



REPUBLIC OF KENYA



**MINISTRY OF PUBLIC SERVICE, GENDER AND AFFIRMATIVE ACTION
STATE DEPARTMENT FOR PUBLIC SERVICE
HUDUMA KENYA SECRETARIAT**

**INTERNAL RECRUITMENT
HUDUMA KENYA SECRETARIAT STAFF**

Huduma Kenya Service Delivery Programme is a Kenya Vision 2030 Flagship Project established vide the Kenya Gazette Notice No. 2177 of 4th April, 2014. The Programme is domiciled in the State Department for Public Service – Ministry of Public Service, Gender and Affirmative Action and has the mandate to transform Public Service Delivery in order to ensure access to efficient, effective and citizen-centric services through One-Stop-Shop platforms. Huduma Kenya Secretariat (HKS) manages the day-to-day implementation of the Programme and is responsible for the coordination of the Programme's operations, staff, finances and physical facilities.

Huduma Kenya Secretariat is seeking to **internally recruit** highly motivated, visionary and dynamic and results oriented candidates to fill the following vacant positions

S/N	Designation	HKS Grade	Vacancy Number	No. Of Vacancies
1.	Program Officer – ICT Infrastructure and Support	HKS 3	1/3/2023	1
2.	Program Officer – Business Process Analysis	HKS 3	2/3/2023	1
3.	Program Assistant – Business Process Analysis	HKS 4	3/3/2023	1
4.	Program Assistant – Channels, Innovation, R&D	HKS 4	4/3/2023	1
5.	Program Assistant – Administration	HKS 4	5/3/2023	1
6.	Office Administration	HKS 6	6/3/2023	1
7.	Support Staff	HKS 10	7/3/2023	1

Detailed and comprehensive job descriptions for the positions are available at Huduma Kenya Secretariat jobs portal recruitment.hudumakenya.go.ke.

How to Apply

Interested and qualified staff are requested to make their applications **ONLINE** through the Huduma Secretariat jobs portal at recruitment.hudumakenya.go.ke.

Please Note:

- i. Applicants should 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.
- ii. 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)**
- iii. Canvassing in any form will lead to automatic disqualification.
- iv. Huduma Kenya Secretariat is an equal opportunity employer. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- v. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- vi. It is a criminal offence to present fake certificates/documents.
- vii. For any clarification kindly call/visit

Huduma Kenya Secretariat
Human Resource Management Division
Tel. Extension: 1019
14th Floor, Lonrho House, Nairobi.

Applications should reach the Secretariat on or before **18th April, 2023** latest **05:00pm** (East African Time).