**REPUBLIC OF KENYA**

# OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

***OUR MISSION:*** *'To serve the public by providing quality, impartial and timely prosecution services anchored on the values and principles enshrined in the Constitution'*

## VACANCIES

Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC 2 (Revised 2007). The form may be downloaded from the Public Service Commission's Websites **www.publicservice.go.ke** and **www.psckjobs.go.ke**

**Please Note:**

- **Candidates should NOT attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form.**
- **Only shortlisted and successful candidates will be contacted.**
- **Canvassing in any form will lead to automatic disqualification.**
- **THE OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Shortlisted** candidates shall be required to produce **originals** of their National Identity Card, academic and professional certificates and testimonials during interviews.
Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.
Completed application forms should be sent to:

**THE DIRECTOR OF PUBLIC PROSECUTIONS**
**OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**
**P.O. BOX 30701 - 00100**
**NAIROBI**

So as to reach the office **on or before** 25th September, 2012

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## PROCESS SERVER II - EIGHTEEN (18) POSTS V/No. 1/2012

**Basic Salary Scale:** Kshs. 12,510 - Kshs. 16,080 p.m. DPP 14 (JG 'F')

**Terms of Service:** Permanent and Pensionable

**Benefits**

| | |
|---|---|
| House Allowance: | Kshs. 3,500 (Nairobi), Kshs. 2,900 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 2,300 (Other Municipalities), Kshs. 2,100 (Other Areas) |
| Leave Allowance: | Kshs. 4,000 p.a. |
| Commuter Allowance: | Kshs. 3,000 p.m. |
| Medical Insurance Cover: | As per Medical Scheme. |

**For appointment to this grade, a candidate must have:**

i) Kenya Certificate of Secondary Education (K.C.S.E) mean grade C- (Minus) with at least a C- (Minus) in English and Kiswahili respectively, or its equivalent from a recognized institution;
ii) A certificate in Process Service from the High Court of Kenya; and
iii) A Certificate in Computer applications skills from a recognized institution;

**Age**: Below Thirty five (35) years.

**Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:-

i) Honesty and Integrity.
ii) Positive working attitude;
iii) Ability to take instructions;
iv) Ability to work with minimum supervision; and
v) Team player.

**Core Skills**

In addition to the above requirements, an officer must have the following skills:-

(i) Oral / written Communication skills;
(ii) Interpersonal skills;
(iii) Reading and writing skills; and
(iv) Time Management skills.

**Duties and Responsibilities:**

An officer at this level will normally work under the supervision and guidance of a more Senior Officer. Duties and responsibilities entail:-

i) Obtaining of cause lists and court attendance schedules;
ii) Forwarding letters for dispatch;
iii) Recording and filing the processes in various registers; and
iv) Registering cases in court that are due for prosecution;

**CLERICAL OFFICER II - TWELVE (12) POSTS V/No. 2/2012**
**Basic Salary Scale:** Kshs. 12,510 - Kshs. 16,080 p.m. DPP 14 (JG 'F')

**Terms of Service:** Permanent and Pensionable

**Benefits**

| | |
|---|---|
| House Allowance: | Kshs. 3,500 (Nairobi), Kshs. 2,900 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 2,300 (Other Municipalities), Kshs. 2,100 (Other Areas) |
| Leave Allowance: | Kshs. 4,000 p.a. |
| Commuter Allowance: | Kshs. 3,000 p.m. |
| Medical Insurance Cover: | As per Medical Scheme. |

**For appointment to this grade, a candidate must have:**

(i) Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
(ii) A Certificate in computer applications skills from a recognized institution.

**Age**: Below Thirty five (35) years.

**Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:-

i) Team player;
ii) Honesty and integrity;
iii) Results oriented;
iv) Ability to take instructions;
v) Creativity and innovativeness;
vi) Ability to multi-task;
vii) Ability to care for resources; and
viii) Interpersonal skills.

**Core Skills**

In addition to the above requirements, an officer must have the following skills:-

i) Communication skills; and
ii) Problem solving skills;

**Duties and Responsibilities:**

An officer at this level will be responsible to the head of Section/Division/Department where he/she is deployed. Officers at this level will be deployed in the Human Resource Division, General Registry, Supplies, Accounts Office or General Office Services. Specific duties will include:-

i) Compiling simple statistical records;
ii) Sorting out letters and filing them;
iii) Drafting simple letters on appointments, promotions, transfers and other related duties in Human Resource Management Division;
iv) Distributing agenda for meetings of the section/division/department;
v) Filing minutes in relevant files.
vi) Maintaining stores, records and equipment inventory;
vii) Preparing estimates of expenditure for general office services;
viii) Keeping invoices, receipts and other records under safe custody; and
ix) Dispatching letters and maintaining a proper filing system.

**DRIVER III - SEVEN (7) POSTS V/No. 3/2012**
**Basic Salary Scale:** Kshs. 10,380 - Kshs. 11,370 p.m. DPP 16 (JG 'D'),

**Terms of Service:** Permanent and Pensionable

**Benefits**

| | |
|---|---|
| House Allowance: | Kshs. 3,300 (Nairobi), Kshs. 2,700 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 2,200 (Other Municipalities), Kshs. 1,900 (Other Areas) |
| Leave Allowance: | Kshs. 4,000 p.a. |
| Commuter Allowance: | Kshs. 3,000 p.m. |
| Medical Insurance Cover: | As per Medical Scheme. |

**For appointment to this grade, a candidate must have:**

i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution;
ii) A valid driving license free from any current endorsement(s) for class(is) of vehicle(s) an officer is required to drive;
iii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT), or any other recognized institution;
iv) Passed Suitability Test for Driver Grade III;
v) Passed Practical Test for Drivers conducted by the ODPP;
vi) A valid Certificate of Good Conduct from the Kenya Police; and
vii) At least two (2) years driving experience.

**Age**: Below Thirty Five (35) years.

**Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:-

(i) knowledge in the professional field of specialization;
(ii) Communication skills;
(iii) Ability to take instructions; and
(iv) Organizational skills.

**Core Skills**

In addition to the above requirements, an officer must have the following skills:-

(i) Team playing skills;
(ii) Care of resources;
(iii) Execution of instructions; and
(iv) Interpersonal skills.

**Duties and Responsibilities:**

An officer at this level will be responsible to the head of the section/division/department where he/she is deployed. Duties and responsibilities at this level entail:

i) Driving a motor vehicle as authorized;
ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc;
iii) Detecting and reporting malfunctioning of vehicle systems;
iv) Maintenance of work tickets for vehicles assigned;
v) Ensuring security and safety for the vehicle on and off the road;
vi) Ensuring safety of the passengers and/or goods therein; and
vii) Maintaining cleanliness of the vehicle.

**SENIOR SUPPORT STAFF - TWELVE (12) POSTS V/No. 4/2012**
**Basic Salary Scale:** Kshs. 10,380 - Kshs. 11,370 p.m. DPP 16 (JG 'D'),

**Terms of Service:** Temporary

**Benefits**

| | |
|---|---|
| House Allowance: | Kshs. 3,300 (Nairobi), Kshs. 2,700 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 2,200 (Other Municipalities), Kshs. 1,900 (Other Areas) |
| Leave Allowance: | Kshs. 4,000 p.a. |
| Commuter Allowance: | Kshs. 3,000 p.m. |
| Medical Insurance Cover: | As per Medical Scheme. |

**For appointment to this grade, a candidate must have:**

Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D (Plain).

**Age**: Below Thirty Five (35) years.

**Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:-

i) Team player;
ii) Honesty and integrity;
iii) Results oriented;
iv) Ability to take instructions;
v) Creativity and innovativeness;
vi) Ability to multi-task; and
vii) Ability to care for resources.

**Core Skills**

In addition to the above requirements, an officer must have the following skills:-

i) Communication skills; and
ii) Interpersonal skills.

**Duties and Responsibilities:**

An officer at this level will be responsible to the Head of the section/division/department where he/she is deployed. Specific duties and responsibilities entail:

i) Ensuring general cleanliness;
ii) Preparing and serving tea;
iii) Performing general gardening including landscaping, lawn scarping, cutting grass, weeding and pruning;
iv) Maintenance of general cleanliness around the office by collection and disposal of litter;
v) Moving or carrying office equipment, furniture and ensuring orderly arrangement; and
vi) Collecting and disposing waste including papers and ensuring general proper sanitation.

**KERIAKO TOBIKO, CBS**
**DIRECTOR OF PUBLIC PROSECUTIONS**