



REPUBLIC OF KENYA

**MINISTRY OF INFORMATION, COMMUNICATIONS AND THE DIGITAL ECONOMY  
STATE DEPARTMENT FOR BROADCASTING & TELECOMMUNICATIONS  
OFFICE OF THE PRINCIPAL SECRETARY**

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12<sup>th</sup> May, 2026

All Cabinet Secretaries  
All Principal Secretaries  
The Solicitor General State Law Office  
The Comptroller of State House  
The Commissioner General Kenya Revenue Authority  
The Clerk, National Assembly  
The Clerk, Senate  
The Inspector General – National Police Service  
The Director General – NIS  
Chairperson – Council of Governors  
National Employment Authority  
The Chief Registrar – Judiciary  
The Auditor General – Office of the Auditor General  
All Regional Commissioners  
All Constitutional Commissions/Independent Offices  
All Chief Officers of State Corporations/State Agencies  
The Executive Director, National Council for Persons with Disabilities  
All Heads of Directorate/Division State Department for Broadcasting and Telecommunications

**RE: INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE STATE DEPARTMENT FOR BROADCASTING AND TELECOMMUNICATIONS**

Applications are invited from suitably qualified serving officers in the Public Service for the advertised vacant positions indicated here-below :-

S/NO	POST	GRADE	NO. OF VACANCIES
1.	Senior Information Assistant	CSG 9	25
2.	Senior Public Communications Assistant	CSG 9	25
3.	Senior Photojournalist	CSG 9	5

4.	Senior Information Officer	CSG 9	60
5.	Senior Photo Journalist Assistant	CSG 9	8
6.	Senior Public Communication Officer	CSG 9	15
7.	Information Assistant I	CSG 10	30
8.	Public Communications Assistant I	CSG 10	29
9.	Principal Photojournalist Assistant	CSG 8	1
10.	Principal Photojournalist	CSG 8	10
11.	Photojournalist Assistant I	CSG 10	19
12.	Principal Public Communications Officer	CSG 8	27
13.	Principal Public Communications Assistant	CSG 8	38

Interested and qualified persons are requested to make their applications by completing one (1) application Form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

Completed applications (PSC 2 form) should reach **The Principal Secretary, State Department for Broadcasting and Telecommunications, Ministry of Information, Communications and The Digital Economy, P.O. Box 30025 -00100, Nairobi** or hand delivered to our offices, Telposta Towers, 9<sup>th</sup> Floor Central Registry Room K9-6 on or before 2<sup>nd</sup> June, 2026 at 5.00pm.

Please note that:

- i. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- iii. Candidates should **NOT** attach original documents to the application form
- iv. Only shortlisted candidates will be contacted
- v. Canvassing in any form will lead to automatic disqualification
- vi. Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic and Professional Certificates and transcripts during interviews.
- vii. It is a criminal offence to present fake certificates/documents
- viii. State Department for Broadcasting and Telecommunications is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and according equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

**V/NO. 1/5/2026: SENIOR INFORMATION ASSISTANTS–TWENTY FIVE (25) POSTS**

Salary Scale	: Ksh 47,900 – Ksh 67,750 p.m.
House Allowance	: Ksh 28,000
Commuter Allowance	: Ksh 6,000 p.m.
Leave Allowance	: Ksh 10,000 a year.
Leave Entitlement	: 30 days per year
Medical Benefits	: As existing in the Civil Service
Terms of Service	: Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Managing news, information and features which include:
- ii. gathering, receiving, selecting, re-writing, translating, editing and ensuring timely, accurate and quality dissemination of news, information and features.
- iii. Assisting in the coordination of mobile cinema activities;
- iv. Aligning information services to Government policies;
- v. Undertaking information research;
- vi. Providing and uploading contents onto Kenya News Agency (KNA) website and Information Resource Centres; preparing media reviews, briefs, supplements and documentaries;
- vii. Supervising staff and managing resources.

**(b) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Information Assistant I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies or Media Studies/Science from a recognised institution;
- (iii) Certificate in computer applications skills from a recognized institution;
- (iv) Excellent oral and written communication skills; and
- (v) Shown merit and ability as reflected in work performance and results.

**V/NO. 2/05/2026: SENIOR PUBLIC COMMUNICATIONS ASSISTANT – TWENTY FIVE (25) POSTS**

Salary Scale	: Ksh 47,900 pm rising to Ksh 67,750 p.m.
House Allowance	: Ksh 28,000
Commuter Allowance	: Ksh 6,000 p.m.
Leave Entitlement	: 30 days per a year
Leave allowance	: Ksh. 10,000 a year.
Medical Benefits	: Medical cover as provided by the Government
Terms of Service	: Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail:-

- i. Assisting in the implementation of communications policies, strategies and programs, content development on topical issues;
- ii. Branding and promoting Government image;
- iii. Assisting in the promotion of public participation;
- iv. Undertaking media monitoring, liaising with media and diverse public;
- v. Reviewing and editing speeches;
- vi. Assisting in the implementation of the customer satisfaction surveys;
- vii. Packaging press releases, statements and supplements for dissemination;
- viii. Undertaking public communications research;
- ix. Scheduling interviews and conferences; and
- x. Uploading content onto institutional websites and the Government portal.

**(b) Requirements for Appointment to this Position**

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

- (i) served in the grade of Public Communication Assistant I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines:- Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognised institution;
- (iii) Certificate in computer application skills from a recognized institution;
- (iv) excellent oral and written communication skills; and
- (v) shown merit and ability as reflected in work performance and results.

**V/NO. 3/5/2026: SENIOR PHOTOJOURNALIST – FIVE (5) POSTS**

Salary Scale	: Ksh 47,900 – Ksh 67,750 p.m.
House Allowance	: Ksh 28,000
Commuter Allowance	: Ksh 6,000 p.m.
Leave Allowance	: Ksh 10,000 a year.
Leave Entitlement	: 30 days per year
Medical Benefits	: As existing in the Civil Service
Terms of Service	: Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Maintaining technical standards for photographs and darkroom studio operations;
- ii. Providing photographs for uploading onto Kenya News Agency (KNA) website and Information Resource Centre, documenting news, information and features through photography, caption writing and designing picture stories;
- iii. Editing photographs;

-Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution

- (iii) Certificate in computer application skills from a recognized institution;
- (iv) Excellent oral and written communication skills; and
- (v) Shown merit and reflected ability in work Performance and results

**V/NO. 5/5/2026: SENIOR PHOTOJOURNALIST ASSISTANT – EIGHT (8) POSTS**

Salary scale	Ksh. 59,010 pm rising to Ksh. 103,440 pm
House allowance	Ksh. 35,000 pm
Leave entitlement	30 days a year
Leave allowance	Ksh. 10,000 a year.
Commuter Allowance	Ksh. 8,000 p.m.
Medical Benefits	Medical cover as provided by the Government
Terms of Service	Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Carrying out research on photography and emerging technologies and providing appropriate strategies;
- ii. Coordinating provision of photographic materials for populations;
- iii. Caption writing and designing picture stories;
- iv. Editing photographs;
- v. Organizing photographic coverage;
- vi. Determining quality of photographic images, prints and color slides and ensuring documentation of news, information and features through photography.

**(b) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Photojournalist Assistant I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Photojournalism/Photography from a recognised institution;
- (iii) Certificate in computer application skills from a recognised institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

**V/NO. 6/5/2026: SENIOR PUBLIC COMMUNICATIONS OFFICER – FIFTEEN (15) POSTS**

Salary Scale	: Ksh 47,900 pm rising to Ksh 67,750 p.m.
House Allowance	: Ksh 28,000
Commuter Allowance	: Ksh 6,000 p.m.
Leave Entitlement	: 30 days per a year
Leave allowance	: Ksh. 10,000 a year.
Medical Benefits	: Medical cover as provided by the Government

- iv. Organizing photographic coverage and determining quality of photographic images, prints and colour slides.

**(b) Requirements for Appointment to this Position**

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

- i) Served in the grade of Photojournalist I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution
- iii) Certificate in computer application skills from a recognized institution; and
- iv) Shown merit and ability as reflected in work performance and results.

**V/NO. 4/5/2026: SENIOR INFORMATION OFFICER – SIXTY (60) POSTS**

Salary Scale	: Ksh 47,900 pm rising to Ksh 67,750 p.m.
House Allowance	: Ksh 28,000
Commuter Allowance	: Ksh 6,000 p.m.
Leave Entitlement	: 30 days per a year
Leave allowance	: Ksh. 10,000 a year.
Medical Benefits	: Medical cover as provided by the Government
Terms of Service	: Permanent and Pensionable

**(c) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Managing news, information and features which include: gathering, receiving, selecting, re-writing, translating, editing and ensuring timely, accurate and quality dissemination of news, information and features.
- ii. Assisting in the coordination of mobile cinema activities;
- iii. Aligning information services to Government policies;
- iv. Undertaking information research;
- v. Providing and uploading contents onto Kenya News Agency (KNA) website and Information Resource Centres;
- vi. Preparing media reviews, briefs, supplements and documentaries;
- vii. Supervising staff and managing resources.

**(d) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Information Officer I or comparable and relevant position in the Public Service for a minimum period of three (3) years
- (ii) Bachelor's degree in any of the following disciplines:- Mass Communications, Journalism, Public Relations, Communication Studies or Media Studies/Science or Photojournalism from a recognized institution.

**OR**

Bachelor's Degree in Social Sciences with a postgraduate Diploma in any of the following disciplines:

### **(c) Duties and Responsibilities**

Duties and responsibilities will entail: -

- (i) Assisting in the implementation of communications policies, strategies and programs, content development on topical issues;
- (ii) Branding and promoting Government image;
- (iii) Assisting in the promotion of public participation;
- (iv) Undertaking media monitoring, liaising with media and diverse public;
- (v) Reviewing and editing speeches;
- (vi) Assisting in the implementation of the customer satisfaction surveys;
- (vii) Packaging press releases, statements and supplements for dissemination;
- (viii) Undertaking public communications research;
- (ix) Scheduling interviews and conferences; and
- (x) Uploading content onto institutional websites and the Government portal.

### **(d) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Public Communication Officer I or comparable and relevant position in the Public Service for a minimum period of three (3) years
- (ii) Bachelor's degree in any of the following disciplines: - Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution.

OR

Bachelor's Degree in Social Sciences with a postgraduate Diploma in any of the following disciplines: -Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution

- (iii) Certificate in computer application skills from a recognized institution;
- (iv) Excellent oral and written communication skills; and
- (v) Shown merit and reflected ability in work Performance and results.

### **V/NO. 7/5/2026: INFORMATION ASSISTANT I – THIRTY (30) POSTS**

Salary Scale	: Ksh 43,200 – Ksh 59,010p.m.
House Allowance	: Ksh 16,500
Commuter Allowance	: Ksh 5,000 p.m.
Leave Allowance	: 10,000 a year
Leave Entitlement	: 30 days per year
Medical Benefits	: As existing in the Civil Service
Terms of Service	: Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Gathering, receiving, writing, verifying, editing and dispatching news, information and features;
- ii. Undertaking information research;
- iii. Providing and uploading content onto Kenya News Agency (KNA) website and Information Resource Centres and management of information gathering and dissemination systems.

**(b) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Information Assistant II or comparable and relevant position in the Public Service for a minimum period of three (3) years
- (ii) Diploma in any of the following disciplines; Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science or Photojournalism from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution;
- (iv) Excellent oral and written communication skills; and
- (v) Shown merit and reflected ability in work Performance and results.

VNO, 8/5/2026: PUBLIC COMMUNICATIONS ASSISTANT I - TWENTY NINE (29) POSTS

Salary Scale	: Ksh 43,200 – Ksh 59,010p.m.
House Allowance	: Ksh 16,500
Commuter Allowance	: Ksh 5,000 p.m.
Leave Allowance	: 10,000 a year
Leave Entitlement	: 30 days per year
Medical Benefits	: As existing in the Civil Service
Terms of Service	: Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Developing content on topical issues for uploading onto institutional websites, informing education communication (IEC) materials and undertaking media monitoring;
- ii. Preparing media reviews, briefs, press release/statements and supplements; and
- iii. Taking public communications research;
- iv. Scheduling interviews and liaising with media and other publics;
- v. Assisting in copy production;
- vi. Implementing public communications strategies and programmes.

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Documenting news, information and features through photography;
- ii. Caption writing and editing photographs;
- iii. Taking portrait photographs;
- iv. Enlarging photographs and mounting them for exhibitions;
- v. Organizing photographic coverage;
- vi. Determining quality of photographic images, prints and colour slides; and
- vii. Archiving photographs/images.

**(b) Requirements for Appointment to this Position**

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

- i) Served in the grade of Photojournalist Assistant II or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Diploma in Photojournalism/Photography from a recognized institution;
- iii) Certificate in computer application skills from a recognized institution; and
- iv) Shown merit and ability as reflected in work performance and results.

**V/NO. 12/5/2026: PRINCIPAL PUBLIC COMMUNICATIONS OFFICER-TWENTY-SEVEN (27) POSTS**

Salary scale	Ksh. 59,010 pm rising to Ksh. 103,440 pm
House allowance	Ksh. 35,000 pm
Leave entitlement	30 days a year
Leave allowance	Ksh. 10,000 a year.
Commuter Allowance	Ksh. 8,000 p.m.
Medical Benefits	Medical cover as provided by the Government
Terms of Service	Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Implementation of communications strategies;
- ii. Undertaking public communications strategies;
- iii. Undertaking public communication research;
- iv. Packaging press releases;
- v. Reviewing and editing of speeches;
- vi. Handling press and public development on topical issues;
- vii. Coordinating the provision and uploading of content onto Government portal and ministerial website;
- viii. Supervising staff and managing resources.

**(b) Requirements for Appointment to this Position**

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

- i) Served in the grade of Senior Public Communication Officer or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following disciplines: - Mass Communications, Public Relations, Communication Studies or Media Studies/Science from a recognized institution.

**OR**

Bachelor's Degree in Social Sciences with a postgraduate Diploma in any of the following disciplines: - Mass Communication, Public Relations, Communication Studies or Media Studies/Science from a recognized institution

- iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- iv) Certificate in computer application skills from a recognized institution;
- v) Excellent oral and written communication skills; and
- vi) Shown merit and ability as reflected in work Performance and results.

**V/NO. 13/5/2026: PRINCIPAL PUBLIC COMMUNICATION ASSISTANT-THIRTY-EIGHT (38) POSTS**

Salary scale	Ksh. 59,010 pm rising to Ksh. 103,440 pm
House allowance	Ksh. 35,000 pm
Leave entitlement	30 days a year
Leave allowance	Ksh. 10,000 a year.
Commuter Allowance	Ksh. 8,000 p.m.
Medical Benefits	Medical cover as provided by the Government
Terms of Service	Permanent and Pensionable

**(a) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Implementation of communications;
- ii. Policies, strategies and programmes;
- iii. Undertaking public communications research;
- iv. Packaging press releases statements and supplements;
- v. Reviewing and editing of speeches;
- vi. Handling press and public inquiries;
- vii. Event management;
- viii. Managing media relations;
- ix. Managing content development on topical issues;
- x. Coordinating the provision and uploading of content onto Government portal and ministerial websites;
- xi. Supervising staff and managing resources.

**(b) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Public Communications Assistant II or comparable and relevant position in the Public Service for a minimum period of three (3) years
- (ii) Diploma in any of the following disciplines; Mass Communication, Public Relations, Communication Studies, Media Studies/Science from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution;
- (iv) Excellent oral and written communication skills; and
- (v) Shown merit and reflected ability in work Performance and results.

**V/NO. 9/5/2026: PRINCIPAL PHOTOJOURNALIST ASSISTANT – ONE (1) POST**

Salary scale	Ksh. 59,010 pm rising to Ksh. 103,440 pm
House allowance	Ksh. 35,000 pm
Leave entitlement	30 days a year
Leave allowance	Ksh. 10,000 a year.
Commuter Allowance	Ksh. 8,000 p.m.
Medical Benefits	Medical cover as provided by the Government
Terms of Service	Permanent and Pensionable

**(c) Duties and Responsibilities**

Duties and responsibilities will entail: -

- vii. Carrying out research on photography and emerging technologies and providing appropriate strategies;
- viii. Coordinating provision of photographic materials for populations;
- ix. Caption writing and designing picture stories;
- x. Editing photographs;
- xi. Organizing photographic coverage;
- xii. Determining quality of photographic images, prints and color slides and ensuring documentation of news, information and features through photography.

**(d) Requirements for Appointment to this Position**

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

- (i) Served in the grade of Senior Photojournalist Assistant or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Diploma in Photojournalism/Photography from a recognised institution;
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognised Institution;
- (iv) Certificate in computer application skills from a recognised institution; and
- (v) demonstrated professional and managerial competence in photojournalism work as reflected in work performance and results.

**V/NO. 10/5/2026: PRINCIPAL PHOTOJOURNALIST –TEN (10) POSTS**

Salary scale	Ksh. 59,010 pm rising to Ksh. 103,440 pm
House allowance	Ksh. 35,000 pm
Leave entitlement	30 days a year
Leave allowance	Ksh. 10,000 a year.
Commuter Allowance	Ksh. 8,000 p.m.
Medical Benefits	Medical cover as provided by the Government
Terms of Service	Permanent and Pensionable

**(e) Duties and Responsibilities**

Duties and responsibilities will entail: -

- i. Carrying out research on photography and emerging technologies and providing appropriate strategies;
- ii. Coordinating provision of photographic materials for populations;
- iii. Caption writing and designing picture stories;
- iv. Editing photographs;
- v. Organizing photographic coverage;
- vi. Determining quality of photographic images, prints and color slides and ensuring documentation of news, information and features through photography.

**(f) Requirements for Appointment to this Position**

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

- i) Served in the grade of Senior Photojournalist or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Bachelor's Degree in Photojournalism/Photography from a recognized institution
- iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- iv) Certificate in computer application skills from a recognized institution; and
- v) Shown merit and ability as reflected in work performance and results.

**V/NO. 11/5/2026: PHOTOJOURNALIST ASSISTANT I - NINETEEN (19) POSTS**

Salary Scale	: Ksh 43,200 – Ksh 59,010p.m.
House Allowance	: Ksh 16,500
Commuter Allowance	: Ksh 5,000 p.m.
Leave Allowance	: 10,000 a year
Leave Entitlement	: 30 days per year
Medical Benefits	: As existing in the Civil Service
Terms of Service	: Permanent and Pensionable

**(b) Requirements for Appointment to this Position**

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

- i) Served in the grade of Senior Public Communication Assistant or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Diploma in any of the following disciplines; Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies/Science from a recognized institution;
- iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv) Certificate in computer application skills from a recognized institution;
- v) Excellent oral and written communication skills; and
- vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.



**STEPHEN M. ISABOKE, EBS**  
**PRINCIPAL SECRETARY**

Copy to: Hon. William G. Kabogo, EGH  
Cabinet Secretary  
Ministry of Information, Communications and the Digital Economy  
NAIROBI

Dr. Jane Kere Imbunya, (PhD)  
Principal Secretary  
State Department for Public Service and Human Capital Development  
**NAIROBI**

Mr. Paul Famba, MBS  
Secretary/Chief Executive Officer,  
Public Service Commission  
**NAIROBI**