



# OFFICE OF THE ATTORNEY-GENERAL & DEPARTMENT OF JUSTICE

## VACANCY ANNOUNCEMENT

Applications are invited from suitably qualified persons for the positions shown below:

VACANCY NO.	VACANCY	JOB GROUP	NO. OF POSTS
VACANCY NO. 4/2024	ASSISTANT OFFICE ADMINISTRATOR III	CSG 12	THIRTY (30)

(a) **Terms of Service – Permanent and pensionable.**

(b) **Salary and other benefits**

Basic salary – Ksh 28, 620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 X 1,170 -33,170 x 1,250 – 34,420 x 1,300 –35,720 x 1,380 –37,100 p.m..

**Allowances:**

- Commuter Allowance - Kshs. 4,000 p.m.
- House Allowance - As per region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) **Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: Take oral dictation; Process word and data from manuscript; Operate Office equipment; Ensure security of the office equipment, documents and records; Attend to visitors/clients; Handle telephone calls and appointments; Keep an up to date filing system in the office; Supervise office cleanliness; and Undertake any other office administrative services /duties that may be assigned.

(d) **Requirements**

For appointment to the grade of Office Administrative Assistant II, CSG 12, a candidate must possess: -

(i) Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from recognized institution;

(ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC)

**OR**

Business Education Single and Group Certificates (BES & GC) from the Kenya National Council in the following subjects: -

- Typewriting III (50 w.p.m.) / Computerized Document Processing III;
- Shorthand II (80 w.p.m.);
- Business English II/ Communications I;
- Office Practice II;
- Secretarial Duties II;
- Commerce II;
- Office Management III/ Office Administration and Management III; and

(iii) Certificate in Computer Applications from a recognized institution.

### **How to Apply**

Candidates who meet the above requirements are requested to make their applications by filling Application for Employment Form **OAG&DOJ.1.2024** available on OAG&DOJ website ([www.statelaw.go.ke](http://www.statelaw.go.ke)). Applications should be scanned(PDF) and Emailed to: [recruit2024@ag.go.ke](mailto:recruit2024@ag.go.ke) or sent to the address below on or before **21<sup>st</sup> November, 2024** to be received by 5.00pm.

**THE SOLICITOR GENERAL,  
OFFICE OF THE ATTORNEY GENERAL &  
DEPARTMENT OF JUSTICE,  
P.O BOX 40112-00100 NAIROBI.**

### **Please Note:**

- OAG&DOJ is an equal employer committed to diversity and gender equality within the organization and therefore encourages persons with disability, women, youth and those from marginalized areas to apply. Applicants with disability are requested to indicate their status on the application letter for ease of identification.
- Only shortlisted applicants will be contacted;
- Canvassing in any form will lead to automatic disqualification; and
- Shortlisted candidates shall be required to produce originals of their National Identity card; academic and professional certificates and transcripts; and other testimonials during interviews