



**REPUBLIC OF KENYA**

**NATIONAL TREASURY**

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**NATIONAL TREASURY**  
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NAIROBI

When Replying Please Quote

**Ref. No. TNT/HRM/CONF/48/07/1/'B' (14)**

**13<sup>th</sup> January, 2020**

**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.

<b>Designation</b>	<b>J/G</b>	<b>No. of Posts</b>	<b>Advert No.</b>
Principal Pensions Officer	'N/CSG 8'	5	1/2020
Chief Pensions Officer	'M/CSG 8'	6	2/2020
Senior Pensions Officer	'L/CSG 9'	9	3/2020
Principal Pensions Assistant	'N/CSG 8'	6	4/2020

Chief Pensions Assistant	'M/CSG 8'	1	5/2020
Senior Pensions Assistant	'L/CSG 9'	5	6/2020
Principal Internal Auditor	'N/CSG 8'	205	7/2020

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, Registry Room 303** so as to reach the office on or before **7<sup>th</sup> 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**

Salary Scale: Kshs. 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750 – 57,900 x 2,920 – 60,820 x 3,080 – 63,900 x 3,440 – 67,340 x 3,590 – 70,930 x 3,790 – 74,720 x 3,800 – 78,520 x 3,810 – 82,330 p.m.

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**

Salary Scale Kshs. 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750  
– 57,900 x 2,920 – 60,820 x 3,080 – 63,900 x 3,440 – 67,340 x 3,590 – 70,930 x 3,790  
– 74,720 x 3,800 – 78,520 x 3,810 – 82,330 p.m.

House Allowance

Ksh. 35,000 p.m

