



**VACANT POSTS**  
**MINISTRY OF YOUTH AFFAIRS, CREATIVE ECONOMY AND SPORTS**  
**STATE DEPARTMENT FOR SPORTS**

The State Department for Sports invites application from suitable qualified persons for the following vacant positions in the office of the Sports Registrar and Department of Sports.

**1. Senior Assistant Sports Registrar six (6) posts**

Basic Salary Scale	: Ksh.52,330 to Ksh.94,100. (CSG8)
House Allowance	: Ksh.35,000
Commuter Allowance	: Ksh.8,000
Non-Practising	: 15,000
Leave Allowance	: As provided in the Civil Service
Annual Leave	: 30 working days per financial year
Medical Cover	: As provided for in the Civil Service
Terms of Service	: Permanent and Pensionable
No. Posts	: Six (6) Posts

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Assistant Sports Registrar II Job Group 'L' or a related and comparable position in the Civil Service for a minimum period of three (3) years or its equivalent in the wider Public Service;
- (ii) Bachelor's degree in Law (LLB) from a recognized institution;
- (iii) A valid Practising Certificate from Law Society of Kenya;
- (iv) Advocate of the High Court of Kenya;
- (v) Diploma in Law from the Law Council of Legal Education; and
- (vi) Certificate in computer Applications.

**(b) Duties and Responsibilities**

Duties and responsibilities at this level will entail-

- (i) Analysing and processing applications for registration of sport organizations;

- (ii) Analysing and processing applications for licensing of professional sports bodies and professional sports persons;
- (iii) Undertaking litigation on behalf of the Office;
- (iv) Verifying information submitted by sports organization and sports persons to ensure compliance;
- (v) Conducting name search for registration of new sports organizations and professional sports bodies; and
- (vi) Carrying out search on information contained in the registers for sports organization and bodies.

## **2. Principal Sports Officers Four (4 Posts)**

Basic Salary Scale	: Ksh.52,330 to Ksh.96,130 p.m. (CSG8)
House Allowance	: Ksh.35,000
Commuter Allowance	: Ksh.8,000
Leave Allowance	: As provided in the Civil Service
Annual Leave	: 30 working days per financial year
Medical Cover	: As provided for in the Civil Service
Terms of Service	: Permanent and Pensionable
No. Posts	: Four (4) Posts

### **(a) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Sports Officer for a minimum period of three (3) years; and
- (ii) Demonstrated merit and ability as reflected in work performance and results.

### **(b) Duties and Responsibilities**

Duties of an officer at this level will involve assisting the Director for Sports in the planning, formulation and implementation of the general policy on the promotion of sports and recreation in the country; establishing and maintaining continuous sports programmes and activities; preparing budgets and annual reports; coordinating bilateral agreements in the areas of sports development and training and development of personnel working under him/her.

## **3. Senior Sports Officer Eight (8) posts**

Basic Salary Scale	: Ksh.46,120 to Ksh.65,860 p.m. (CSG 9)
House Allowance	: Ksh.28,000

Commuter Allowance	: Ksh.6,000
Leave Allowance	: As provided in the Civil Service
Annual leave	: 30 working days per financial year
Medical Cover	: As provided for in the Civil Service
Terms of Service	: Permanent and Pensionable
No. Posts	: Six (6) Posts

**(a) Requirements for Appointment**

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Sports Officer I or in a relevant and comparable position in the public service for a minimum period of three (3) years; and
  - (ii) Bachelor's degree in any of the following disciplines; Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;
- Or
- Bachelor's degree in Social Sciences with a Post-Graduate Diploma in Sports Administration and Management lasting not less than two (2) years from a recognized institution;
- (iii) Certificate in Computer applications; and
  - (iv) Demonstrated merit and ability as reflected in work performance and results.

**(b) Duties and Responsibilities**

For the officer at this level duties and responsibilities will entail: coordinating and evaluating fitness testing for trainees; maintaining and updating documentation centre for sports; developing sports talents; preparing teams and organizing sports competitions; advising on use of facilities and equipment; and recommending exceptionally talented athletes, sports federation, clubs or sports academies for further training; coordinating activities of sports federation; sensitizing sports fraternity on matters of national interest relating to HIV/AIDS, drugs and substance abuse; and coordinating programmes for vulnerable sports groups.

The advertisement can also be found in the Public Service Commission Website [www.publicservice.go.ke](http://www.publicservice.go.ke) and State Department for Sports' website <http://moyasa.go.ke> and **My Government**,

Interested and qualified persons are requested to download PSC 2 forms from the Public Service Commission Website [www.publicservice.go.ke](http://www.publicservice.go.ke) in Duplicate fill them and attach copies of certificates, testimonials and copies of ID/Passport.

Duly completed forms should be forwarded to: -

**Principal Secretary**

State Department for Sports

Ministry of Youth Affairs, Creative Economy and Sport

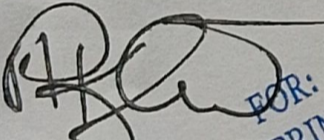
P. O. Box 49849 – 00100

**Nairobi**

Hand delivery forms should be submitted at Kencom House Second Floor Central Registry.

Please note that only shortlisted candidates will be contacted. They will be required to present original of their National Identity Card/Passport, academic and professional certificate, transcripts and testimonials during the interview.

Applications should be received on or before **3<sup>rd</sup> January, 2025, latest 5.00 pm.**

  
FOR: **PRINCIPAL SECRETARY**  
**STATE DEPARTMENT FOR SPORTS**  
P. O. BOX 49849 – 00100, NAIROBI

**Peter K. Tum, CBS**  
**Principal Secretary**  
**State Department for Sports**

Copy to: Public Service Commission

All Principal Secretaries  
State Departments