

REPUBLIC OF KENYA



MINISTRY OF LABOUR AND SOCIAL PROTECTION
STATE DEPARTMENT FOR SOCIAL PROTECTION

VACANCIES

6th January, 2020

Applications are invited for temporary/casual engagement of Data entry Clerks for a period of three [3] months in the Ministry of Labour and Social Protection, State Department for Social Protection.

Successful persons will be deployed in various stations in the State Department for Social Protection as Data Entry Clerks. Remuneration will be determined by prevailing Government regulations on Casual employees.

Interested and qualified persons are required to submit their application letters together with CV, copies of National Identification Card, PIN and academic certificates to the Director Human Resource Management and Development Office National Social Security Fund (NSSF) Building, Block 'A', Eastern Wing, 4th Floor registry, on or before **22nd January, 2020.**

Responsibilities:

- Sorting forms from the Counties according to date sent, programme and case typology;
- Updating beneficiaries data on Management Information System[MIS];
- Retrieving and printing change management updates;

Requirements for engagement;

- Kenya Certificate Secondary Education[KCSE], mean grade of C-(Minus); and
- Proficiency in computer application.

A handwritten signature in blue ink, appearing to be 'MEEME J. N.', written in a cursive style.

MEEME J. N. (MRS)
FOR: CABINET SECRETARY