

## Assistant Director – Probation and Aftercare Services – 9 Positions at Public Service Commission Kenya (PSCK)

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The Commission dates back to when Civil Service Commission was established by British Colonial Government following Holmes Commission Report, ; Civil Service Commission was advisory to the Governor in matters of appointments; At independence in it was enshrined in the constitution and renamed Public Service Commission; Independence Constitution had Regional PSC's but abolished in following constitutional amendments; It is the oldest Constitutional Commission and its mandate has expanded over the years. The Commission then constituted of a chairman, a deputy chairman and fifteen members all appointed by the President. The Commission, since then, has handled matters of human resource management in the public service especially the civil service and local authorities. Constitution of Kenya, promulgated on 27th August reconstituted the Commission with a redefined and expanded mandate and a lean membership.

### Duties and Responsibilities

An officer at this level will be deployed at the County Probation Office to be in charge of High Court field stations or deputize the Deputy Director Probation at the Department of Probation and Aftercare Service Headquarters.

### At the Departmental Headquarters

Specific duties and responsibilities include: –

coordinating, supervising, monitoring and evaluating the departmental programmes in the

field;

planning offenders' rehabilitation programs for field stations;

receiving, analyzing, and disseminating statistics; and

coordinating research activities and liaising with penal institutions and other stakeholders on research findings.

### **At the field offices (County Level)**

Specific duties and responsibilities include: –

being in charge of the High Court and its jurisdiction on all aspects of probation work;

attending cases originating from the High Court and Court of Appeal;

conducting social inquiry on all referred cases from the High Court and Court of Appeal;

taking charge of offenders placed by the High Court and Court of Appeal under mandatory community-based supervision, rehabilitation and resettlement;

liaising with all other agents of criminal justice administration for efficient and effective criminal justice delivery;

facilitating and promoting reconciliation of offenders in the community;

supervising, rehabilitating, and reintegrating offenders to the community;

coordinating and liaising with other departments or agencies in promoting activities within the area of jurisdiction;

coordinating activities of review committees and the courts in relation to community service order; and

serving as secretary to the Divisional Review Committee.

### **For appointment to this grade, a candidate must have: –**

served for a minimum period of three years in the grade of Principal Probation Officer, CSG '8' or in a comparable and relevant position in the Wider Public Service;

a Bachelors degree in any of the following disciplines: Sociology, Criminology, Guidance

and Counselling, Social Psychology, or equivalent qualification from a university recognized in Kenya;

be conversant with High Court etiquettes and procedures in criminal matters;

a good understanding of rehabilitation programmes of complex and serious offenders; and

shown merit and ability as reflected in work performance and results.

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