



# MINISTRY OF OF PUBLIC SERVICE AND GENDER

STATE DEPARTMENT OF PUBLIC SERVICE



## HUDUMA KENYA SECRETARIAT

### DECLARATION OF A VACANCIES

Huduma Kenya Programme is a Flagship Project in the Kenya Vision 2030 which was established through the Kenya Gazette Notice Vol. CXVI – No. 43 of 4<sup>th</sup> April, 2014 to transform service delivery in the Public Service by providing a one stop shop access to Government Services that embraces efficiency. The Huduma Kenya Secretariat is seeking to recruit highly motivated, visionary and dynamic and results oriented candidates to fill the following vacant positions.

S/NO	DESIGNATION	HKS GRADE	VACANCY NUMBER	NUMBER OF VACANCIES
1.	Director-Business Process Re-Engineering & Service Delivery Standards	HKS 2	1/8/2021	1
2.	Director, Communication and Public Relations	HKS 2	2/8/2021	1
3.	Director, Information Communication Technology	HKS 2	3/8/2021	1
4.	Program Officer –ICT Information Systems	HKS 3	4/8/2021	1
5.	Program Officer –ICT Infrastructure and Support	HKS 3	5/8/2021	1
6.	Program Officer-Brand Development	HKS 3	6/8/2021	1
7.	Program Officer-Public Relations & Marketing	HKS 3	7/8/2021	1
8.	Program Officer-Channels, Innovation, R&D	HKS 3	8/8/2021	1
9.	Program Assistant –Database Administrator	HKS 4	9/8/2021	1
10.	Program Assistant–Information Systems Support	HKS 4	10/8/2021	2
11.	ICT Assistant, Infrastructure and Support	HKS 5	11/8/2021	2

The detailed and comprehensive job descriptions for the positions are available at Huduma Kenya Secretariat jobs portal [www.recruitment.hudumakenya.go.ke](http://www.recruitment.hudumakenya.go.ke).

#### How to Apply

Interested and qualified persons are requested to make their applications **ONLINE** through the Huduma Kenya Secretariat jobs portal at [www.recruitment.hudumakenya.go.ke](http://www.recruitment.hudumakenya.go.ke).

#### Please Note:

- Applicants must provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- Only shortlisted and successful applicants will be contacted and will be required to provide clearance from the following Institutions:
  - Kenya Revenue Authority (KRA)
  - Directorate of Criminal Investigations (DCI)
  - Ethics and Anti-Corruption Commission (EACC)
  - Higher Education Loans Board (HELB)
  - Credit Reference Bureau (CRB)
- Canvassing in any form will lead to automatic disqualification.
- Huduma Kenya Secretariat is an equal opportunity employer. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- It is a criminal offence to present fake certificates/documents.

Applications should reach the Secretariat on or before **31<sup>st</sup> August, 2021 latest 5.00 pm (East African Time)**