



TEACHERS SERVICE COMMISSION

ADVERTISEMENT FOR THE POSITION OF SECRETARY/CHIEF EXECUTIVE OFFICER

VACANCY NO: TSC/CS/001/2026

1. Introduction

The Teachers Service Commission is an Independent Constitutional Commission established under Article 237 (1) of the Constitution of Kenya, 2010 with the mandate to undertake teacher management functions as prescribed in the Constitution and the Teachers Service Commission Act Cap 212 of the laws of Kenya (the Act).

Pursuant to the provisions of Article 250 (12) of the Constitution and Section 16 (1) of the Act, the Commission is seeking applications from qualified candidates for the position of the **Secretary/Chief Executive Officer**, who in performance of the functions and duties of office, shall be responsible to the Commission. The Secretary shall be the Chief Executive Officer of the Commission responsible for implementation of policies, decisions and strategies of the Commission.

2. Key Duties and Responsibilities

Under the guidance of the Commission, the Secretary will be:-

- The head of the secretariat;
- The Accounting Officer of the Commission;
- The custodian of all records of the Commission; and
- Responsible for-
 - Executing decisions of the Commission;
 - Assigning duties to and supervising the staff of the Commission;
 - Facilitating, coordinating and ensuring the execution of the Commission's mandate;
 - Ensuring staff compliance with public ethics and values;
 - The proper and diligent implementation of Part IV of the Act; and
 - The performance of such other duties as may be assigned by the Commission under the Act or any other written law.

3. Minimum Qualifications and Experience

Pursuant to Section 16 (2) of the TSC Act, Cap 212, a person is qualified for appointment as Secretary/Chief Executive Officer of the Commission if such person—

- Is a citizen of Kenya;
- Holds a degree in education from a university recognized in Kenya;
- Has had at least ten years' experience in education, administration and management, public administration, human resource or financial management; and
- Meets the requirements of Chapter Six of the Constitution.

4. Duration of Service

The Secretary shall hold office for a term of five years but shall be eligible for re-appointment for one further term of five years.

5. Compensation and Benefits

Compensation and Benefits for this position will be in accordance with the Guidelines issued by the Salaries and Remuneration Commission from time to time. The current compensation and benefits package is as follows:

- | | |
|--|------------------|
| a) Gross salary | Kshs. 698,600pm |
| b) Airtime Allowance | Kshs. 15,000pm |
| c) Annual leave allowance | Kshs. 50,000pa |
| d) Official car with an engine capacity not exceeding 3000cc | |
| e) Medical Benefit: An annual medical cover shall be provided to the officer, one spouse and up to four children below twenty-five years fully dependent on the officer, as follows: | |
| i. Inpatient: | Kshs. 10 million |
| ii. Outpatient: | Kshs. 300,000 |
| iii. Maternity: | Kshs. 150,000 |
| iv. Dental: | Kshs. 75,000 |
| v. Optical: | Kshs. 75,000 |

- Retirement Benefit: The officer shall be paid a service gratuity at the rate of 31 per cent of the annual pensionable emoluments for the term served;
- Group Life Insurance: The officer shall be covered for a value equivalent to three times of the annual pensionable emoluments.
- Group Personal Accident: The officer shall be covered for a value equivalent to three times of the annual pensionable emoluments, and other benefits as eligible under Group Personal Accident cover.
- Car Loan and Mortgage Benefit: Shall be provided up-to Kshs. 6 million for car loan and up to Kshs. 30 million for mortgage as follows:-
 - The applicable rate of interest shall be 3 per cent per annum, for the duration of the loan.
 - The duration of the scheme shall be a maximum of twenty (20) years for mortgage schemes and five (5) years for Car Loan.
 - The Car Loan and Mortgage shall be administered and managed centrally by the National Treasury, within existing applicable regulations to govern the schemes, and subject to the availability of funds.
- Security Shall be provided as advised by the Inspector-General of Police, and shall not be commuted to cash.
- Daily Subsistence Allowance for local and foreign travels: Shall be paid to The officer in as per the rates reviewed and set by SRC from time to time.

6. Application Process

- Interested candidates should download the Application Form from the TSC website (www.tsc.go.ke), fill and submit together with a detailed curriculum vitae, certified copies of National Identity Card or Passport, relevant academic and professional certificates and testimonials.
- The Application Form is also accessible electronically in the application portal at www.tsc.go.ke for online applicants.
- Applications and supporting documents may be:-
 - Submitted online through the application portal using the link <https://www.recruitment.tsc.go.ke>
 - Submitted in a PDF file format attachment by emailing to chairperson2026@tsc.go.ke
 - Hand-delivered during official working hours in a sealed envelope clearly marked at the right top "**Application for the post of Secretary/ Chief Executive Officer**" at the office of the Commission Chairman, Teachers Service Commission, TSC House, 3rd Floor, Tower Wing, Kilimanjaro Road, Upper Hill, Nairobi.
- Applications must be received on or before **Friday, 30th October, 2026 at 5:00 p.m. (East African Time)**.
- Applicants are required to submit together with the application, copies of clearance Certificates from the following bodies:-
 - Kenya Revenue Authority;
 - Higher Education Loans Board;
 - Ethics and Anti-Corruption Commission;
 - Directorate of Criminal Investigations and
 - A recognized Credit Reference Bureau.

7. Important Notes

- The names of all applicants and the interview schedule of those shortlisted shall be published in the print media and the Commission's website at www.tsc.go.ke after the closure of this advertisement and shortlisting process.
- Applicants to take note that it is an offence to provide false information to the Commission. Documents provided shall be verified with the relevant bodies to ascertain their authenticity.
- Only shortlisted candidates shall be contacted for interview.
- Canvassing in any form will lead to automatic disqualification.
- The Teachers Service Commission is an equal opportunity employer.

DR. JAMLECK MUTURI JOHN, EBS
CHAIRMAN, TEACHERS SERVICE COMMISSION