



**REPUBLIC OF KENYA  
NATIONAL TREASURY & PLANNING**

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**NATIONAL TREASURY  
P .O BOX 30007 - 00100  
NAIROBI**

When Replying Please Quote

**Ref. No. CONF/TNT/HRM/2/02/ 'L'(135)**

**18<sup>th</sup> July, 2018**

**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**

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE NATIONAL TREASURY & PLANNING**

Applications are invited from suitably qualified officers serving in the Public Service for the following vacant posts in The National Treasury & Planning

<b>Designation</b>	<b>J/G</b>	<b>No. of Posts</b>	<b>Advert No.</b>
Assistant Director, Debt Management	'P'	1	1/2018
Principal Debt Management Officer	'N'	2	2/2018

Chief Debt Management Officer	'M'	3	3/2018
Assistant Director, Resource Mobilization	'P'	4	4/2018
Principal Resource Mobilization Officer	'N'	5	5/2018
Chief Resource Mobilization Officer	'M'	5	6/2018

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](http://www.publicservice.go.ke) or the National Treasury's website [www.treasury.go.ke](http://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, 3<sup>rd</sup> Floor, Confidential Registry** so as to reach the Office on or before **13<sup>th</sup> August, 2018**.

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. 1/2018:**

**Department:** Debt Policy, Strategy and Risk Management

**Post:** Assistant Director, Debt Management, Job Group 'P'

**No. Posts:** One (1)

Salary Scale:	Kshs.84, 080 x 4,200- 88,280 x 4,420 – 92,700 x 4,620-97,320 x 4,880-102,200 x 5,110- 107,310 x 5,350- 112,660 p.m.
House Allowance:	Kshs. 45,000 p.m.
Commuter Allowance:	Kshs. 14,000 p.m.

### **a) Duties and Responsibilities**

An officer at this level will be responsible to the Senior Assistant Director, Debt Management. Specific duties and responsibilities will entail;

- i. Providing guidance in determining borrowing ceilings for national and county Governments;
- ii. Formulating debt management policies and strategies;
- iii. Reviewing proposals to inform the determination of annual borrowing threshold;
- iv. Reviewing medium term debt strategy paper;
- v. Reviewing debt management reports and making recommendations;
- vi. Providing medium and long-term forecasts of debt servicing and interest income;
- vii. Reviewing proposals for adjustments to annual borrowing plans;
- viii. Reviewing reports on interest and exchange rates trends and their effects on debt servicing;
- ix. Coordinating the assessment, monitoring and management of contingent liabilities including PPP programmes/projects;
- x. Analysing effects of changes in economic variables on debt and make appropriate recommendations;
- xi. Undertaking periodic reviews of existing debt management policies;
- xii. Reviewing debt sustainability reporting formats/templates;
- xiii. Preparing statutory and management reports;
- xiv. Preparing proposals for debt restructuring;
- xv. Initiating proposals for transactions in derivative financial instruments;
- xvi. Preparing assessment reports on external vulnerability using debt and reserves adequacy indicators;

