



ADVERTISEMENT FOR JOB OPPORTUNITIES

The Commission wishes to fill vacant positions for entry level grade. Applications are invited from qualified persons to fill the positions below.

Interested and qualified applicants should apply through the secretariat recruitment portal on TSC Website www.tsc.go.ke.

Applications should be received on or before **8th February, 2019**

No manual applications will be considered.

ADVERT NO. 1/2019 HUMAN RESOURCE OFFICER I, TSC SCALE '7' (15 POSTS)

Requirements for appointment

Applicants must meet the following criteria: -

- (i) Bachelor's degree in Human Resource Management from a recognized institution or
- (ii) Bachelor's Degree in Social Sciences plus a Diploma/Higher Diploma in Human Resource Management or
- (iii) Certified Public Secretaries (CPS) Part III,
- (iv) Certificate in basic computer applications from recognized institutions.
- (v) Must be a professional member of IHRM.

Duties and Responsibilities

- (i) Maintaining output and file movement records
- (ii) Verification of amendment on recruitment, appointment and promotion against the recruitment/ appointment and promotion lists
- (iii) Respond to queries raised in personal files.
- (iv) Effecting and executing valid third party orders.
- (v) Processing of promotions
- (vi) Process pension and death gratuity claims.
- (vii) Issuing retirement notices and release letters for officers on Terms of Service
- (viii) Supervision of officers clerks support staff

TERMS OF SERVICE

Permanent and pensionable.

Salary and other Benefits.**Basic Salary TSC Scale 7**

Kshs. 47,146 - Kshs. 76,459.

The remuneration will also include House allowance, Commuter allowance, Leave allowance, Group Personal/WIBA Accident cover, Comprehensive Medical cover and membership to the staff retirement pension scheme as per the prevailing guidelines.

Please note

Shortlisted candidates will be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

Candidates from marginalised areas and minorities are encouraged to apply.

Successful candidates should be ready to serve specifically in Mandera, Marsabit, Wajir, Turkana, Garissa, Isiolo, West Pokot, Lamu, Tana River and any other station where the Commission will require their services.

**SECRETARY/CHIEF EXECUTIVE
TEACHERS SERVICE COMMISSION**