



**MINISTRY OF ENVIRONMENT, CLIMATE CHANGE AND FORESTRY  
STATE DEPARTMENT FOR ENVIRONMENT AND CLIMATE CHANGE**

NHIF Building, Ragati Road, Off Ngong Road

P.O. BOX 30126 – 00100 GPO

**NAIROBI**

**PROJECT COORDINATOR FOR SOUND MANAGEMENT OF CHEMICALS AND  
WASTE PROJECT**

**GUIDELINES FOR APPLICATION**

**PLEASE READ CAREFULLY THE INSTRUCTIONS BELOW**

1. Download the specific job requirement for the position from the Ministry of Environment, Climate Change and Forestry Website page [www.environment.go.ke](http://www.environment.go.ke), read this carefully as it lists the skills, knowledge and qualifications required.
2. Fill in each section of the Bio - Data Form clearly in **typed, block letters**.
3. The Bio-Data Form **must be** accompanied with an Application Letter, detailed Curriculum Vitae, Certified Copies of Academic Certificates, National Identify Card, and Testimonials in a sealed envelope and clearly marked:

***"Application for the position of Project Coordinator for the Sound Management of Chemicals and Waste Project"***

4. All applications should be addressed to,

The Principal Secretary,  
State Department for Environment and Climate Change,  
P.O. Box 30126, 00100

**NAIROBI.**

5. In submitting the applications, applicants can;
  - i. Email their applications, in Ms Word or PDF; to [recruitment@environment.go.ke](mailto:recruitment@environment.go.ke) with the position Title as the subject; or

- ii. Drop a hard copy; in sealed envelope at the Office of Director, HRM&D – **NHIF Building 11<sup>th</sup> Floor. Room 1112.**
- 6. The closing date for all applications is **16<sup>th</sup> September, 2024** at close of business (5pm). Late applications shall **NOT** be considered.
- 7. The Ministry of Environment, Climate Change and Forestry is an Equal Opportunity employer: Women, Minorities, Marginalized and Persons Living with Disability (PWD) are encouraged to apply.
- 8. Only shortlisted candidates will be contacted.
- 9. Any form of canvassing will lead to Automatic Disqualification.

**Dr. Eng. Festus K. Ng'eno, MIEK.**  
**PRINCIPAL SECRETARY**