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.

<table>
<thead>
<tr>
<th>Designation</th>
<th>J/G</th>
<th>No. of Posts</th>
<th>Advert No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Pensions Officer</td>
<td>‘N/CSG 8’</td>
<td>5</td>
<td>1/2020</td>
</tr>
<tr>
<td>Chief Pensions Officer</td>
<td>‘M/CSG 8’</td>
<td>6</td>
<td>2/2020</td>
</tr>
<tr>
<td>Senior Pensions Officer</td>
<td>‘L/CSG 9’</td>
<td>9</td>
<td>3/2020</td>
</tr>
<tr>
<td>Principal Pensions Assistant</td>
<td>‘N/CSG 8’</td>
<td>6</td>
<td>4/2020</td>
</tr>
<tr>
<td>Position</td>
<td>Code</td>
<td>Quantity</td>
<td>Date</td>
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<tr>
<td>Chief Pensions Assistant</td>
<td>'M/CSG 8'</td>
<td>1</td>
<td>5/2020</td>
</tr>
<tr>
<td>Senior Pensions Assistant</td>
<td>'L/CSG 9'</td>
<td>5</td>
<td>6/2020</td>
</tr>
<tr>
<td>Principal Internal Auditor</td>
<td>'N/CSG 8'</td>
<td>205</td>
<td>7/2020</td>
</tr>
</tbody>
</table>

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, 3rd Floor, Registry Room 303 so as to reach the office on or before 7th February, 2020.

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. 1/2020**

**PRINCIPAL PENSIONS OFFICER, JOB GROUP 'N/CSG 8' - FIVE (6) POSTS**


House Allowance : Kshs. 35,000 p.m.
Commuter Allowance: Kshs. 8,000 p.m.
(a) Duties and Responsibilities

An officer at this level will perform the following duties:

(i) Certifying of all statutory awards;

(ii) Authorizing refunds under the Widows and Children’s Pension Scheme;

(iii) Drafting memoranda on amendments to the Acts touching on pensions and related benefits; and

(iv) Examining Trust deed and Rules of proposed Pension schemes for public institutions.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for twelve (12) cumulative years, five (5) of which should have been at the grade of Pensions Officer I Job Group ‘K/CSG 10’ and above or in a comparable and relevant position in the Public Service;

(ii) Bachelors Degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a recognized institution;

(iii) Certificate in Senior Management Course from a recognized institution; and

(iv) Certificate in Computer applications from a recognized institution; and

(v) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 2/2020

CHIEF PENSIONS OFFICER, JOB GROUP ‘M/CSG 8’ – SIX (6) POSTS


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

(a) Duties and Responsibilities;

(i) Collecting, collating and analyzing pension's data and statistics from within the Department and Ministries and State Departments/Huduma Centres making appropriate recommendations thereof and initiating appropriate action; and

(ii) Supervising staff working under him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served for Nine (9) cumulative years, five (5) of which should have been at the grade of Pensions Officer 1 Job Group 'K/CSD 10' and above or in a comparable and relevant position in the Public Service;

ii. Bachelors Degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a recognized institution;

iii. Certificate in computer applications from a recognized institution; and

iv. Demonstrated merit and ability as reflected in work performance and results.

VACANCY NO. 3/2020:

SENIOR PENSIONS OFFICER, JOB GROUP 'L/CSD 9' - EIGHT (9) POSTS

Salary Scale: Kshs. 41,770 x 1,910 - 43,680 x 2,000 - 45,680 x 2,100 - 47,780 x 2,170 - 49,950 x 2,550 - 52,500 x 2,650 - 55,150 x 2,750 - 57,900 p.m.

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

(a) Duties and Responsibilities:

(i) Checking and countersigning pension claim documents;

(ii) Verifying the assessment and computation of pensions and gratuity awards;
(iii) Handling of external correspondence; and

(iv) Customer care and response to public inquiries.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for three (3) years at the grade of Pensions Officer 1 Job Group ‘K/CSG 10’ or in a comparable and relevant position in the Public Service;

(ii) Bachelors Degree in any of the following fields: Actuarial Science, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a recognized institution;

(iii) Certificate in computer applications from a recognized institution; and

(iv) Demonstrated merit and ability as reflected in work performance and results.

VACANCY NO. 4/2020

PRINCIPAL PENSIONS ASSISTANT, JOB GROUP ‘N/CSG 8’ - SIX (6) POSTS


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

a) Duties and Responsibilities

(i) Verifying and countersigning gratuity and pension claim documents;

(ii) Approving computations of pension and gratuities awards; coordinating work in assessment, claims, payroll and customer care section; coordinating pension services in a regional office;

(iii) Interpreting pensions management policies, regulations, procedures; and
(iv) Implementing existing pensions policies, guidelines and procedures and monitoring the effectiveness.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served for eighteen (18) cumulative years, three (3) of which should have been at the grade of Senior Pensions Assistant Job Group ‘L/CSG 9’ and above or in a comparable and relevant position in the Public Service;

ii. Diploma in any of the following disciplines: Law, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a recognized institution;

iii. Certificate in Senior Management from a recognized institution;

iv. Certificate in computer applications from a recognized institution; and

v. Demonstrated administrative capability and outstanding performance.

VACANCY NO. 5/2020

CHIEF PENSIONS ASSISTANT, JOB GROUP ‘M/CSG 8’ - ONE (1) POST


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

(a) Duties and Responsibilities

(i) Verifying Duties and responsibilities at this level will entail:

(ii) Verifying and countersigning gratuity and pension claim documents;

(iii) Approving computations of pension and gratuities awards;

(iv) Providing leadership in assessment, claims, payroll and customer care section; and

(v) Coordinating of pension services in a regional field.
b) Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served for fifteen (15) cumulative years, three (3) of which should have been at the grade of Pensions Assistant I Job Group ‘K/CSG 10’ and above or in a comparable and relevant position in the Public Service;

ii. Diploma in any of the following disciplines: Law, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a recognized institution;

iii. Certificate in Supervisory Management Course from a recognized institution; and

vi. Demonstrated administrative capability and outstanding performance.

VACANCY NO. 6/2020

SENIOR PENSIONS ASSISTANT JOB GROUP ‘L/CSG 9’ - FIVE (5) POSTS

Salary Scale: Kshs. 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750 – 57,900 p.m.

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

(a) Duties and Responsibilities

(i) checking and certifying pension claim documents;

(ii) verifying the assessment and computation of pensions and gratuity awards; and

(iii) Coordinating the operations in either data capture or claim unit.

a) Requirements for Appointment

For appointment to this grade, an officer must have:

i. Served for a minimum period of three (3) years in the grade of Pensions Assistant I Job Group ‘K/CSG 10’ or in a comparable and relevant position in the Public Service;
iv. Diploma in any of the following disciplines: Law, Economics, Commerce, Insurance, Business Administration, Human Resource Management or any other equivalent qualification from a recognized institution;

v. Certificate in Supervisory Management Course from a recognized institution;

vi. Certificate in computer applications from a recognized institution; and

ii. Demonstrated administrative capability and outstanding competence as reflected in work performance and results.

VACANCY NO. 7/2020

PRINCIPAL INTERNAL AUDITOR, JOB GROUP 'N/CSG 8' - TWO HUNDRED AND FIVE (205) POSTS


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 Internal Auditor General. Duties and responsibilities will entail:

(i) identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risk inherent in terms of the audit costs;

(ii) determining adequacy and effectiveness of internal control systems;

(iii) carrying out investigations on irregularities identified or reported in audit reports; and

(iv) ensuring Government assets are safeguarded and properly utilized.

(v) collecting and analysing data and statistics;

(vi) preparing and submitting audit findings;

(vii) monitoring implementation of audit recommendations; and

(viii) coaching and mentoring of staff.
(b) Requirements for Appointment

For appointment to this grade, an officer must have:

For appointment to this grade, an officer must have:

(i) Served for cumulative nine (9) years three (3) of which must have been at the grade of Internal Auditor CSG '10' and above or in a comparable and relevant position in the Public Service;

(ii) Bachelor’s degree in any of the following fields; Commerce (Finance or Accounting option), Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution;

OR

CPA Part III or CIA Part III;

(iii) Demonstrated administrative capabilities and competence in planning, conducting and supervising both financial and management audits; and

(iv) Demonstrated merit and ability as reflected in work performance and results.

Note: possession of a Senior Management Course and certificate in any of the following: Certified Government Auditing Professional, Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor or Forensic Auditing from a recognized institution will be considered as an added advantage.

MUSYIMI F. K, CBS
PRINCIPAL ADMINISTRATIVE SECRETARY
FOR: PRINCIPAL SECRETARY

Copy to:

The Secretary/Chief Executive Officer
Public Service Commission
NAIROBI

NOO

Cabinet Secretary]
Principal Secretary,[ for information