



National Police Service Commission



DECLARATION OF VACANCIES

The National Police Service Commission is established under the Constitution of Kenya 2010 Article 246 as read with Article 234(3) (c) (iv). It is mandated to Recruit and appoint persons to hold or act in offices in the National Police Service, confirm appointments and determine promotions and transfers within the National Police Service for both civilian staff and police officers.

In Exercise of powers conferred to the Commission under article 246 (3) (a) and pursuant to the provisions of Article 10 & 232 and 47 of the Constitution of Kenya 2010 on Values and principles of public service and Section 7(1) (2) of the NPS Act 2011, the commission is in the process of completing the delinking process.

Consequently, the Commission seeks to competitively fill the following vacant Civilian positions at the National Police Service with qualified and competent persons;

S/No	Vacancy	Reference	NPSC Salary scale	No. of Posts
1.	Director Human Capital Management (NPS Civilian)	V/No.39/2023	8	1
2.	Director Administration - (NPS Civilian)	V/No.40/2023	8	1
3.	Director Legal Affairs (NPS Civilian)	V/No.41/2023	8	1
4.	Deputy Director Human Capital Management (KPS, APS, DCI & NPS HQS) - (NPS Civilian)	V/No.42/2023	7	4
5.	Deputy Director Supply Chain Management - ((NPS Civilian)	V/No.43/2023	7	1
6.	Chief Finance Officer (Re-advertisement) - (NPS Civilian)	V/No.44/2023	7	1

7.	Chief Economist (Re-advertisement) (NPS Civilian)	V/No.45/2023	7	1
8.	Deputy Director Internal Audit - (NPS Civilian)	V/No.46/2023	7	1
9.	Principal Human Capital Management Officer - (NPS Civilian)	V/No.47/2023	6	9
10	Principal Finance Officer (KPS, APS, DCI & NPS HQS) - (NPS Civilian)	V/No.48/2023	6	4
11	Assistant Accountant General - (NPS Civilian)	V/No.49/2023	6	1
12	Principal Public Communications Officer (Re-advertisement) - (NPS Civilian)	V/No.50/2023	6	1
13	Finance Officer II (KPS, APS, DCI & NPS HQS) - (NPS Civilian)	V/No.51/2023	4	4

REQUIREMENTS FOR APPOINTMENT AND JOB DESCRIPTIONS

1. DIRECTOR HUMAN CAPITAL MANAGEMENT (NPS CIVILIAN)-V/No. 39/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 8)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Contract

Duties and Responsibilities;

- i. Initiate the formulation of Human Capital Management policies, regulations and strategies in line with the National Police Service reform agenda;
- ii. Provide leadership in HR planning, staffing and succession management in the NPS;
- iii. Oversee the maintenance of skills Inventory and assessment of Training needs of the National Police Service and advising on appropriate intervention strategies to be undertaken to bridge the gaps;

- iv. Oversee the development of the Career Progression Guidelines for the various jobs within the National Police Service;
- v. Oversee management of Payroll and Integrated Personnel Payroll Data (IPPD) System in the National Police Service;
- vi. Oversee adherence to the employee disciplinary and grievance handling procedure in NPS in accordance with the human resource policies and procedures Manual;
- vii. Oversee the preparation of the directorate procurement plan of the Human Capital Management directorate;
- viii. Oversee proper utilization of the Human Capital Management directorate's annual budget;
- ix. Develop linkages and cooperation with other stakeholders to complement the Directorate's efforts in training and capacity building in the National Police Service;
- x. Provide technical advice to the Secretary Administration -NPS on Human Capital policies, processes and management practices.

Requirements for Appointment;

- i. Holds a Master's degree in a relevant field from a University recognized in Kenya;
- ii. Holds a Bachelors' degree from a university recognized in Kenya in any of the following disciplines; Human Resource Management, Law, Change Management, Governance, Industrial/Public Relations or Business Administration;
- iii. Holds a Higher National Diploma in Human Resource Management or it's equivalent;
- iv. Member of a relevant professional body and in good standing;
- v. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- vi. Served for a period of fifteen (15) years, eight (8) years of which Must be in a senior management position in a reputable organization.

2. DIRECTOR ADMINISTRATION (NPS CIVILIAN) - V/No. 40/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 8)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Contract

Duties and Responsibilities;

- i. Provide leadership in the development of Administration strategy and plans;
- ii. Spearhead effective planning, designing and evaluating Administration related initiatives that promote National Police Service strategic goals;
- iii. Set goals for Administration in the National Police Service in line with the Constitution and other National development priorities;
- iv. Coordinate the development of policies, procedures and regulations related to Administration and review of existing legislation;
- v. Coordinate the development of policies, procedures and regulations for stakeholder management;
- vi. Oversee the preparation and implementation of work plans for the unit;
- vii. Drive Change Management strategies to foster organizational values aligned to the Vision and Mission of the Service.

Requirements for Appointment;

- i. Master's degree in Public Administration, Business Administration or equivalent qualification from a recognized institution;
- ii. Bachelor degree in Public Administration, Business Administration or equivalent qualification from a recognized institution;
- iii. Member of a relevant professional body and in good standing;
- iv. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- v. Fifteen (15) years working experience, ten (10) years' experience in supervisory role in the Public or Private Sector.

3. DIRECTOR LEGAL AFFAIRS (NPS CIVILIAN) - V/No. 41/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 8)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Contract

Duties and Responsibilities;

- i. Ensuring compliance with principles of good governance, human rights, transparency, accountability, ethics and integrity and advising the NPS on legal policy issues;
- ii. Formulation of the directorate's Strategic Plans and objectives;

- iii. Developing proposals for reforms on emerging legal Policies and issues;
- iv. Oversee the development of policy analysis standards and procedures in accordance with relevant government regulations to ensure achievement of set standards.
- v. Reviewing legal and Policy documents, opinions and briefs and spearheads law reviews.

Requirements for Appointment;

- i. Holds a Master's Degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- ii. Holds a Bachelor's degree in Law from a recognized university;
- iii. Postgraduate Diploma in Legal Studies from the Kenya School of Law, Council of Legal Education or any other recognized institution;
- iv. Admitted as an advocate of the High Court of Kenya;
- v. Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- vi. Certified Public Secretary (K) or its equivalent qualification from a recognized institution;
- vii. Member of a relevant professional body and in good standing;
- viii. Fifteen (15) years working experience, ten (10) years' experience in supervisory role in the Public or Private Sector.

4. DEPUTY DIRECTOR HUMAN CAPITAL MANAGEMENT (NPS CIVILIAN) ~ V/No. 42/2023 (4 POSTS)

Gross salary: Consolidated (NPSC Scale 7)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Implementation of human resource management strategies that include; Human resource Planning, recruitment and selection, training and development, employee compensation, performance management, Health and safety, employee relations, welfare and benefits, succession planning and pension administration;

- ii. Implement, interpret and review Human Resource Management and Development policies, procedures and systems;
- iii. Develop linkages and cooperation with other stakeholders to complement the Directorate's efforts in training and capacity in the National Police Service;
- iv. Develop and implement welfare programs for the National Police Service;
- v. Review the analysis of competency development reports from the National Police Service;
- vi. Develop an employee-oriented culture that emphasizes on quality, continuous improvement, performance, employee retention and employee -employer relations;
- vii. Implementation of the National Police Service training programs and training projections;
- viii. Review strategies and policies to ensure that systems and structures are efficiently managed for the achievement of set performance targets and goals of the Commission;
- ix. Initiate best practices in the management of Human Resource Management & Development function;
- x. Coordinate preparation and implementation of annual Human Resource Management budget;
- xi. Facilitate the establishment, operationalization and maintenance of Human Resource Management Information Systems;
- xii. Coordinate implementation of human resource strategies by establishing department accountabilities

Requirements for Appointment;

- i. Holds a Master's degree in a relevant field from a University recognized in Kenya;
- ii. Holds a Bachelor's degree in any of the following disciplines; Human Resource Management, Business Administration, Public Administration or any Social Science from a University recognized in Kenya;
- iii. Holds a Higher National Diploma in Human Resource Management or it's equivalent qualification;
- iv. Member of a relevant professional body and in good standing;
- v. Have attended a Management Course lasting not less than four (4) week in a recognized institution and;
- vi. Have twelve (12) years working experience, three (3) of which Must be in a senior Management position in a reputable organization.

5. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT (NPS CIVILIAN) ~ V/NO. 43/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 7)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Assisting the Director, Supply Chain Management Services in the day to day duties;
- ii. Innovating and design of Supply Chain Management Strategies and translating them into policies;
- iii. Introduction of systems that will facilitate effective and efficient management of Supply Chain functions;
- iv. Provision of guidance on the Supply Chain Management policy;
- v. Developing a regulatory framework and standards;
- vi. Updating existing rules and regulations in line with the changing environment such as laws and related statutes.

Requirements for Appointment;

- i. Master's Degree in any of the following; -Procurement and Supply Management, Business Administration, Commerce, Logistics and Supply Chain Management or any other relevant field from a recognized Institution;
- ii. Bachelor's Degree in any of the following: ~ Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution;
- iii. Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- iv. Must be a member of the Kenya Institute of Supplies Management and is in good standing;
- v. Have attended a Management Course lasting not less than four (4) weeks in a recognized institution;
- vi. Have twelve (12) years working experience, three (3) of which Must be in a senior Management position in a reputable organization.

6. CHIEF FINANCE OFFICER (NPS CIVILIAN) - V/No. 44/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 7)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Systematic scheduling of expenditures consistent with work plans;
- ii. Contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- iii. Budget planning, preparation and implementation at the ministry level; coordinating the preparation of annual work plans, procurement plans and cash management;
- iv. Advising the accounting Officer on financial management matters; and
- v. Coordinating the preparation of the Service Public Expenditure Reviews and the sector reports.

Requirements for Appointment;

- i. Holds a Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- ii. Holds a Bachelors degree in Finance, Accounting or a related field;
- iii. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- iv. shown outstanding capability in Financial Management;
- v. Have attended a Management Course lasting not less than four (4) weeks in a recognized institution;
- vi. Have twelve (12) years working experience, three (3) of which Must be in a senior Management position in a reputable organization.

7. CHIEF ECONOMIST (NPS CIVILIAN) - V/No. 45/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 7)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Direction of economic planning functions or production of statistical data at the NPS;
- ii. Coordination and formulation of national development strategies, Policies and Programs;
- iii. Preparation of national development plans and coordination of national positions on international economic subjects;
- iv. Monitoring and evaluation of policies and programmes;
- v. Assist in Planning and management of human resources, projection of manpower needs and training to meet national development objectives, population surveys and compilation of data for planning and social services;
- vi. Assist in collection, collation, processing and administration of statistical data in accordance with the Statistics Act;
- vii. Formulating coordinated strategies, policies and programs for the harmonious development of the economic sectors, carrying out sectoral studies and research, monitoring changes in key indicators of sectoral economic structure, trends and efficiency.

Requirements for Appointment;

- i. Holds a Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- ii. Holds a Bachelor's degree in Economics, Finance, Accounting or a related field;
- iii. shown outstanding capability in Financial Management;
- iv. Have attended a Management Course lasting not less than four (4) weeks in a recognized institution;
- v. Have twelve (12) years working experience, three (3) of which Must be in a senior Management position in a reputable organization.

8. DEPUTY DIRECTOR INTERNAL AUDIT (NPS CIVILIAN) - V/No. 46/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 7)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Assist in Formulating, interpreting and implementing audit policies, strategies, procedures and programmes;
- ii. Planning and coordinating internal audit activities;
- iii. Ensuring adherence to accounting procedures;
- iv. Assist in development and review of Internal audit management systems;
- v. Verifying final audit reports/queries on financial statements;
- vi. Directing and monitoring audit inspections of the Service records;
- vii. Validating Internal audit programmes and work plans for the service;
- viii. Verifying the accuracy and disclosures in financial statements;
- ix. Providing leadership in the co-ordination of external audits to ensure that issues raised by auditors are addressed;
- x. Evaluating and documenting audit evidence.

Requirements for Appointment;

- vii. Holds a Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- viii. Holds a Bachelor's degree in Finance, Accounting or a related field;
- ix. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- x. Must be a member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK)
- xi. shown outstanding capability in Financial Management;
- xii. Have attended a Management Course lasting not less than four (4) weeks in a recognized institution;
- xiii. Have twelve (12) years working experience, three (3) of which Must be in a senior Management position in a reputable organization.

9. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER (NPS CIVILIAN) - V/No. 47/2023 (9 POSTS)

Gross salary: Consolidated (NPSC Scale 6)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Analyzing the staffing levels and making proposals for succession planning;
- ii. Participate in Planning, co-ordination, organization and direction of human resource management services;
- iii. Ensuring proper deployment of human resource staff in the Departments within the service;
- iv. Analyzing staff progress reports and making proposals for career development;
- v. Ensuring the correct interpretation and implementation of human resource regulations;
- vi. Supervising, guiding, counselling, mentoring, training and development of staff working under him/her;
- vii. Payroll management;
- viii. Administration of pension and retirement benefits.

Requirements for Appointment;

- i. Holds a Master's degree in a relevant field from a University recognized in Kenya;
- ii. Holds a Bachelor's degree in any of the following disciplines; Human Resource Management, Business Administration, Public Administration or any Social Science from a University recognized in Kenya;
- iii. Be a member of the Institute of Human Resource Management and in good standing;
- iv. Have attended a Management Course lasting not less than four (4) week in a recognized institution and;
- v. Have eight (8) years working experience, three (3) of which Must be in a comparable position in a reputable organization.

10. PRINCIPAL FINANCE OFFICER V/NO. 48/2023 (NPS CIVILIAN) -(4 POSTS)

Gross salary: Consolidated (NPSC Scale 6)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Co-ordinating and analyzing Medium Term Expenditure Framework Budget;
- ii. Assisting in costing of Programmes;
- iii. Communicating approved annual estimates to various departments and ensuring that there is a timely adjustment of work plans commensurate with the resources voted in the budget;
- iv. Determining performance indicators for programmes;
- v. Initial preparation of responses to all budgetary matters including all issues raised by parliamentary Oversight Committees;
- vi. Coordinate the preparation of budget estimates;
- vii. Analyzing project proposals, budget Estimates, fiscal returns, preparing fiscal reports; and
- viii. Preparing technical briefs on Financial Management.

Requirements for Appointment;

- i. Holds a Masters' Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- ii. Holds a Bachelors' degree in Finance, Accounting or a related field;
- iii. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- iv. Have attended and successfully completed a Senior Management course lasting not less than four (4) weeks;
- v. Attended and successfully completed a certificate course in Public Financial Management;
- vi. Have eight (8) years working experience, three (3) of which Must be in a comparable position in a reputable organization.
- vii. Demonstrated professional competence in the field of Financial Management.

11. ASSISTANT ACCOUNTANT GENERAL (NPS CIVILIAN) - V/No. 49/2023 (1 POST)

Gross salary: Consolidated (NPSC Scale 6)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical

Scheme Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Monitoring implementation of Accounting standards and systems for compliance including Integrated Financial Management Information System (IFMIS) operations;
- ii. Preparation of Bi-annual Accounts;
- iii. Assisting in the administration of the Accounting Unit;
- iv. Assisting the head of the Accounting unit to provide advisory services to the Accounting Officer and other stake holders on all financial and accounting matters;
- v. Preparation of management and statutory reports including final accounts;
- vi. Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- vii. Setting targets for the accounts staff and evaluating achievement.

Requirements for Appointment;

- i. Holds a Masters' Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- ii. Holds a Bachelors' degree in Finance, Accounting or a related field;
- iii. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- iv. Have attended and successfully completed a Senior Management course lasting not less than four (4) weeks;
- v. Served satisfactorily in the grade of Senior Accountant and above in a reputable organization for a minimum period of Eight (8) years, three (3) years of which must be in a comparable position;
- vi. Demonstrated professional competence in the field of Accounting and Public Finance.

12. PRINCIPAL PUBLIC COMMUNICATION OFFICER V/NO.50/2023 (NPS CIVILIAN) ~(1 POST)

Gross salary: Consolidated (NPSC Scale 6)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Gathering information on programmes, significant events in a specific sectoral area and the impact on customers, and forwarding the same to the head of Public Communications Unit for dissemination;
- ii. Assisting in the development of communications and media strategy;
- iii. Editing stories on various topical issues before they are released to the public and liaising with media practitioners and the public on issues of mutual concern;
- iv. Scheduling interviews with Government officials;
- v. Managing assigned projects/programmes, and
- vi. Organizing events under the guidance of the head of the Public Communications Unit.

Requirements for Appointment;

- i. Holds a Masters' Degree in Mass communication, Internal Relations, Communication studies, Information Sciences, Public Relations, Journalism, Social sciences or any other approved equivalent qualifications from a recognized university;
- ii. Holds a Bachelors' degree in Mass communication, Internal Relations, Communication studies, Information Sciences, Public Relations, Journalism, Social sciences or any other approved equivalent qualifications from a recognized university;
- iii. Holds a Post graduate diploma in any of the following: Mass communication, Internal Relations, Communication studies, Information Sciences, Public Relations, Journalism or Social sciences;
- iv. Have a clear understanding of the working of the media and the socio-political environment in Kenya;
- v. Possess good oral and written communication skills in both English and Kiswahili;
- vi. Attended a management course lasting not less than four (4) weeks; and
- vii. Have eight (8) years working experience, three (3) of which Must be in a comparable position in a reputable organization.

13. FINANCE OFFICER II (NPS CIVILIAN) - V/NO. 51/2023-(4 POSTS)

Gross salary: Consolidated (NPSC Scale 4)

Leave allowance: As per NPSC approved rate

Annual Leave: 30 working days per financial year

Medical Cover: As provided in the NPSC Medical Scheme

Terms of Service: Permanent and Pensionable

Duties and Responsibilities;

- i. Gathering, compiling and analyzing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- ii. Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances;
- iii. Initial processing of reallocations within the budget.

Requirements for Appointment;

- i. Holds a Bachelor's Degree in Commerce (Finance option), Business Management, Economics, Business Administration or its equivalent from a university recognized in Kenya;
- ii. Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA);
- iii. Demonstrated professional competence in the field of Accounting and Public Finance.

Mode of Application;

Candidates who meet the requirements should make their applications **ONLINE** through jobs portal <https://services.npsc.go.ke/recruitment> or **log in to E-Citizen portal**.

Detailed job descriptions, areas of specialization and additional requirements are posted in our website www.npsc.go.ke or job portal <https://services.npsc.go.ke/recruitment>

Applications should be addressed to:

**The Commission Secretary/Chief Executive Officer
National Police Service Commission
SkyPark Building, Westlands
P.O. Box 47363-00100
NAIROBI.**

Closing date;

The applications should reach the Commission on or before **Thursday 16th November, 2023 at 5.00pm (East African Time).**

Please Note:

- i. Civilian staff serving at the NPS, deployed by state departments are encouraged to apply;
- ii. Applicants who had applied for the re-advertised positions are encouraged to re-apply;
- iii. National Police Service Commission is an equal opportunity employer committed to diversity and gender equality. Persons with disabilities and those from Marginalized & Minority groups are encouraged to apply;
- iv. Only Shortlisted candidates shall be contacted;
- v. Successful candidates for the positions of NPSC salary scale 6 and above will be required to satisfy the requirements of Chapter Six (6) of the Constitution of Kenya 2010 by submitting a HELB Clearance Certificate, Tax compliance from KRA, Clearance from EACC and Police Clearance Certificate;
- vi. Do not deliver any hard copy applications nor send through post;
- vii. Any form of canvassing shall lead to automatic disqualification.

PETER LELEY
CS/CHIEF EXECUTIVE OFFICER
NATIONAL POLICE SERVICE COMMISSION