



REPUBLIC OF KENYA

VACANT POSITIONS IN THE OFFICE OF THE ATTORNEY GENERAL
&
DEPARTMENT OF JUSTICE

VACANT POSITIONS

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

VACANCY NO.	VACANCY	JOB GROUP	NO. OF POSTS
VACANCY NO. 6/2024	OFFICE ASSISTANT III	CSG 16	THIRTY (30)

:

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

(b) **Salary and other benefits**

Basic salary – Ksh 18,250 x 510 – 18,760 x 580 – 19,340 x 580 – 19,920 x 640-
20,560 x 680 –21,240 x 700 –21,940 x 780 –22,720 p.m.

Allowances:

- **Commuter Allowance** - Kshs. 3,000 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: Clean Offices, machines/equipment/apparatus; Maintain general cleanliness around offices by collection and disposal of litter; Collect and dispose waste including papers and ensure general proper sanitation; Dust the Office and ensure Habitable Office Conditions; Move or carry office equipment, furniture and ensure orderly arrangement; Dispatch letters and files; and Carry out photocopying, scanning, binding and lamination.

(d) **Requirements**

For appointment to the grade of **Office Assistant III, CSG16**, a candidate must possess: -

Kenya Certificate Secondary Education mean grade D

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**). Applications should be scanned (PDF) and Emailed to: **recruit2024@ag.go.ke** or sent to the address below on or before **21st 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.

**Hon. Dorcas Adour, SC, OGW, EBS
Attorney General**