

Secretary Administration at National Police Service Commission

[Apply Now](#)

Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

The National Police Service Commission of Kenya is an Independent government Commission established under the Constitution of Kenya to ensure smooth functioning of the National Police Service of Kenya.

Duties and Responsibilities

The incumbent will be the principal deputy to the Principal Administrative Secretary(PAS). The officer will assist the PAS in providing strategic leadership and policy direction.

Specific duties will include: co-ordination and supervision of the field administrative activities; formulation and dissemination of policies programmes and strategic plans; organization of state functions; representing the PAS at various fora; supervision, management and development of field offices; and co-ordination and mobilization of resources for efficient and effective service delivery.

Requirements for Appointment

A Masters Degree or Post Graduate Diploma in any Social Science from a recognized Institution;

attended a Strategic Leadership Development Programme from a recognized Institution;

demonstrated outstanding leadership and managerial qualities required at this level; and

demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Administrative Officers' Function

[Apply Now](#)

Cross References and Citations:

1. [Secretary Administration at National Police Service Commission Jobs Kenya ↗](#)
2. [Secretary Administration at National Police Service Commission Jobs Kenya ↗](#)
3. [Secretary Administration at National Police Service Commission Jobs Kenya ↗](#)
4. [Secretary Administration at National Police Service Commission Jobs Kenya ↗](#)
5. [Secretary Administration at National Police Service Commission Jobs Kenya ↗](#)
6. [Secretary Administration at National Police Service Commission search Kenya ↗](#)
7. [Secretary Administration at National Police Service Commission job finder Kenya ↗](#)
1. [Secretary Administration at National Police Service Commission jobs ↗](#)
2. [Secretary Administration at National Police Service Commission jobs ↗](#)
3. [Secretary Administration at National Police Service Commission jobs ↗](#)

Source: <https://ke.expertini.com/jobs/job/secretary-administration-at-national-police-servic-kenya-jobwebkenya-58ded37969/>

Generated on: 2024-05-06 by [Expertini.Com](#)