



**REPUBLIC OF KENYA
NATIONAL TREASURY**

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NATIONAL TREASURY
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NAIROBI

When Replying Please Quote

Ref. No. CONF/MOF/HRM/2/02/'K'(45)

6th April, 2017

All Principal Secretaries

The Solicitor General, State Law Office & Department of Justice

The Principal Administrative Secretary, Office of the Deputy President

**The Principal Administrative Secretary, Office of the Chief of Staff and Head
of the Public Service**

The Comptroller of State House

The Inspector General – National Police Service

The Director General, NIS

The Clerk, National Assembly

The Clerk, the Senate

The Chief Registrar, Judiciary

The Auditor General

The Controller of Budget

County Coordinators

The Secretaries- County Government

National Council for Persons with Disability

RE: INTERNAL ADVERTISEMENT FOR VACANT POSTS IN MINISTRIES/ STATE DEPARTMENTS

Applications are invited from suitably qualified officers serving in the Public Service for the following vacant posts in Ministries/ State Departments.

Designation	J/G	No. of Posts	Advert No.
Senior Principal Finance Officer/ Assistant Director of Budget	'P'	22	1/2017
Principal Finance Officer/Principal Budget Officer	'N'	31	2/2017
Senior Finance Officer/Senior Budget Officer	'M'	8	3/2017
Finance Officer I	'L'	27	4/2017

Assistant Accountant General	'P'	103	5/2017
Principal Accountant	'N'	367	6/2017
Chief Accountant	'M'	308	7/2017
Senior Accountant	'L'	74	8/2017
Principal Driver	'J'	4	9/2017

Interested and qualified candidates are requested to make their applications by completing one application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website www.publicservice.go.ke or the National Treasury's website www.treasury.go.ke

Completed PSC2 (Revised 2016) form together with certified copies of applicant's academic/ professional certificates, letter of appointment/promotion to their present grade and Identity Card should reach the **Principal Secretary, National Treasury, P. O. Box 30007-00100, NAIROBI** or be hand delivered in the **Treasury Building, 3rd Floor, Registry Room 331** so as to reach the office on or before **28th April, 2017**.

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts, letter of appointment to the current substantive post during the interview. In addition they will be required to ensure that the Head of Department's recommendation on PSC 2A (Revised 2016) is forwarded before interview.

Please note that:

- a. Candidates should **NOT** attach original documents to the application form.
- b. Only shortlisted and successful candidates will be contacted.
- c. Canvassing in any form will lead to automatic disqualification.

VACANCY NO. 1/2017

**ASSISTANT DIRECTOR OF BUDGET/SENIOR PRINCIPAL FINANCE OFFICER,
JOB GROUP 'P' - TWENTY TWO (22) POSTS**

Salary Scale: Kshs.77, 527 x 3,877- 81,404 x 4,070 - 85,474 x 4,274 - 89,748 x 4,487- 94,235 x 4,712 - 98,947x 4,947 - 103,894 p.m.

House Allowance Ksh. 45,000 p.m
Commuter Allowance Ksh. 12,000 p.m

(a) Duties and Responsibilities

An officer at this level may be deployed in a Ministry/Department or in the National Treasury(Budget department).

Specific duties and responsibilities in a Ministry/Department include;

- i. coordinating the preparation of Medium Term Budget Estimates in Ministries;
- ii. preparing quarterly expenditure forecast;
- iii. initiating proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- iv. monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;
- v. coordinating activities and work of all officers handling donor financed projects, monitoring implementation of such projects and review of reimbursements; and,
- vi. Coordinating the design and financial aspects for all new donor projects and agreements with donor agencies.

Specific duties in the National Treasury(Budget department) include;

- I. coordinating budget preparation for MDAs,
- II. analyzing budget proposals from MDAs,
- III. undertaking technical reviews of budget estimates, programme performance and Supplementary Estimates,
- IV. undertaking reviews and analysis of MDAs expenditure reports on a monthly basis and other periodical and statutory budgetary reports, and,
- V. convening Sector Working Groups to discuss Budget submissions

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- i. served for Ten (10) years cumulative service three(3) of which should have been at the grade of Senior Finance Officer/Senior Budget Officer Job group 'M' or in a comparable and relevant position in the Public Service;
- ii. bachelors degree in any of the following fields: Commerce (Finance option), Economics, Business Administration, Business Management or Finance;

OR

any other Bachelors degree plus Certified Public Accountant II (CPA II) qualification.
- iii. masters Degree in Business Administration (MBA), Economics, Finance,

- Commerce or in any other financial related fields from a University recognized in Kenya;
- iv. demonstrated professional competence in the field of Financial Management; and
 - v. shown merit and ability in related work performance and results;

Note: possession of a Strategic Leadership Course will be considered an added advantage.

VACANCY NO. 2/2017

PRINCIPAL FINANCE OFFICER / PRINCIPAL BUDGET OFFICER, JOB GROUP 'N' – THIRTY ONE (31) POSTS

Salary Scale: Kshs.48, 190 x 2,400- 50,590 x 2,550 - 53,140 x 2,700 - 55,840x3, 000 - 58,840x 3,150 - 61,990x 3,300 - 65,290 p.m.

House Allowance	Ksh. 35,000	p.m
Commuter Allowance	Ksh. 8,000	p.m

(a) Duties and Responsibilities;

An officer at this level may be deployed in a Ministry/Department or in the National Treasury(Budget Department)

Specific duties and responsibilities in a Ministry/Department include:

- i. coordinating and analyzing Medium Term Expenditure Framework (MTEF) Budget;
- ii. assisting the Ministerial Departments in costing of Programmes;
- iii. preparing programme based budgets;
- iv. determining performance indicators for programmes; and
- v. preparing responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees.

Specific duties and responsibilities in the National Treasury (Budget Department) include:

- i. coordinating prioritization of activities, projects and programmes within sector/schedule Ministries for the purpose of resource allocation in the budget;
- ii. coordinating preparation of sector budget proposals for a number of Ministries;
- iii. coordinating Sector Working Groups to discuss Budget submissions;
- iv. coordinating the preparation of the MDAs program based budgets, projects budget and itemized budgets;
- v. analyzing project proposal, budget estimates and fiscal returns;
- vi. preparing fiscal reports and technical briefs on financial management; and

- vii. coordinating reviews on programme based budgets performance and implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. served for nine (9) years cumulative service, three (3) of which should have been at the grade of Finance /Budget Officer I, Job group 'L' and above or in a comparable and relevant position in the Public Service.
- ii. bachelors degree in any of the following fields: Commerce (Finance option), Economics, Business Administration, Business Management or Finance

OR

any other bachelors degree plus Certified Public Accountant II (CPA II) qualification.

- iii. demonstrated professional competence in the field of Financial Management; and
- iv. shown merit and ability as reflected in work performance and results;

Note: possession of a Senior Management Course and Public Finance Management course will be considered an added advantage.

VACANCY NO. 3/2017:

SENIOR FINANCE OFFICER/SENIOR BUDGET OFFICER, JOB GROUP 'M' - EIGHT (8) POSTS

Salary Scale: Kshs.41, 590 x 2,070 - 43,660 x 2,220 - 45,880 x 2,310 - 48,190 x 2,400 - 50, 590 x 2,550 - 53,140 x 2,700 - 55,840 p.m.

House Allowance Ksh. 28,000 p.m

Commuter Allowance Ksh. 8,000 p.m

(a) Duties and Responsibilities;

An officer at this level may be deployed in a Ministry/Department or in the National Treasury(Budget Department)

Specific duties and responsibilities in a Ministry/Department include:-

- i. initiating proposals seeking funds for additional expenditure and reallocation of voted funds during the year;
- ii. prioritizing of activities, projects and programmes within the Ministry for the purpose of resource allocation in the budget;
- iii. preparing sector budget proposals for the Ministry;

- iv. coordinating budget implementation and monitoring in the Ministry;
- v. preparing the annual procurement plans, annual work plans and annual cash plans for the MDA.
- vi. coordinating the preparation and reviews of Ministerial strategic plans;
- vii. preparing programme based and itemized budgets;
- viii. preparing quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds; and
- ix. monitoring expenditure and projects including programme implementation on a periodic basis and ensuring timely disbursement of funds.

Specific duties and responsibilities in the National Treasury (Budget Department) include:

- i. coordinating prioritization of activities, projects and programmes within sector/schedule Ministries for the purpose of resource allocation in the budget;
- ii. coordinating preparation of sector budget proposals for a number of Ministries;
- iii. coordinating budget implementation and monitoring for a number of Ministries;
- iv. coordinating the preparation of the annual procurement plans, annual work plans and annual cash plans for the MDAs which are consistent with the approved budget estimates for the MDAs; and
- v. coordinating the preparation of the MDAs program based budgets, projects budget and itemized budgets.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- i. served for cumulative period of eight(8) years, two(2) of which should have been at the grade of Finance Officer II, Job Group 'K' or in a comparable and relevant position in the Public service;
- ii. a bachelors degree in any of the following discipline: Commerce (Finance option), Economics, Business Administration, Business Management or Finance,
OR
any other bachelors degree plus Certified Public Accountant II (CPA II) qualification;
- iii. demonstrated professional competence in the field of Financial Management; and,
- iv. shown merit and ability as reflected in work performance and results;

Note: possession of a Senior Management course and Public Finance Management course will be considered an added advantage.

VACANCY NO. 4/2017

FINANCE OFFICER I, JOB GROUP 'L' - TWENTY SEVEN (27) POSTS

Salary Scale: Kshs.35, 910 x 1,800 - 37,710 x 1,890 - 39,600 x 1,990 - 41,590 x 2,070 - 43,660 x 2,220- 45,880 p.m.

House Allowance Ksh. 28,000 p.m

Commuter Allowance Ksh. 6,000 p.m

a) Duties and Responsibilities

An officer at this grade will be responsible to the Senior Finance Officer/Senior Budget Officer in the area of deployment. Specific duties and responsibilities will entail:

- i. controlling of expenditure commitments in the Ministries/Departments;
- ii. initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- iii. processing of Medium Term Expenditure Framework and revised estimates budget;
- iv. budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures;
- v. reviewing programme based budget performance indicators and subsector reports and facilitate finalization of the sub sector reports; and,
- vi. coordinating the preparation of sector budget proposals for MDAs

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. served in the grade of Finance Officer II, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. bachelors degree in any of the following fields: Commerce (Finance option), Economics, Business Administration, Business Management or Finance

OR

any other bachelors degree plus Certified Public Accountant II (CPA II) qualification.

- iii. demonstrated merit and ability as reflected in work performance and results.

VACANCY NO. 5/2017

ASSISTANT ACCOUNTANT GENERAL, JOB GROUP 'P' - ONE HUNDRED AND THREE (103) POSTS

Salary Scale: Kshs.77, 527 x 4,877- 81,404 x 4,070 - 85,474 x 4,274-89,748 x 4,487-94,235 x 4,712 - 98,946x 4,947 - 103,894 p.m.

House Allowance	Ksh. 45,000 p.m
Commuter Allowance	Ksh. 12,000 p.m

(a) Duties and Responsibilities

An Officer at this level will be deployed at the Policy Unit in the National Treasury or to head a National County Treasury or an Accounting Unit in a Ministry/State Department. Specific duties and responsibilities include:-

Policy Unit

- i. monitoring implementation of Accounting Standards and systems for compliance including Integrated financial Management Information System (IFMIS) operations;
- ii. following up on Audit matters including compilation of Treasury memorandum in respect of Ministries/National Sub County Treasuries allocated to the officer;
- iii. following up implementation of Public Accounts Committee recommendations for the Ministries/National Sub County Treasuries allocated to the officer;
- iv. preparing of Bi-annual accounts;
- v. consolidating cash flow projections submitted by Ministries; and
- vi. maintaining a check-list of returns and reports received from Ministries/National Sub County Treasuries to ensure compliance with the Law and Treasury circulars.

National Sub-County Treasury

As Head of the National Sub County Treasury, the officer will be responsible for:-

- i. providing advisory services to the National County departmental heads and other stakeholders on all financial and accounting matters;
- ii. participating and advising in Tender Committees, National County Executive / Development Committees.
- iii. interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- iv. developing supplementary financial regulations and procedures to enhance internal controls.
- v. maintaining appropriate and up to date accounting records;

- vi. preparing management financial reports which include monthly expenditure returns, monthly bank reconciliations, revenue/AIA returns, cash flow statements, analysis of deposits ;
- vii. submitting monthly check list confirming compliance with the requirements for preparation and submission of management and statutory reports to the Accountant General and respective Ministries; and
- viii. authorizing payments, signing cheques, and identifying suitable cheque signatories and setting limits as appropriate.

Accounting Unit in a Ministry/State Department

Specific duties and responsibilities include:

- i. assisting in the administration of the Accounting Unit;
- ii. providing advisory services to the Accounting Officer and other stake holders on all financial and accounting matters in the Ministry;
- iii. preparing management and statutory reports including final accounts;
- iv. coordinating the development of supplementary financial regulations and procedures to enhance internal controls
- v. setting targets for the accounts staff and evaluating achievements;
- vi. overseeing the processing of funding arrangements and ensuring compliance with Treasury regulations and procedures; and
- vii. authorizing payments and signing of cheques subject to set limits;

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. served for cumulative ten(10) years three (3) of which should have been at the grade of Chief Accountant ,Job Group 'M' and above or in a comparable and relevant position in the Public Service;
- ii. a bachelors degree in Commerce (Accounting or finance option) and Passed part II of the Certified Public Accountants(CPA II) Examinations;

OR

- passed CPA III of the Certified Public Accountants Examinations;
- iii. registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- iv. a certificate in Senior Management Course from a recognized institution;
- v. demonstrated professional competence in the field of Accounting Services ; and
- vi. shown merit and ability as reflected in work performance and results;

Note: possession of relevant Masters Degree will be considered an added advantage

VACANCY NO. 6/2017

PRINCIPAL ACCOUNTANT, JOB GROUP 'N' - THREE HUNDRED AND SIXTY SEVEN (367) POSTS

Salary Scale: Kshs.48, 190 x 2,400- 50,590 x 2,550 - 53,140 x 2,700-55,840x3, 000 - 58,840x 3,150- 61,990x 3,300- 65,290 p.m.

House Allowance	Ksh. 35,000	p.m
Commuter Allowance	Ksh. 8,000	p.m

(a) Duties and Responsibilities

An Officer at this level will be deployed in an Accounting Unit in a Ministry/State Department or to head a National Sub County Treasury. Specific duties and responsibilities will include:-

National Sub County Treasury

As Head of National Sub County treasury, duties and responsibilities include:

- i. providing advisory services to National Sub County Departmental heads and other stake holders on all financial matters;
- ii. participating and providing advice to the relevant committee;
- iii. interpreting and implementing financial regulations and procedures, Treasury circulars, letters and instructions;
- iv. ensuring expenditures are within the voted allocations;
- v. developing supplementary financial regulations and procedures to enhance internal controls;
- vi. preparing management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, revenue/AIA returns, cash flow statements, analysis of deposits and maintenance of up to date and accurate books of accounts;
- vii. safeguarding Government assets and records in the Sub County Treasury; and
- viii. supervising, training, development and deployment of accounts staff in the Sub County Treasury.

Accounting Unit in a Ministry/State Department

In an Accounting Unit, duties and responsibilities include:

- i. planning directing, coordinating, supervising operations in the area of deployment;
- ii. preparing final accounts;

- iii. ensuring safe custody of government assets and records
- iv. authorizing payments and signing of cheques subject to limit set; and
- v. ensuring timely and accurate preparation of quality management reports.

a) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. served for nine (9) years cumulative service, three (3) of which should have been at the grade of Senior Accountant, Job Group 'L' and above or in a comparable and relevant position in the Public Service;
- ii. a bachelors degree in Commerce (Accounting or finance option), and Passed part II of the Certified Public Accountants(CPA II) Examinations;

OR

passed CPA III of the Certified Public Accountants Examinations

- iii. registered with the Institute of Certified Public Accountants of Kenya (ICPAK).
- iv. a certificate in Senior Management Course from a recognized institution;
- v. shown merit and ability as reflected in work performance and results.

VACANCY NO. 7/2017

CHIEF ACCOUNTANT, JOB GROUP 'M' - THREE HUNDRED AND EIGHT (308) POSTS

Salary Scale: Kshs.41, 590 x 2,070- 43,660 x 2,220 - 45,880 x 2,310 - 48,190 x 2400 - 50, 590 x 2,550 - 53,140 x 2,700- 55,840 p.m.

House Allowance Ksh. 28,000 p.m
Commuter Allowance Ksh. 8,000 p.m

(c) Duties and Responsibilities

A Chief Accountant will be deployed in an Accounting Unit or Sub County Treasury.

The duties and responsibilities will entail:

- i. coordinating and supervising operations in the area of deployment; preparing final accounts;
- ii. ensuring safe custody of Government assets and records
- iii. authorizing payments and signing of cheques subject to set limits;

- iv. ensuring timely and accurate preparation of quality management reports.
- v. providing guidance to officers to achieve the desired results.; and
- vi. training and development of staff.

(d) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. served in the grade of Senior Accountant, Job Group 'L' for a minimum period of three (3) years or a in a comparable and relevant position in the public service
- ii. a bachelors degree in any of the following discipline: Commerce (Accounting or Finance option) and Passed Part II of the Certified Public Accountants (CPA) Examination or an equivalent qualification from a recognized institution;

OR

passed CPA III of Certified Public Accountants (CPA) Examinations or an equivalent qualification from a recognized Institution; and

- iii. a certificate in Senior Management Course from a recognized institution;
- iv. shown merit and ability as reflected in work performance and results.

VACANCY NO. 8/2017

SENIOR ACCOUNTANT, JOB GROUP 'L' - SEVENTY FOUR (74)

Salary Scale: Kshs. 35, 910 x 1,800 - 37,710 x 1,890 - 39,600 x 1,990 - 41,590 x 2,070 - 43,660 x 2,220- 45,880 p.m.

House Allowance Ksh. 28,000 p.m
Commuter Allowance Ksh. 6,000 p.m

a) Duties and Responsibilities;

Duties and responsibilities at this level will entail:

- i. preparing timely and accurate management reports;
- ii. authorizing payments and signing cheques subject to limit set;
- iii. certifying and verifying returns, documents and vouchers;
- iv. monitoring the collection of revenue including inspection;
- v. balancing and ruling of the cash books on daily basis;
- vi. processing payments , reimbursements and disbursements; and
- vii. keeping safe custody of accountable documents, government assets and records.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Accountant I, Job Group 'K' for a minimum period of three (3) years;
- ii. a bachelors degree in Commerce (Accounting or Finance option) and Passed Part II of the Certified Public Accountants (CPA) examination or an equivalent qualification from a recognized institution

OR

passed Part III of the Certified Public Accountants (CPA) Examination or its equivalent qualification from a recognized institution;

- iii. certificate in Computer Applications; and,
- iv. shown merit and ability as reflected in work performance and results.

VACANCY NO. 9/2017

PRINCIPAL DRIVER JOB GROUP 'J' - FOUR (4)

Salary Scale: Kshs.24, 662x1, 233-25,895 x1, 285- 27,180 x 1,340-8,520x1398-29,918 p.m.

House Allowance Ksh.8,668p.m.
Commuter Allowance Ksh. 4,000 p.m.

(a) Duties and Responsibilities

Duties and responsibilities will entail:-

- (i) driving the assigned vehicle;
- (ii) carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc;
- (iii) detecting and reporting malfunctioning of the vehicle systems;
- (iv) maintenance of work ticket(s) for vehicle(s) assigned;
- (v) ensuring security and safety of the vehicle on and off the road;
- (vi) overseeing safety of the passengers and/or goods therein;
- (vii) maintaining cleanliness of the vehicle(s) in addition the officer maybe required to supervise and guide staff working under him or her in a small transport system.

(b) Requirement for Appointment

For appointment to this grade, a candidate must have:-

- (i) served in the grade of Chief Driver for a minimum period of three (3) years;
- (ii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) passed Occupational Trade test I for Drivers;
- (iv) defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (v) attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or its equivalent from a recognized institution;
- (vi) a valid certificate of Good Conduct from the Kenya Police;
- (vii) attended a first-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and building technology (KIHBT) or any other recognized Institution; and
- (viii) shown merit and ability as reflected in work performance and results.

MUTUA KILAKA, CBS, SS
PRINCIPAL ADMINISTRATIVE SECRETARY
FOR: PRINCIPAL SECRETARY

Copy to:

The Secretary/Chief Executive Officer
Public Service Commission
NAIROBI

NOO

Cabinet Secretary }
Principal Secretary } for information