

TEACHERS SERVICE COMMISSION



EXTERNAL ADVERT

The Teachers Service Commission (TSC) is an independent Commission established under Article 237 of the Constitution of Kenya, 2010.

The Commission invites applications from qualified, experienced, result oriented and highly motivated Kenyans to fill the following position

S/No	Advert No	Position	TSC Grade	Vacancies
1.	63/2026	Senior Deputy Director – Human Resource Management & Development	4	1
2.	64/2026	Senior Deputy Director – Internal Audit	4	1
3.	65/2026	Deputy Director – Human Resource Management	5	2
4.	66/2026	Deputy Director – Human Resource Development	5	1
5.	67/2026	Deputy Director – Internal Audit (Information System)	5	1
6.	68/2026	Deputy Director – Risk Management	5	1
7.	69/2026	Assistant Director Teacher Management (Field)	6	132
8.	70/2026	Principal Officer Teacher Professional Management	7	20
9.	71/2026	Principal Officer Staffing	7	8
10.	72/2026	Principal Officer Teacher Discipline Management	7	3
Total				170

Interested candidates are requested to visit the Commission website www.tsc.go.ke for more information about the vacancies. Applications should be received not later than **2359 hours (East African Time)** on **23rd March 2026**.

The Teachers Service Commission is an equal opportunity employer as per the constitutional provisions and law. Persons with disabilities (PWDs) are encouraged to apply.

Please note

1. No manual applications will be considered.
2. Only shortlisted candidates will be contacted.
3. Shortlisted candidates shall be required to produce originals of their National Identity Card, transcripts, academic and professional certificates.

SECRETARY/CHIEF EXECUTIVE

1. SENIOR DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT & DEVELOPMENT
TSC GRADE 4 - POST (1)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Coordinating the development of the human resource development strategies in the division;
- (ii) Supervising and reporting on Division's Performance contract and work plans;
- (iii) Monitoring implementation of training plans and programs;
- (iv) Supervising administration of payroll management processes;
- (v) Collating divisional Human Resource budget and procurement plans.
- (vi) Guiding on the performance and reporting on key HR metrics.
- (vii) Supervising and reporting Risk Management mitigation strategies in the Division.
- (viii) Coordinating and reporting on the management of employee leaves;
- (ix) Following up on discipline for secretariat staff;
- (x) Supervising the administration of the Career Guidelines for employees;
- (xi) Monitoring and Coordinating employee separation processes;
- (xii) Following up on processing of service gratuity and administration of staff retirement benefits schemes;
- (xiii) Monitoring implementation of audit recommendations in the Directorate; and
- (xiv) Supervising and guiding employees in the directorate for optimum performance.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director, Human Resource Management /Development for a minimum period of three (3) years;

OR

Seven years (7) experience in a comparable position;

- (ii) Bachelor's degree in Human Resource Management;

OR

- (iii) Bachelor's degree in Social Sciences, Education, Business Administration, or equivalent qualification from a recognized institution plus a Diploma in Human Resource Management from a recognized institution;

- (iv) Master's degree from a recognized Institution is an added advantage;
- (v) Certified Human Resource Professional (CHRP-K);
- (vi) Membership to Institute of Human Resource Management (IHRM) in good standing;
- (vii) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Demonstrated merit and ability as reflected in work performance and results.

ADVERT NO. 64/2026

2. SENIOR DEPUTY DIRECTOR INTERNAL AUDIT TSC GRADE 4 - POST (1)

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (ix) Coordinating the implementation of the Internal Audit Strategies and policies;
- (x) Leading in the development and implementation of the annual risk-based audit plan for the Division;
- (xi) Leading the development and implementation of the annual budget and procurement plan for the Division;
- (xii) Providing leadership in the development and implementation of a Quality Assurance and Improvement Program of the Internal Audit function;
- (xiii) Spearheading the compilation of information systems internal audit reports;
- (xiv) Spearheading the compilation of internal audit reports;
- (xv) Reviewing special audits reports;
- (xvi) Spearheading the implementation of risk management mitigation strategies within the Division;
- (xvii) Coordinating the follow up on implementation of the audit recommendations in the Directorate; and
- (xviii) Supervising and guiding employees in the Directorate for optimum performance.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Deputy Director - Internal Audit for a minimum period of three (3) years;

OR

- Seven (7) years' experience in a comparable position;
- (ii) Bachelor's degree in a Business-related field majoring in Finance or Accounts, Statistics, Economics, Information Technology (IT), Computer Science or any other relevant qualification from a recognized Institution;
 - (iii) Master's degree from a recognized Institution is an added advantage;
 - (iv) Certified Public Accountants (CPA III) or Association of Chartered Certified Accountants (ACCA finalist) or Certified Internal Auditor (CIA III);
 - (v) Certified Fraud Examiner (CFE) is an added advantage;
 - (vi) Membership to ICPAK or IIA in good standing;
 - (vii) Certificate in Leadership Course or equivalent qualification lasting not less than four (4) weeks from a recognized institution; and
 - (viii) Demonstrated merit and ability as reflected in work performance and result.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 278,688 – Kshs 350,000

House Allowance: Applicable rates

Commuter Allowance: Kshs 16,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance

ADVERT NO. 65/2026

3. DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT TSC GRADE 5 - POST (2)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Coordinating the development and implementation of the human resource development strategies;
- (ii) Preparing and implementing Division's Performance contract and operational plan;
- (iii) Developing and undertaking human resource plans;
- (iv) Coordinating payroll management processes;
- (v) Monitoring implementation of the Human Resource budget and procurement plan;
- (vi) Steering the performance and reporting on key HR metrics;
- (vii) Implementing Risk Management mitigation strategies;

- (viii) Coordinating the management of employee leaves;
- (ix) Managing discipline of secretariat staff;
- (x) Supervising the administration of the Career Guidelines for secretariat staff;
- (xi) Coordinate the pension management process;
- (xii) Coordinating processing of service gratuity and administration of staff retirement benefits schemes;
- (xiii) Reviewing implementation of audit recommendations; and
- (xiv) Supervising and guiding employees for optimum performance.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Human Resource Management /Development for a minimum period of three (3) years;

OR

Six (6) years of experience in a comparable position;

- (ii) Bachelor's degree in Human Resource Management;

OR

- (iii) Bachelor's degree in Social Sciences, Education, Business Administration, or equivalent qualification from a recognized institution plus a Diploma in Human Resource Management from a recognized institution;
- (iv) Master's degree from a recognized Institution is an added advantage;
- (v) Membership to Institute of Human Resource Management (IHRM) in good standing;
- (vi) Certified Human Resource Professional Level I (CHRP I)
- (vii) Training of trainers (TOT) certificate from a recognized institution is a requirement for human resource development officers;
- (viii) Certificate in Leadership Course or equivalent qualification lasting not less than four (4) weeks from a recognized institution; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 192,782 – Kshs 288,051

House Allowance: Applicable rates

Commuter Allowance: Kshs 14,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.

4. DEPUTY DIRECTOR HUMAN RESOURCE DEVELOPMENT TSC GRADE 5 - POST (1)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Interpreting, implementing and ensuring compliance of Human Resource Policies and Procedures;
- (ii) Developing and ensuring implementation of Human Resources strategy;
- (iii) Providing guidance on compensation and benefits;
- (iv) Overseeing development, implementation and monitoring of the Directorate budget and procurement plan;
- (v) Executing performance management systems and Operational Plan for the Directorate;
- (vi) Undertaking human resource planning;
- (vii) Ensuring implementation of the risk management strategies and Audit recommendations;
- (viii) Overseeing the implementation of the Directorates commitments in the Citizens' Service Delivery Charter;
- (ix) Establishing partnerships and collaborations for capacity building;
- (x) Overseeing training and development function;
- (xi) Maintaining adequate and competent Human Resources for the Secretariat;
- (xii) Overseeing, developing, implementing of Career Progression Guidelines (CPG);
- (xiii) Ensuring integrity and safety of employee data;
- (xiv) Managing employee relations;
- (xv) Overseeing the management of promotion of common cadre grades for teachers;
- (xvi) Payroll administration management;
- (xvii) Overseeing staff welfare schemes;
- (xviii) Overseeing pension management; and
- (xix) Supervising and guiding employees in the Directorate for optimum performance.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director, Human Resource Management /Development for a minimum period of three (3) years;

OR

- Six (6) years of experience in a comparable position;
(ii) Bachelor's degree in Human Resource Management;

OR

- (iii) Bachelor's degree in Social Sciences, Education, Business Administration, or equivalent qualification from a recognized institution plus a Diploma in Human Resource Management from a recognized institution;
(iv) Master's degree from a recognized Institution is an added advantage;
(v) Membership to Institute of Human Resource Management (IHRM) in good standing;
(vi) Certified Human Resource Professional Level II (CHRP II)
(vii) Training of trainers (TOT) certificate from a recognized institution is a requirement for human resource development officers;
(viii) Certificate in Leadership Course or equivalent qualification lasting not less than four (4) weeks from a recognized institution; and
(ix) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 192,782 – Kshs 288,051

House Allowance: Applicable rates

Commuter Allowance: Kshs 14,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance

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5. DEPUTY DIRECTOR INTERNAL AUDIT (INFORMATION SYSTEMS) JOB TSC GRADE 5 - POST (1)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Developing annual risk-based audit plan for the Division;
(ii) Developing the annual budget and procurement plan for the Division;
(iii) Coordinating annual internal and external quality assessment for the Internal Audit function;

- (iv) Spearheading the compilation of information systems internal audit reports;
- (v) Undertaking special information systems audits;
- (vi) Coordinating risk management process within the Division;
- (vii) Approving Internal Information Systems audit strategies and procedures;
- (viii) Following up implementation of the Information Systems audit recommendations; and
- (ix) Supervising and guiding employees for optimum performance.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director- Internal Audit (Information Systems) for a minimum period of three (3) years;

OR

Six (6) years' experience in a comparable position;

- (ii) Bachelor's degree in Information Technology (IT), Computer Science or any other relevant qualification from a recognized Institution;
- (iii) Master's degree from a recognized Institution is an added advantage;
- (iv) Certified Information Systems Auditor (CISA) and membership to ISACA in good standing;
- (v) Certified Public Accountants (CPA K) or Association of Chartered Certified Accountants (ACCA III) or Certified Fraud Examiner (CFE) or Certified Internal Auditor (CIA III) is an added advantage;
- (vi) Certificate in Leadership Course or equivalent qualification lasting not less than four (4) weeks from a recognized institution; and
- (vii) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 192,782 – Kshs 288,051

House Allowance: Applicable rates

Commuter Allowance: Kshs 14,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.

6. DEPUTY DIRECTOR RISK MANAGEMENT TSC GRADE 5 - POST (1)

Duties and Responsibilities

Duties and responsibilities will entail:

- (i) Promoting the risk awareness culture at the Commission;
- (ii) Identifying risks;
- (iii) Inducting and guiding newly recruited/ deployed employees to the Risk Management Division;
- (iv) Formulating, interpreting and ensuring implementation of risk management policies, strategies and work plans;
- (v) Facilitating the development of a risk based strategic plan within the approved risk appetite;
- (vi) Reviewing and approving the Division's budget and procurement plan;
- (vii) Reviewing and approving the Divisions annual work plan;
- (viii) Overseeing the implementation of the Division's annual work plan;
- (ix) Reviewing and evaluation on Business Continuity Management;
- (x) Coordinating awareness campaigns to embed BCM culture in the Commission;
- (xi) Reviewing Business Impact Analysis (BIA) reports;
- (xii) Coordinating Business Impact Analysis (BIA) and threat analysis;
- (xiii) Reviewing risk management manual for approval by management;
- (xiv) Advising management on the Commission's risk exposures; and
- (xv) Supervising and guiding employees in the Division for optimum performance.

Requirements for Appointment

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

- (i) Served in grade of Assistant Director -Risk Management, TSC grade 6 for a minimum period of three (3) years;

OR

- Six (6) years' experience in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Education, Human Resources Management, Commerce, Arts, Economics, Business Management, ICT, Project Management, Procurement, Business Administration, Laws, Social Sciences or equivalent qualification from a recognized Institution;
- (iii) Master's degree from a recognized Institution is an added advantage;

- (iv) Professional qualification in any of the following; Certified Risk Management Assurance (CRMA) or (CRISC), or Diploma in Risk Management or equivalent qualification from a recognized institution is an added advantage;
- (v) Certificate in Leadership Course or equivalent qualification lasting not less than four (4) weeks from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 192,782 – Kshs 288,051

House Allowance: Applicable rates

Commuter Allowance: Kshs 14,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.

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7. ASSISTANT DIRECTOR TEACHER MANAGEMENT (FIELD) TSC GRADE 6 - POST (132)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Facilitating the registration of teachers;
- (ii) Ensuring compliance of all teaching requirements by all teachers in Public and Private Institutions;
- (iii) Carrying out investigative assessment;
- (iv) Providing professional support in curriculum implementation;
- (v) Coordinating and participating in teacher capacity building programs;
- (vi) Sensitizing and monitoring of Teacher Professional Development (TPD) and implementing Teachers Performance Appraisal and Development (TPAD);
- (vii) Appraising teachers on TPAD and Performance Contract;
- (viii) Managing stakeholder engagement at the Sub County;
- (ix) Establishing the staffing levels at the Sub County;
- (x) Projecting teacher demand and supply at the Sub County level;
- (xi) Coordinating and undertaking the teacher recruitment process;

- (xii) Following up of reporting of recruited teachers;
- (xiii) Undertaking teacher rationalization at the Sub County level;
- (xiv) Coordinating and participating in teacher promotion;
- (xv) Inducting and mentoring/coaching of newly recruited teachers, newly deployed Secretariat staff and teachers;
- (xvi) Ensuring maintenance, updating and integrity of the Teacher Management data;
- (xvii) Verifying and submitting documents for teacher exits;
- (xviii) Ensuring adherence of the commitments of the Service Charter for all Teacher Management functions;
- (xix) Managing annual, maternity and paternity leaves for teachers;
- (xx) Implementing the County Performance Contract and work plans;
- (xxi) Updating the Teacher Management Information System (TMIS) in liaison with Heads of Institutions; and
- (xxii) Supervising and guiding employees for optimum performance.

Requirements for Appointment

For appointment to TSC Grade 6, an officer must have: -

- (i) Served in the grade of Principal Officer - Teacher Management for a minimum period of three (3) years;
OR
Served as a teacher in grade C4 or C5
- (ii) Bachelor's degree in Education from a recognized University;
- (iii) Master's degree from a recognized University is an added advantage;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 137,460 – Kshs 167,098

House Allowance: Applicable rates

Commuter Allowance: Kshs 12,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Five (5) years contract renewable once subject to satisfactory performance.

**8. PRINCIPAL OFFICER TEACHER PROFESSIONAL MANAGEMENT JOB GRADE TSC
7 - POST (20)**

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Verifying and certifying of academic and professional certificates and documents;
- (ii) Updating the register of teachers;
- (iii) Coordinating the removal of the names of teachers from the register;
- (iv) Coordinating and undertaking Standards Assessment across counties;
- (v) Analysing and reporting on standards assessment findings;
- (vi) Analysing and providing timely feedback on audit reports;
- (vii) Developing and reviewing teacher appraisal and PC instruments;
- (viii) Ensuring appraisal and PC are undertaken as provided;
- (ix) Analysing teacher appraisal and PC reports;
- (x) Monitoring and evaluation of teacher appraisal and PC system;
- (xi) Sensitizing key stakeholders on teacher capacity building and pertinent and contemporary issues in education;
- (xii) Establishing teacher performance gaps and developing appropriate intervention programmes;
- (xiii) Providing teacher appraisal feedback to the Counties;
- (xiv) Carrying out capacity building and inset programmes for teachers; and
- (xv) Monitoring and evaluating of the Teacher Professional Development (TPD) delivery.

Requirements for Appointment

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

- (i) Registered as a graduate teacher;
- (ii) Must have served as a Curriculum Support Officer at the level of TSC –Scale 10 for a period of three (3) years;
OR
A teacher serving at the grade of C3
- (iii) Master's degree from a recognized University is an added advantage;
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (v) Meets the requirements of Chapter Six (6) of the Constitution; and

- (vi) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 88,373 – Kshs 132,483

House Allowance: Applicable rates

Commuter Allowance: Kshs 8,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Permanent and Pensionable

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9. PRINCIPAL OFFICER STAFFING JOB GRADE TSC 7 - POST (8)

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Analyzing data on staffing establishment;
- (ii) Coordinating the recruitment of teachers;
- (iii) Issuing deployment letters to teachers;
- (iv) Implementing policies and guidelines related to staffing functions;
- (v) Analyzing and responding to customer needs;
- (vi) Responding to correspondence and inquiries from teachers, stakeholders and other sections of the Commission;
- (vii) Identifying and establishing skills inventory for teachers;
- (viii) Advising on issues pertaining to special needs education;
- (ix) Responding to queries on special needs education; and
- (x) Teacher capacity building on pertinent and contemporary issues including gender, special needs and disability mainstreaming.

Requirements for Appointment

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

- (i) Registered as a graduate teacher;
- (ii) Must have served as a Curriculum Support Officer at the level of TSC –Scale 10 for a period of three (3) years;

OR

A teacher serving at the grade of C3

- (iii) Master's degree from a recognized University is an added advantage;
- (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- (v) Meets the requirements of Chapter Six (6) of the Constitution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 88,373 – Kshs 132,483

House Allowance: Applicable rates

Commuter Allowance: Kshs 8,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Permanent and Pensionable

ADVERT NO. 72/2026

10. PRINCIPAL OFFICER TEACHER DISCIPLINE MANAGEMENT JOB GRADE TSC 7 - POST (3)

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- (i) Maintaining up to date records on discipline cases;
- (ii) Analyzing and responding to customer needs;
- (iii) Undertaking investigations of reported discipline cases;
- (iv) Collecting and collating evidence;
- (v) Preparing investigation reports;
- (vi) Preserving evidence on investigated cases;
- (vii) Identifying possible risks and mitigations on teacher discipline;
- (viii) Responding to correspondence and inquiries;
- (ix) Studying registered discipline cases in readiness for hearing;
- (x) Inviting teachers with discipline cases and witnesses for hearing;
- (xi) Preparing the budget for reimbursement of witnesses on discipline cases;
- (xii) Presenting and prosecuting teachers in disciplinary proceedings;
- (xiii) Communicating decisions of discipline cases; and
- (xiv) Conducting investigations on discipline cases and preparing reports.

Requirements for Appointment

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

- (i) Registered as a graduate teacher;
 - (ii) Must have served as a Curriculum Support Officer at the level of TSC –Scale 10 for a period of three (3) years;
- OR
- A teacher serving at the grade of C3
- (iii) Master's degree from a recognized University is an added advantage;
 - (iv) Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
 - (v) Meets the requirements of Chapter Six (6) of the Constitution; and
 - (vi) Demonstrated merit and ability as reflected in work performance and results.

The terms and remuneration benefits for this Grade:

Basic Salary Scale: Kshs 88,373 – Kshs 132,483

House Allowance: Applicable rates

Commuter Allowance: Kshs 8,000

Leave Allowance: As provided in TSC Secretariat

Annual Leave: 30 working days per calendar year

Medical Cover: As provided in the TSC Secretariat Medical Scheme

Terms of Service: Permanent and Pensionable