the supplies vote.
- (v) Staff development and training.

- (vi) Issuing instructions to depots and other departmental units.
- (vii) Disposal of unserviceable/obsolete and/ or other stores on the recommendation of a board of survey.

**(b) Requirements for Appointment**

- (i) Served as a Procurement Officer I for at least three (3) years.
- (ii) Bachelors degree in Economics, Commerce, Business Administration or equivalent.
- (iii) Post graduate Diploma in procurement /supplies management.
- (iv) Shown merit in job performance.

*Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.*

**6. PROCUREMENT OFFICER I, PSC 10 (3 VACANCIES) – VACANCY NO. PSC/006/05/2017**

**(a) Duties and Responsibilities**

- (i) Procurement of stores.
- (ii) Training of staff.
- (iii) Supervision of staff.
- (iv) Disposal of unserviceable and/or other stores on the recommendation of a Board of survey.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must:

- (i) Bachelor's degree in Economics, Commerce, Business Administration or its equivalent.
- (ii) Served as Procurement Officer II for at least three (3) years.
- (iii) Shown merit in job performance.

*Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.*

**7. PROCUREMENT OFFICER II, PSC 9 (2 VACANCIES) - VACANCY NO. PSC/007/05/2017**

**(a) Duties and Responsibilities**

- (i) Procurement of stores.
- (ii) Supervision of staff.
- (iii) Advising on rationing of stores where demand exceeds supply.
- (iv) Recommending disposal of unserviceable stores.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of Bachelors degree in Economics, Commerce, Business Administration or its equivalent.
- (ii) Have served as Procurement Officer III for at least 3 years.
- (iii) Have shown merit in job performance.

*Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.*

**8. PROCUREMENT OFFICER III, PSC 8 (1 VACANCY) - VACANCY NO. PSC/008/05/2017**

**(a) Duties and Responsibilities**

- (i) Procurement of stores.
- (ii) Supervision of staff.
- (iii) Advising on rationing of stores where demand exceeds supply.
- (iv) Recommending disposal of unserviceable stores.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of a Bachelors degree in Economics, Commerce, Business Administration or its equivalent.

*Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.*

**9. PROCUREMENT ASSISTANT II, PSC 7 (1 VACANCY) - VACANCY NO. PSC/009/05/2017**

**(a) Duties and Responsibilities**

- (i) Security and safe custody of stores.
- (ii) Supervision of staff.
- (iii) Issues and rationing of stores.
- (iv) Making recommendations for disposal of unserviceable stores.

**(b) Requirements for Appointment**

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

- (i) O-level Certificate (mean C-) with C- in mathematics
- (ii) Diploma in procurement /supplies management.

*Applicants must meet all the requirements as stipulated in the Public Procurement and Asset Disposal Act of 2015.*

**10. SENIOR MAINTENANCE ENGINEER, PSC 11 (1 VACANCY) - VACANCY NO. PSC/010/05/2017**

**(a) Duties and Responsibilities**

- (i) Assist in the preparation of specifications, contract documents and estimates for building, civil, electrical or mechanical engineering works.
- (ii) Supervise and train staff.
- (iii) Supervising the installation, inspection, commissioning, testing electrical controls in buildings.
- (iv) Supervising the installation, commissioning, testing of mechanical plants in buildings.
- (v) Supervising the repair and maintenance of buildings and associated installations.
- (vi) Maintenance of mechanical plants in buildings.
- (vii) Maintenance of electrical systems for diesel generating plants and machinery.
- (viii) Repair and maintenance of electrical installation and controls.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) be in possession of a Bachelor of Science degree in Civil, Electrical/Electronics or Mechanical Engineering or equivalent from a recognized university.
- (ii) Have served as a Maintenance Engineer I for three (3 ) years;
- (iii) be Registered with the Engineers Registration Board of Kenya and Corporate Member of the Institution of Engineers;

(iv) have shown merit in job performance.

**11. SUPERINTENDENT (BUILDINGS), PSC 9 (1 VACANCY) - VACANCY NO. PSC/011/05/2017**

**(a) Duties and Responsibilities**

- (i) Construction of buildings.
- (ii) Maintenance of buildings.
- (iii) Training of staff.
- (iv) Supervision and co-ordination of units in the Department.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of a Bachelor of Science degree in Civil, Electrical/ Electronics or Mechanical Engineering or equivalent from a recognized university.
- (ii) Have wide experience in all areas of building construction and maintenance, and in addition to have ability to plan work.

**12. INSPECTOR I (BUILDINGS), PSC 8 (1 VACANCY) - VACANCY NO. PSC/012/05/2017**

**(a) Duties and Responsibilities**

- (i) Construction of buildings.
- (ii) Maintenance of buildings.
- (iii) Training of staff.
- (iv) Supervision and co-ordination of units in the Department.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of a Higher National Diploma in Architectural, Building Construction or Civil Engineering from the Kenya National Examinations Council or its equivalent.

**13. INSPECTOR II (BUILDINGS), PSC 7 (1 VACANCY) - VACANCY NO. PSC/013/05/2017**

**(a) Duties and responsibilities**

- (i) Repair and maintenance of buildings and associated installations.
- (ii) Supervision of staff.

**(b) Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education , C plus, or its equivalent with a Minimum of C plus in Mathematics , Physics, Chemistry or Physical Sciences and English; and
- (ii) National Ordinary Diploma in Architectural, Building Construction or Civil Engineering from the Kenya National Examinations Council, or other approved equivalent qualification.

**14. SENIOR CHARGE HAND, PSC 7 (5 VACANCIES) - VACANCY NO. PSC/014/05/2017**

**(a) Duties and Responsibilities**

- (i) Repairs of buildings, plants and equipment.
- (ii) Designing/planning/drawing of construction projects.
- (iii) Construction/Building /fabrication of projects.

**(b) Requirements for Appointment**

For appointment to the grade of Senior Charge Hand, a candidate serving as Charge Hand must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent with at least a D (plain) in Mathematics, English, Physics and Kiswahili.
- (ii) A certificate in Technical training from a recognized Institution.
- (iii) Served satisfactory for at least three (3) years in the grade of Charge Hand.
- (iv) Shown merit and ability as reflected in work performance and results.

**15. ARTISAN I, PSC 5 (5 VACANCIES) - VACANCY NO. PSC/015/05/2017**

**(a) Duties and Responsibilities**

- (i) Repairs of buildings, plants and equipment.
- (ii) Painting of buildings.

**(b) Requirements for Appointment**

For appointment to the grade of Artisan I, a candidate must have: -



- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (plus) or its equivalent with at least a D (plain) in Mathematics, English, Physics and Kiswahili.
- (ii) A certificate in Technical training from a recognized Institution.
- (iii) Served as Artisan II for at least three (3) years.
- (iv) Shown merit and ability as reflected in work performance and results of Artisan II.

**16. LEGAL CLERK II (LITIGATION), PSC 6 (1 VACANCY) - VACANCY NO. PSC/016/05/2017**

**(a) Duties and Responsibilities**

- (i) Taking hearing dates in Litigation matters.
- (ii) Facilitating service of Legal documents.
- (iii) Collecting, circulating and filing of published bills and subsidiary legislation.
- (iv) Filing of court documents and any other legal documents.
- (v) Organizing the Legal Department Registry.
- (vi) Drafting Legal documents.
- (vii) Providing any other Clerical services that may be required.

**(b) Requirements for Appointment**

For appointment to this, a candidate must have:-

- (i) Certificate in Law from a recognized institution.
- (ii) Proficiency in the use of basic computer applications.
- (iii) A current Process Server's Certificate.

**17. PUBLIC COMMUNICATIONS ASSISTANT, PSC 7 (1 VACANCY) - VACANCY NO. PSC/017/05/2017**

**(a) Duties and Responsibilities**

- (i) Assisting in preparation of all public relations related activities.
- (ii) Assisting in collating data for updating of the parliamentary website in liaison with the IT department.
- (iii) Assisting in coordination of the outreach program.
- (iv) Assisting in coordinating and receiving visitors to Parliament.

**(b) Requirements for Appointment**

For appointment to this, a candidate must have:-

- (i) A Diploma in Public Relations and Media or any other relevant field.
- (ii) Three (3) years' experience in handling public relations and media issues.
- (iii) Be competent in use of IT as a working tool.

**18. SECRETARIAL ASSISTANT II, PSC 5 (7 VACANCIES) - VACANCY NO. PSC/018/05/2017**

**(a) Duties and Responsibilities**

- (i) Typing from manuscripts.
- (ii) Processing data.
- (iii) Attending to visitors/clients.
- (iv) Handling telephone calls and appointments.
- (v) Operating office equipment.
- (vi) Ensuring security of office equipment, documents and records.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must possess:-

- (i) Kenya Certificate of Secondary Education minimum grade of C- (minus) with at least C (plain) in English language.
- (ii) The following qualifications from the Kenya National Examinations Council:-
  - Typewriting I (minimum 30 w.p.m.)/computerized document processing II
  - Business English I/Communications
  - Office Practice I
  - Commerce I and
- (iii) A certificate in Computer applications from a recognized institution.

**19. DRIVER III, PSC 3 (10 VACANCIES) - VACANCY NO. PSC/019/05/2017**

**(a) Duties and responsibilities**

- (i) Driving of motor vehicles as authorized.
- (ii) Maintenance of work tickets for vehicles assigned.
- (iii) Detecting and reporting malfunctioning of vehicle systems.
- (iv) Maintaining cleanliness of the vehicle.
- (v) Ensuring security and safety for the vehicle on and off the road.
- (vi) Carrying out routine checks of the vehicle.

(vii) Ensuring safety of the passengers and/or goods therein.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:-

- (i) Be in possession of a Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- (ii) Have served in the grade of Driver III for a minimum period of three (3) years.
- (iii) Be in possession valid driving license free from any current endorsements and valid for the class of vehicle the officer is required to drive.
- (iv) Passed the Suitability Test for Drivers Grade III; and
- (v) At least two (2) years previous satisfactory driving experience.

**20. OFFICE ASSISTANT III, PSC 3 (38 VACANCIES) - VACANCY NO. PSC/020/05/2017**

**(a) Duties and responsibilities**

- (i) Cleaning services.
- (ii) Collecting and cleaning utensils.
- (iii) Collecting and delivering documents.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of a KCSE D (plain).

**21. RECEPTION ASSISTANT, PSC 3 (18 VACANCIES) - VACANCY NO. PSC/021/05/2017**

**(a) Duties And Responsibilities**

- (i) Receiving and directing visitors as necessary.
- (ii) Controlling of signing of the visitors book.
- (iii) Issue badges for purposes of security and safety control.
- (iv) Notify internal staff of arrival of visitors.
- (v) Keep the reception area clean and tidy.
- (vi) Answering general inquiries.
- (vii) Ensuring any message left at the reception area is delivered promptly.
- (viii) Answering all internal calls and transferring to required extensions.
- (ix) Receiving of incoming parcels and distributing as necessary.

- (x) Facilitate appointment for visitors.
- (xi) Any other lawful duties as assigned by the supervisor

**(c) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) Possess a KCSE grade D (plain) or its equivalent.
- (ii) Have a certificate in Front Office or related studies from a recognized institution.
- (iii) Be computer literate.

**22. FOOD AND BEVERAGE CONTROLLER III, PSC 6 (2 VACANCIES) - VACANCY NO. PSC/022/05/2017**

**(a) Duties and Responsibilities**

- (i) Preparing food/ beverages summaries.
- (ii) Reporting discrepancies.
- (iii) Preparing consumption reports.
- (iv) Costing of menus.
- (v) Preparing payment vouchers.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) Possess a Kenya Certificate of Secondary Education (KCSE) mean grade D+.
- (ii) Have KATC stage three or CPA I.
- (iii) Have a certificate in Front Office Operations from Kenya Utalii College.
- (iv) Over two years' experience in a three star hotel or an equivalent Catering Institution as an F&B Controller.

**23. WAITER II, PSC 4 (6 VACANCIES) - VACANCY NO. PSC/023/05/2017**

**(a) Duties and Responsibilities**

- (i) Service of food and drinks in the restaurant.
- (ii) Presentation and settlement of bills.
- (iii) Taking care of operating equipment.

**(b) Requirements for Appointment**

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

- (i) Food and Beverage Sales and Service Advanced Certificate from a recognized College with two years experience in an hotel or a club; or
- (ii) A crafts Certificate in Food & Beverage Service from a recognized college.

**24. COOK II, PSC 4 (3 VACANCIES)- VACANCY NO. PSC/024/05/2017**

**(a) Duties and Responsibilities**

- (i) Making mise-en-plus for production.
- (ii) Preparing the soup of the day.
- (iii) Preparing all vegetables for the day's menu.
- (iv) Preparing starches for the day's menu.
- (v) Preparing all meat products.
- (vi) Portioning and serving food as demand requires.
- (vii) Cleaning up of the operation area.

**(b) Requirements for appointment**

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

- (i) be in possession of Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent; and
- (ii) Have a certificate in Food Production from Kenya Utalii College or its equivalent from a recognized institution.

**25. CLERICAL OFFICER III, PSC 4 (12 VACANCIES) -VACANCY NO. PSC/025/05/2017**

**(a) Duties and responsibilities**

- (i) Processing appointments, promotions, discipline, and other related duties in human resource management.
- (ii) Computation of financial or statistical records based on routine or special sources of information.
- (iii) Preparation of payment vouchers.
- (iv) Compiling data and drafting of simple letters.
- (v) Sorting, filing and dispatching letters.
- (vi) Maintenance of an efficient filing system.
- (vii) Compiling of statistical records.

**(b) 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- or its approved equivalent; and
- (ii) Proficiency in computer applications.

**26. COMMISSIONAIRE/SECURITY WARDEN II, PSC 4 (5 VACANCIES) -  
VACANCY NO. PSC/026/05/2017**

**(a) Duties and responsibilities**

- (i) Allocation of mail to MP's Pigeon holes.
- (ii) Booking of visitors/guests at the entrances.
- (iii) Issuance of entry badges.
- (iv) Screening of strangers.
- (v) Storage of strangers' baggage.
- (vi) Preventing removal of institutional property without proper and authorized documentation.
- (vii) Handling of telephone services.
- (viii) Control of vehicular traffic/parking.
- (ix) Patrolling of offices, car parks and lounges.
- (x) Perform security night duties.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) Be in possession of Kenya Certificate of Secondary Education grade D+ or its equivalent;
- (ii) Be in possession of a Paramilitary Training Certificate; or have served satisfactorily in uniformed service for a period of not less than three (3) years.
- (iii) Have a First Aid certificate.
- (iv) Be in possession of an exemplary service certificate.
- (v) Served satisfactorily at the level of Security Warden III or its equivalent for a period of not less than three (3) years;
- (vi) Have shown merit and ability in work performance and results.

**27. SECURITY WARDEN III, PSC 3 (5 VACANCIES) -VACANCY NO.  
PSC/027/05/2017**

**(a) Duties and responsibilities**

- (i) Allocation of mail to MPs' Pigeon holes.
- (ii) Booking of visitors/guests at the entrances.
- (iii) Issuance of entry badges.
- (iv) Screening of strangers.
- (v) Storage of strangers' baggage.
- (vi) Preventing removal of institutional property without proper and authorized documentation.

- (vii) Handling of telephone services.
- (viii) Control of vehicular traffic/parking.
- (ix) Patrolling of offices, car parks and lounges.
- (x) Perform security night duties.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) be in possession of Kenya Certificate of Secondary Education grade D+ or its equivalent;
- (ii) Be in possession of a Paramilitary Training Certificate; or have served satisfactorily in uniformed service for a period of not less than three (3) years.
- (iii) Have a First Aid certificate.
- (iv) Be in possession of an exemplary service certificate.

**28. LIBRARY CLERKS, PSC 4 (5 VACANCIES) - VACANCY NO. PSC/028/05/2017**

**(a) Duties and Responsibilities**

- (i) Keeping records of all incoming new books, pamphlets and periodicals.
- (ii) Receiving and filing of both local and foreign newspapers and newspaper clippings.
- (iii) Filing of typed catalogue cards.
- (iv) Indexing of local newspapers.
- (v) Shelving of books.
- (vi) Photocopying and any other duties as directed by all the senior library staff.
- (vii) Preparation and dispatch of overdue notices and reminders.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of a KCSE Grade C- or its equivalent qualification with at least a C- in Mathematics, English and Kiswahili.

**29. LIBRARY ASSISTANT II, PSC 5 (5 VACANCIES) - VACANCY NO. PSC/029/05/2017**

**(a) Duties and Responsibilities**

- (i) Making press cuttings.
- (ii) Shelf arrangement.
- (iii) Filing of cataloguing cards.
- (iv) Provision of reference services to readers.

- (v) Charging and discharging library materials.
- (vi) Preparation of materials for binding.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must:

- (i) Have a Kenya Certificate of secondary Education (KCSE) mean Grade C or its equivalent qualification with at least a C in either Mathematics, English or Kiswahili.
- (ii) Have attended a course in Library Studies at the Kenya Polytechnic or any other approved Institution and awarded a certificate in Librarianship.
- (iii) Have a certificate in computer application.

**30. GARDENER III, PSC 3 (5 VACANCIES) - VACANCY NO. PSC/030/05/2017**

**(a) Duties and Responsibilities**

- (i) Prepare grounds for planting.
- (ii) Planting, manuring and watering plants.
- (iii) Maintain gardens and lawns.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have a Primary Level Certificate.

**31. PRINTING ASSISTANT III, PSC 4 (5 VACANCIES) - VACANCY NO. PSC/031/05/2017**

**(a) Duties and Responsibilities**

- (i) Monitoring work progress as indicated in schedules and filing of records for future reference.
- (ii) Loading and unloading programs; assisting computer operators in processing keyed data; formatting of floppy diskettes; effecting corrections and keying in simple texts.
- (iii) Proof reading of documents.
- (iv) Graphic reproduction.
- (v) Lithographic machine operation.
- (vi) Print finishing.

**(b) Requirements for Appointment**

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



- (i) Kenya Certificate Secondary Education (KCSE) mean grade C or its equivalent from a recognized institution: and
- (ii) Introduction to Printing Technology Certificate (IPT).
- (iii) Trade Test Grade III in Printing from a recognized Institution or any other relevant qualifications from recognized institutions.

**32. MACHINE OPERATOR III, PSC 3 (5 VACANCIES) - VACANCY NO. PSC/032/05/2017**

**(a) Duties and Responsibilities**

- (i) Operating of photocopying machines.
- (ii) Carrying out of minor servicing and repairs of photocopying machines.
- (iii) Maintaining cleanliness of photocopying machines and machine rooms.
- (iv) Carrying out binding of documents.

**(b) Requirements of Appointment**

For appointment to this grade, a candidate must:-

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent.
- (ii) Be security vetted.
- (iii) Be conversant with operations of various office machines such as photocopying, binding and stapling machines.

**33. AUDIO OFFICER III, PSC 6 (11 VACANCIES) - VACANCY NO. PSC/033/05/2017**

**(a) Duties and Responsibilities**

- (i) Operation of the Digital Recording System and ensuring general safety of the machines.
- (ii) Recording of proceedings and maintaining cleanliness of the machines.
- (iii) Testing of the Machines.
- (iv) Charging the digital recorders.

**(b) Requirements for Appointment**

For appointment to this garden must:-

- (i) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C-(Minus) and above or its equivalent.
- (ii) Have a certificate in Sound Technology or Electronics.
- (iii) Be computer literate.

## **APPLICATION PROCEDURE**

Interested persons are required to make their applications specifying the position applied for and the vacancy number and attaching copies of academic certificates and/or testimonials and a duly completed Parliamentary Service Commission Job Application Form (Form 1 J). This form can be downloaded from the website of the Parliamentary Service Commission at [www.parliament.go.ke](http://www.parliament.go.ke) or obtained at the reception of the Parliamentary Service Commission Secretariat on the Ground Floor, County Hall, Parliament Buildings, Parliament Road, Nairobi.

Applications should be addressed to -

**Clerk of the Senate/Secretary,  
Parliamentary Service Commission,  
P.O. Box 41842 – 00100,  
Nairobi.**

or hand delivered during office hours to the **Office of the Head of the Commission Secretariat, 1<sup>st</sup> Floor, County Hall, Parliament Buildings**, or emailed as a PDF file attachment to [applications2017@parliament.go.ke](mailto:applications2017@parliament.go.ke) to be received **on or before 5.00 pm on Wednesday, 31<sup>st</sup> May, 2017.**

### **Please note:**

- 1) Applicants who do not complete the Parliamentary Service Commission Job Application (Form 1J) referred to in this advertisement will NOT be considered.
- 2) Only short-listed candidates will be contacted.

**CLERK OF THE SENATE/SECRETARY,  
PARLIAMENTARY SERVICE COMMISSION**