



REPUBLIC OF KENYA  
NATIONAL TREASURY

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Finance – Nairobi  
FAX NO. 310833  
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NATIONAL TREASURY  
P O BOX 30007 - 00100  
NAIROBI

When Replying Please Quote

Ref. No. CONF/MOF/HRM/2/02/J (33)

4<sup>th</sup> November, 2016

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 Commissioners  
The Secretaries- County Government  
National Council for Persons with Disability

**REF: INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE NATIONAL  
TREASURY:**

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

Designation	J/G	No. of Posts	Advert No.
Assistant Director, Debt Management	'P'	Three (3)	15/2016
Assistant Director, Investment,	'P'	One (1)	16/2016
Chief Investment Officer,	'N'	Five (5)	17/2016
Senior Investment Officer	'M'	Six (6)	18/2016

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)

The completed PSC 2 form together with certified copies of applicant's academic/professional certificates and letter of appointment/promotion to the present grade should be addressed to the **Principal Secretary, National Treasury, P. O. Box 30007-00100, NAIROBI** or hand delivered to the Human Resource Management **Confidential Registry 3<sup>rd</sup> Floor Room 331, Treasury Building** by **28<sup>th</sup> November, 2016**.

**Please note:**

- 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. 15/2016:

**ASSISTANT DIRECTOR, DEBT MANAGEMENT, JOB GROUP 'P' THREE (3) POSTS**

Salary Scale: Kshs.77, 527 x 4,877- 81,404 x 4,070 -- 85,474 x 4,274-89,748x4, 487-94,235x 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 responsible to the Senior Assistant Director Debt Policy, Strategy and Risk Management. Specific duties and responsibilities will entail;

- i. Proposing borrowing ceilings for National and County Governments;
- ii. Formulating debt strategy;
- iii. Initiating data analysis that feed into fiscal forecasts;
- iv. Assessing, monitoring and managing contingent liabilities;
- v. Undertaking adjustments to borrowing plans in the course of fiscal year and estimating effects of changes in economic variables on debt;
- vi. Proposing changes in debt management;
- vii. Recommending policy changes in debt management;
- viii. Initiating draft public debt to periodic economic and financial reports;
- ix. Initiating debt publication reports;
- x. Collaborating with Central Bank of Kenya for effective debt management;
- xi. Designing benchmarks or reference debt portfolios;
- xii. Monitoring compliance of the debt strategy;
- xiii. Initiating recommendations for debt restructuring;
- xiv. Preparing transactions in derivative financial instruments; and
- xv. Monitoring and supervising performance of the department.

**b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served for cumulative twelve (12) years, three (3) of which should be at the grade of Chief Debt Management officer, Job Group 'M' and above or in an equivalent and relevant position in the Public Service;
- ii. Bachelors Degree in any of the following fields; Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, Commerce(Accounting, Finance or Insurance option), Business Administration or any other Social Science from a recognized institution;

- iii. Masters Degree in any of the following fields; Economics, Project Planning and Management, Business Administration, Finance, Accounting, International Relations/International Studies, Public Sector Management or any other related qualification from a recognized Institution;
- iv. Certificate in Senior Management Course from a recognized institution;
- v. Experience in preparation of Debt Sustainability Analysis and Public Debt Reports and Debt Portfolio Analysis;
- vi. Demonstrated merit and ability as reflected in work performance and results.

**VACANCY NO. 16/2016:**

**ASSISTANT DIRECTOR, INVESTMENT, JOB GROUP 'P' ONE (1) POST**

Salary Scale: Kshs.77,527 x 4,877- 81,404 x 4,070 – 85,474 x 4,274-  
89,748x4,487-94,235x 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 responsible to the Senior Assistant Director, Investments. Specific duties and responsibilities will entail:-

- i. Formulating and reviewing Government Investment policies;
- ii. Analyzing and recommending approval of state corporations annual budgets;
- iii. Monitoring performance of State Corporations;
- iv. Appraising project proposals and financing modalities;
- v. Monitoring and evaluating projects;
- vi. Preparing policy briefs;
- vii. Appraising borrowings proposals by State Corporations;
- viii. Generating statutory and management reports on Government investment;
- ix. Reviewing restructuring proposals of State Corporations;
- x. Proposing reforms in the State Corporations sector;
- xi. Spearheading investments in strategic Greenfields and other projects; and
- xii. Reviewing proposals on rescue and recovery packages for Government Investments – at – risk;

**b) Requirements for Appointment**

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

- i. Served for cumulative twelve (12) years, three (3) of which should be at the grade of Senior Investment Officer, Job Group 'N' and above or in an equivalent and relevant position in the Public Service;
- ii. Bachelor's Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Law, Commerce (Accounting, Finance, Insurance option), Business Administration or its equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following fields: Economics, Project planning and Management, Business Administration, Finance, Accounting or its equivalent qualifications from a recognised Institution;
- iv. Certificate in Senior Management Course from a recognized institution;
- v. Certificate in any of the following: Project Appraisal, Risk Management, Public Financial Management, Project Planning and Management, Negotiation Skills, Policy Development and Formulation, Monitoring and Evaluation or Public Expenditure Analysis or any other courses in the related field from a recognized institution;
- vi. Certificate in computer applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

**VACANCY NO. 17/2016:**

**CHIEF INVESTMENT OFFICER, JOB GROUP 'N' FIVE (5) 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 responsible to the Assistant Director, Investment. Specific duties and responsibilities will entail:

- i. Formulating and reviewing Government Investment policies;
- ii. Analyzing State Corporations annual budgets and recommending for approvals ;
- iii. Generating statutory and management reports on Government investments;
- iv. Analyzing data on State Corporations;
- v. Reviewing State Corporations' performance ;
- vi. Undertaking cost benefit analysis of projects/programmes proposed by State Corporations;

- vii. Following-up on issues raised by shareholders in Annual General Meetings , Parliament ~~by Oversight~~ Committees or any interested party on Government investments;
- viii. Initiating and reviewing restructuring proposals of State Corporations;
- ix. Recommending reforms in the State Corporations sector;
- x. Analyzing investments in strategic Greenfields and other projects; and
- xi. Proposing rescue and recovery packages for Government Investments – at – risk.

### **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 be at the grade of Investment Officer I , Job Group 'L' and above or in an equivalent and relevant position in the Public Service;
- ii. Bachelor's Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics , Law, Commerce (Accounting, Finance or Insurance option ), Business Administration or its equivalent qualification from a recognized institution;
- iii. Certificate in Senior Management Course from a recognized institution;
- iv. Certificate in any of the following: Project Appraisal, Risk Management, Public Financial Management, Project Planning and Management, Negotiation Skills, Policy Development and Formulation, Corporate Governance, Monitoring and Evaluation or Public Expenditure Analysis or any other courses in the related field from a recognized institution;
- v. Certificate in computer applications; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

### **VACANCY NO. 18/2016:**

#### **SENIOR INVESTMENT OFFICER, JOB GROUP 'M' SIX (6) POSTS**

Salary Scale: Kshs.41,590 x 2,070- 43,660 x 2,220 – 45,880 x 2,310-  
48,190x2400-50590x 2,550- 53,140x 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 will be responsible to the Chief Investment Officer. Specific duties and responsibilities will entail:-

- i. Analyzing State Corporations annual budget and making recommendations;
- ii. Recording revenue receipts;

- iii. Preparing requests for disbursement of funds to state corporations;
- iv. ~~Collecting data on state corporations' performance;~~
- v. Undertaking fiscal oversight for public corporations;
- vi. Updating and maintaining Government investments and shareholding register;
- vii. Initiating proposal for divestiture of public corporations;
- viii. Appraising borrowings proposals by State corporations;
- ix. Analyzing financial statements of state corporations and make recommendations for early intervention;
- x. Appraising State Corporations projects and programmes proposals;
- xi. Appraising and recommending financial and organizational restructuring of State Corporations;
- xii. Monitoring contingent liabilities and other fiscal risks relating to State Corporations; and
- xiii. Undertaking research on public investments and enterprises' management to inform Policy development.

### c) Requirements for Appointment

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

- i. Served for cumulative six (6) years, three (3) of which should be at the grade of Investment Officer II , Job Group 'K' and above or in an equivalent and relevant position in the Public Service;
- ii. Bachelor's Degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics , Law, Commerce ( Accounting, Finance, or Insurance option), Business Administration or its equivalent qualification from a recognized institution;
- iii. Certificate in Computer applications; and
- iv. Demonstrated merit and ability as reflected in work performance and results.



MUTUA KILAKA, CBS, SS  
**PRINCIPAL ADMINSTRATIVE SECRETARY**  
**For PRINCIPAL SECRETARY**

Copy to: **Secretary/Chief Executive Officer**  
 Public Service Commission  
**NAIROBI**