



DEPUTY DIRECTOR-ADMINISTRATION, KASNEB GRADE 3- HRM/CS/DDAD/2/2026

(a) Job specifications

Reporting to the Director Corporate Services, the job holder will be responsible for: -

- (i) Facilitating maintenance issues through conducting physical survey and defect report and recommend for service to maintain suitable working condition;
- (ii) Coordinating staff welfare by providing suitable tools of work and conditions of work to adopt acceptable standard practice, which will result to better output;
- (iii) Supervising staff through a clear duty allocation, to monitor adherence in order to appraise performance justifiably;
- (iv) Coordinating staff performance appraisal;
- (v) Coordinating identification of office equipment and furniture requirement;
- (vi) Ensuring routine responses to routine correspondences on administrative matters to ensure up to date reporting;
- (vii) Ensuring general maintenance of office equipment's and building is undertaken;
- (viii) Generating administrative reports on repairs and maintenance; and
- (ix) Facilitating renewal of motor vehicle and property insurance policies.

(b) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of fifteen (15) years relevant work experience three (3) of which should have been in the grade of Assistant Director, Administration or in a comparable position;
- (ii) Bachelor's degree in Public Administration, Business Administration, Political Science/Government, Anthropology, Social Sciences or any other relevant qualification from a recognised institution;
- (iii) Master's degree in Public Administration, Business Administration, Political Science/Government, Anthropology, Social Sciences or any other relevant qualification from a recognised institution;
- (iv) Membership to a relevant professional body and in good standing where applicable;
- (v) Leadership Course Certificate lasting not less than four (4) weeks from a recognized institution;
- (vi) A valid practising certificate where applicable;
- (vii) Proficiency in computer applications; and

(viii) Shown merit and ability as reflected in work performance and results.

(c) Key Competencies and Skills

- (i) Planning skills;
- (ii) Communication and reporting skills;
- (iii) Interpersonal skill;

Terms of service: Permanent and Pensionable.

Basic Salary range for Deputy Director:

KSh. 140,600 x 12,900 – 192,200 x 16,700 – 259,000