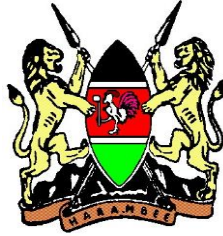


# REPUBLIC OF KENYA



## THE NATIONAL TREASURY

Telegraphic Address: 22921  
Finance – Nairobi  
FAX NO. 310833  
Telephone: 2252299

THE NATIONAL TREASURY  
P O BOX 30007 - 00100  
NAIROBI

When Replying Please Quote

**Ref: PFM/STAFF.MATTERS/VOL.II TY(3)**

**July 14, 2017**

### **All Principal Secretaries**

**The Solicitor General & Department of Justice**

**The Principal Administrative Secretary, Office of the Deputy President All**

**Heads of Department**

**RE: INTERNAL ADVERTISEMENT FOR FILLING VACANT POSITIONS AT  
THE NATIONAL TREASURY  
(PUBLIC FINANCIAL MANAGEMENT REFORM SECRETARIAT)**

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We invite applications from suitably qualified serving officers or persons with similar qualifications to fill various vacant positions at the National Treasury (Public Financial Management Reform Secretariat) shown below:

1. Programme Manager – 1 post
2. Procurement Specialist – 1 post
3. Programme Officer I (procurement) – 1 post
4. Programme Officer II (procurement) – 1 post
5. Legal Specialist – 1 post
6. Monitoring & Evaluation Specialist – 1 post
7. Human Resources Officer – 1 post

Details of the positions are shown below.

Please note that all interested persons should address their application, quoting the vacant post applied for on the envelope to:

**The Principal Secretary  
National Treasury  
P.O. Box 30007 – 00100  
NAIROBI**

**Attn: PFMR Secretariat**

Or,

Drop the application at Bima House, 8<sup>th</sup> Floor Room 815.

The deadline for submission of the applications is Friday 4<sup>th</sup> August, 2017

**1. JOB TITLE : PROGRAMME MANAGER (ONE POST)**

VACANCY NO : PFMR/01/2017

REPORTING TO : PFMR PROGRAMME COORDINATOR

DUTY STATION : NAIROBI

TERMS : SECONDMENT

**Responsibilities:**

The Programme Manager is responsible to the Co-ordinator for:

- Directing and operationalizing the formulation of the Reform Strategy, Communications Strategy and M&E Strategy
- Managing the implementation of Public Financial Management (PFM) Reform Programme
- Implementing the programme's human resource and training plans
- Implementing the programme work plan, budget, monitoring and evaluation framework, legal framework, and communications strategy
- Ensuring safe custody of Programme Property
- Ensuring efficient and effective management of Development Partner Financing for the Programme
- Ensuring implementation of Programme is in compliance with Project Operational Manual. □ Any other duties as may be assigned by the Programme Coordinator

**The interested applicant:**

- Must have Master's Degree in Social Sciences from a University recognized in Kenya.
- Must have at least 15 years' experience in the public sector, three (3) years of which must have been in public finance management.
- Must be of high integrity.
- Must be computer literate conversant with Ms Office applications.

- Knowledge and experience in the management of donor funded programmes will be an added advantage.

**1. JOB TITLE : PROCUREMENT SPECIALIST (ONE POST)**

VACANCY NO : PFMR/02/2017

REPORTING TO : PFMR PROGRAMME MANAGER

DUTY STATION : NAIROBI

TERMS : SECONDMENT

**Responsibilities:**

1. Oversee the preparation of procurement plans and procurement of goods works and services.
2. Prepare the technical specifications, terms of reference, request for proposals and bidding documents.
3. Evaluate the requirements from implementing agencies and guide in the preparation of the necessary documentation for seeking clearance from relevant donors.
4. Organize for the advertisement of specific procurement opportunities and needs.
5. Provide advice on procurement related costs e.g. transportation, insurance and tax exemption.
6. Provide procurement advice and on the job training to procurement staff of relevant implementing agencies.
7. Guide/advice implementing agencies on the full range of procurement activities i.e. procurement planning, tender document preparation, inviting tenders, evaluating tenders, preparing contract agreements and amendments, inspection of goods and provide assistance in dispute resolution with suppliers.
8. Ensure compliance with project procurement guidelines.
9. Monitor and report on procurement activities and contracts.
10. Ensure maintenance and safe keeping of relevant procurement records.
11. Supervise procurement staff based at the PFMR Secretariat.
12. Any other duties as may be assigned by the Programme Coordinator.

**The interested applicant:**

- Must have Master's Degree in Social Sciences from a University recognized in Kenya.

- Must be a holder of the Chartered Institute of Purchasing & Supplies (CIPS) qualification or any other relevant professional qualification in purchasing and supplies management.
- Must have good knowledge and understanding of the Public Procurement and Disposal Act (2015).
- Must be of high integrity.
- Must be computer literate conversant with Ms Office applications.
- Must have experience in the public sector of 9 years and above.
- Knowledge of and experience in procurement using donor procurement guidelines will be an added advantage.

**2. JOB TITLE : PROCUREMENT OFFICER I (ONE POST)**

VACANCY NO : PFMR/03/2017

REPORTING TO : PROCUREMENT SPECIALIST

DUTY STATION : NAIROBI

TERMS : SECONDMENT

**Responsibilities:**

**With the guidance of the Procurement Specialist:**

1. Prepare procurement plans and undertake procurement of goods works and services.
2. Prepare technical specifications, terms of reference, requests for proposals and bidding documents.
3. Evaluate requirements from implementing agencies and prepare the necessary documentation for seeking clearance from relevant donors.
4. Place advertisement of specific procurement opportunities and needs.
5. Provide advice on procurement related costs e.g. transportation, insurance and tax exemption.
6. Provide procurement advice and on the job training to procurement staff of relevant implementing agencies.
7. Ensure maintenance and safe keeping of relevant procurement records.
8. Supervise Procurement Officer II.
9. Any other duties as may be assigned by the Programme Coordinator.

**The interested applicant:**

- Must have a Bachelor's Degree in Social Sciences from a University recognized in Kenya.

- Must be a holder of the Chartered Institute of Purchasing & Supplies (CIPS) qualification or any other relevant professional qualification in purchasing and supplies management.
- Must have good knowledge and understanding of the Public Procurement and Disposal Act (2015).
- Must be of high integrity.
- Must be computer literate conversant with Ms Office applications.
- Must have experience in the public sector of 8 years and above.
- Knowledge of and experience in procurement using donor procurement guidelines will be an added advantage.

**3. JOB TITLE : PROCUREMENT OFFICER II (ONE POST)**

VACANCY NO : PFMR/04/2017

REPORTING TO : PFMR PROCUREMENT OFFICER I

DUTY STATION : NAIROBI

TERMS : SECONDMENT

**Responsibilities:**

**With the guidance of the Procurement Officer I:**

1. Prepare procurement plans and undertake procurement of goods works and services.
2. Review of technical specifications, terms of reference requests for proposals and bidding documents.
3. Evaluation of requirements from implementing agencies and preparation of the necessary documentation for seeking clearance from relevant donors.
4. Organize for the advertisement of specific procurement opportunities and needs.
5. Provide advice on procurement related costs e.g. transportation, insurance and tax exemption.
6. Provide procurement advice and on the job training to procurement staff of relevant implementing agencies.
7. Represent the Secretariat at Ministerial Tender Committee meetings.
8. Support implementing agencies on the full range of procurement activities i.e. procurement planning, tender document preparation, inviting tenders, evaluating tenders, preparing contract agreements and amendments, inspection of goods and provide assistance in dispute resolution with suppliers.
9. Ensure compliance with project procurement guidelines.
10. Monitor and report on procurement activities and contracts.

11. Ensure maintenance and safe keeping of relevant procurement records.
12. Any other duties as may be assigned by the Programme Coordinator.

**The interested applicant:**

- Must have at least a Degree in Social Sciences from a University recognized in Kenya.
- Must be a holder of the Chartered Institute of Purchasing & Supplies (CIPS) qualification or any other relevant professional qualification in purchasing and supplies management.
- Must have good knowledge and understanding of the Public Procurement and Disposal Act (2015).
- Must be of high integrity.
- Must be computer literate conversant with Ms Office applications.
- Must have experience in the public sector of 6 years and above.
- Knowledge of and experience in procurement using donor procurement guidelines will be an added advantage.

**4. JOB TITLE** : **LEGAL SPECIALIST – 1 POST**  
**VACANCY NO** : **PFMR/05/2017**  
**REPORTING TO** : **PFMR PROGRAMME COORDINATOR**  
**DUTY STATION** : **NAIROBI**  
**TERMS** : **SECONDMENT/CONTRACT**

**Responsibilities:**

1. To establish a functional legal office in line with the objectives of PFMR.
2. To undertake legal research, policy and legislation functions towards realization of the objectives of PFMR.
3. To offer legal advice and representation to the PFM Secretariat and PFM components on the legal aspects of PFM reforms.
4. Serve as Secretary to the Secretariat.
5. Any other duties as may be assigned by the Programme Coordinator.

**The interested applicant:**

- Must have a Bachelor's Degree in law from a University recognized in Kenya and a Post Graduate Diploma in law from the Kenya School of Law.

- Must have a minimum of 2 years legal experience.
- Must be an advocate of the High Court of Kenya.
- Excellent communication skills.
- Experience in donor funded projects will be an added advantage.
- Being a Certified Public Secretary will also be an added advantage

**5. JOB TITLE : MONITORING AND EVALUATION (M&E)  
SPECIALIST – 1 POST**

VACANCY NO : PFMR/06/2017  
 REPORTING TO : PFMR PROGRAMME MANAGER  
 DUTY STATION : NAIROBI  
 TERMS : SECONDMENT

**Responsibilities:**

1. Monitor and evaluate activities within the Project.
2. Review and manage activity implementation schedules and update status of the Programme implementation matrix on a quarterly basis.
3. Ensure that implementation of project activities complies with the Project Appraisal Document (PAD) and Project Operational Manual.
4. Prepare performance management and progress reports.
5. Document lessons learnt which will contribute to the development and scaling of PFMR activities.
6. Document and disseminate reports to key stakeholders.
7. Represent the PFMR Secretariat on National Integrated Monitoring & Evaluation System (NIMES) Technical Advisory and Dissemination groups.
8. Any other duties as may be assigned by the Programme Coordinator.

**The Interested applicant:**

- Must have a Master’s degree in Economics, Statistics or any relevant social science degree from a University recognized in Kenya.
- Must have at least 5 years experience in monitoring and evaluation of donor projects □  
Must have at least 9 years experience in the public sector.

- Proven excellent report writing, organizational and computer skills.
- Possession of project management qualification will be an added advantage

**6. JOB TITLE : HUMAN RESOURCE OFFICER**

VACANCY NO : PFMR/07/2017

REPORTING TO : PFMR PROGRAMME MANAGER

DUTY STATION : NAIROBI

TERMS : SECONDMENT/CONTRACT

**Responsibilities:**

1. To ensure that Human Resource (HR) establishment planning is in line with the objective of PFMR.
2. To prepare Secretariat's payroll.
3. Provide advice on HR policies and procedures.
4. Develop and maintain a HR scorecard against agreed targets and priorities.
5. Develop training and capacity building programmes for the Secretariat.
6. Any other duties as may be assigned by the Programme Coordinator.

**The interested applicant:**

- Must have Bachelor's Degree in Social Sciences from a University recognized in Kenya.
- Must have minimum of 8 years' experience in Human Resource Management.
- Must possess a Diploma in Human Resource Management from a recognized institute.
- Have good communication skills.
- Must be of high integrity.
- Must be computer literate conversant with Ms Office applications.



**Please Note:**

- **Only shortlisted and successful candidates will be contacted.**
- **Shortlisted candidates shall be required to produce original academic and professional certificates during the interviews.**
- **Competitive remuneration will be offered to successful candidates.**



**HENRY ROTICH, EGH**  
**CABINET SECRETARY/NATIONAL TREASURY**