



OFFICE OF THE PRESIDENT
MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT
(DIRECTORATE OF IMMIGRATION AND REGISTRATION OF PERSONS)

Website: www.immigration.go.ke
Email: ps@immigration.go.ke
Tel: +254-020-222022
Fax: +254-020-220731
When replying please quote:

Nyayo House, 20th Floor
P.O. Box 30395-00100
Nairobi, Kenya

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18th March 2016

*All Cabinet Secretaries
The Solicitor-General, State Law Office
The Comptroller of State House
The Inspector General, Police Service
The Forty Seven (47) County Secretaries
The Forty Seven (47) County Commissioners*

RE: INTERNAL ADVERTISEMENT:

- 1. PRINCIPAL CIVIL REGISTRATION ASSISTANT, JOB GROUP “N” – 14 POSTS**
 - 2. CHIEF CIVIL REGISTRATION ASSISTANT, JOB GROUP “M - 26 POSTS**
 - 3. CHIEF CIVIL REGISTRATION OFFICER, JOB GROUP “M”– 34 POSTS**
 - 4. CIVIL REGISTRATION OFFICER, JOB GROUP ‘J’ – 148 POSTS**
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Applications are invited from suitably qualified serving officers in the Civil Service for the positions shown herein in the Directorate of Immigration and Registration of Persons, Department of Civil Registration.

Eligible applicants are requested to fill one PSC. 2 form (Revised 2007) which can be downloaded from the Public Service Commission of Kenya Website, www.publicservice.go.ke

The completed application form together with the head of department recommendation (PSC 2 A form – Revised 2008), Staff Performance Appraisal Report for the financial year 2014/2015, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should reach the:

The Cabinet Secretary
Ministry of Interior and Co-ordination of
National Government
P. O. Box 30395 – 00100
NAIROBI.

Or

Hand delivered to Nyayo House, Kenyatta Avenue, 4th Floor (South Wing) on or before
18th April 2016

VACANCY NO. 1/2016

PRINCIPAL CIVIL REGISTRATION ASSISTANT, JOB GROUP 'N' – 14 POSTS

Salary Scale: Kshs.48,190x2,400 - 50,590x2,550 - 53,140x2,700 - 55,840x3,000
- 58,840x3,150 - 61,990x 3,300 – 65, 290p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- coordinating awareness sensitization campaigns on registration of birth and death; authenticating birth and death certificates issued in Kenya to foreigners and foreign birth and death certificates issued to Kenyans; verifying information contained in the registers from registration agents; inducting and training of lower level personnel and registration of births and deaths agents; analyzing births and deaths registration returns and statistical reports; monitoring the supply and utilization of registration materials; maintaining safe custody of registration materials and births and deaths records; assessing the applications for issuance of birth and death certificates; approving late registration applications and entry of insertions; conducting community awareness campaigns on births and deaths; and monitoring and evaluating the activities of registration agents on matters relating to registration of births and deaths.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Twelve (12) years cumulative service, three (3) years of which must be at the level of Senior Civil Registration Assistant Job Group 'L'.
- (ii) Departmental Foundation Certificate in Civil Registration and Vital Statistics, lasting not less than four (4) weeks.
- (iii) Management course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated professional competence in civil registration matters as reflected in work performance and results.

VACANCY NO. 2/2016

CHIEF CIVIL REGISTRATION ASSISTANT, JOB GROUP 'M' – 26 POSTS

Salary Scale: Kshs.41,590x2,070 - 43,660x2,200 - 45,880x2,310 - 48,190x2,400
- 50,590x2,550 - 53,140x2,700 - 55,840 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- assessing the applications for issuance of birth and death certificates; approving late registration applications and entry of insertions; maintaining safe custody of registration materials and births and deaths records; monitoring the supply and utilization of registration materials;

conducting community awareness campaigns on births and deaths; training and sensitizing registration agents; monitoring the activities of registration agents on matters relating to registration of births and deaths; compiling registration returns and statistical reports to the central records registry; and verifying information contained in the registers from registration agents.

(b) Requirements for appointment

For appointment to this grade an officer must have:-

- (i) Ten (10) years cumulative service, three (3) years of which must be at the level of Senior Civil Registration Assistant Job Group 'L'.
- (ii) Departmental Foundation Certificate in Civil Registration and Vital Statistics, lasting not less than four (4) weeks.
- (iii) Supervisory skills course lasting not less than two (2) weeks from a recognized institution.
- (iv) Certificate in computer application from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 3/2016

CHIEF CIVIL REGISTRATION OFFICER, JOB GROUP 'M' – 34 POSTS

Salary Scale: Kshs.41,590x2,070 - 43,660x2,220 - 45,880x2,310 - 48,190x2,400 - 50,590x2,550 - 53,140x2,700 - 55,840 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will involve:- assessing the applications for issuance of birth and death certificates; approving late registration applications and entry of insertions; maintaining safe custody of registration materials and births and deaths records; monitoring the supply and utilization of registration materials; conducting community awareness campaigns on births and deaths; training and sensitizing registration agents; monitoring the activities of registration agents on matters relating to registration of births and deaths; compiling registration returns and statistical reports to the central records registry; and verifying information contained in the registers from registration agents.

(b) Requirements for appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Senior Civil Registration Officer or a comparable grade in the Public Service for at least three (3) years.
- (ii) Bachelors Degree in any of the following disciplines:- Information Science, Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law or Anthropology from a recognized institution.

- (iii) Departmental Foundation Certificate in civil Registration and vital statistics lasting not less than four (4) weeks.
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Demonstrated a high degree of professional competence as reflected in work performance and results.

VACANCY NO. 4/2016

CIVIL REGISTRATION OFFICER, JOB GROUP 'J' – 148 POSTS

Salary Scale: Kshs.24,662x1,233 - 25,895x1,285 - 27,180x1,340 - 28,520x1,398 - 29,918 p.m.

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An Officer at this level will work under the guidance and supervision of a senior and experienced officer.

Duties and responsibilities at this level will involve:- collecting basic data on births and deaths; distributing and collecting births and deaths registers to and from registration agents; attending to enquiries on births and deaths from clients; filing and retrieving births and deaths records; issuing and receiving late registration forms to and from clients; dispatching of births and deaths certificates; and assessing applications for issuance of birth and death certificates.

(b) Requirements for appointment

For appointment to this grade, a candidate:-

- (i) Should be a serving officer at J/G G, H and J respectively;
- (ii) Have Bachelors Degree in any of the following disciplines:- Sociology, Statistics/Economics, Government/Political Science, Public Administration, Population Studies, Law, Anthropology, from a recognized institution; and
- (iii) Certificate in computer application skills from a recognized institution.

Note: *Those applying for these positions should be prepared to work at the County level.*

**HON. MAJ. GEN. (RTD) JOSEPH NKAISSERY, EGH, CBS
CABINET SECRETARY**

Copy to: The Secretary/Chief Executive Officer,
Public Service Commission of Kenya,
Commission House,
NAIROBI.