

CLERICAL OFFICER II, JOB GROUP 'F' – 10 Posts - REF: NO MCG/PSB/2018/023

Requirements for Appointment

- Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its approved equivalent;
- Proficiency in computer applications.

Duties and Responsibilities

- Compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining an efficient filing system;
- Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- Computation of financial or statistical records based on routine or special sources of information;
- Preparing payment vouchers;
- Compiling data and drafting simple letters.