



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' (24)

24th 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.

Designation	J/G	No. of Posts	Advert No.
Principal Finance Officer/ Principal Budget Officer	'N/CSG 8'	20	9/2020
Finance Officer I/ Budget Officer I	'L/CSG 9'	25	10/2020

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 or the National Treasury's website 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 **28th 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. 9/2020

**PRINCIPAL FINANCE OFFICER/ PRINCIPAL FINANCE OFFICER,
JOB GROUP 'N/CSG 8' -TWENTY (20) 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;

Ministries/Departments

Duties and responsibilities at this level will entail: -

- (i) Coordinating and analyzing Medium Term Expenditure Framework (MTEF) Budget;
- (ii) Assisting the Ministerial Departments in costing of Programmes;
- (iii) Preparing Programme based budgets;
- (iv) Determining performance indicators for programmes; and

- (v) Preparing responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees.

The National Treasury (Budget Department)

- (i) Coordinating prioritization of activities, projects and programmes within sector/schedule Ministries for the purpose of resource allocation in the budget;
- (ii) Coordinating preparation of sector budget proposals for a number of Ministries;
- (iii) Coordinating Sector Working Groups to discuss Budget submissions;
- (iv) Coordinating the preparation of the MDAs program based budgets, projects budget and itemized budgets;
- (v) Analyzing project proposal, budget estimates and fiscal returns;
- (vi) Preparing fiscal reports and technical briefs on financial management; and
- (vii) Coordinating reviews on Programme based budgets performance and implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served for nine (9) years cumulative service in finance/budget function;
- (ii) Bachelor's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, from a recognized institution;
- (iii) Demonstrated professional competence in the field of Financial Management; and,
- (iv) Shown merit and ability as reflected in work performance and results.

Note: *Possession of Certificate in Senior Management Course will be considered as an added advantage.*

VACANCY NO. 10/2020

**FINANCE OFFICER I /BUDGET OFFICER I,
JOB GROUP 'L/CSG 9' – TWENTY-FIVE (25) 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;

Ministries/Departments

Duties and responsibilities at this level will entail: -

- (i) Coordinating and analyzing Medium Term Expenditure Framework (MTEF) Budget;
- (ii) Assisting the Ministerial Departments in costing of Programmes;
- (iii) Preparing Programme based budgets;
- (iv) Determining performance indicators for programmes; and
- (v) Preparing responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees.

The National Treasury (Budget Department)

- (i) Coordinating prioritization of activities, projects and programmes within sector/schedule Ministries for the purpose of resource allocation in the budget;
- (ii) Coordinating preparation of sector budget proposals for a number of Ministries;
- (iii) Coordinating Sector Working Groups to discuss Budget submissions;
- (iv) Coordinating the preparation of the MDAs program based budgets, projects budget and itemized budgets;
- (v) Analyzing project proposal, budget estimates and fiscal returns;
- (vi) Preparing fiscal reports and technical briefs on financial

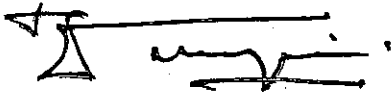
- management; and
- (vii) Coordinating reviews on Programme based budgets performance and implementation.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) Served for cumulative four (4) years, three (3) of which should have been at the grade of Finance Officer II /Budget Officer II, 'CSG 10'.
- (ii) Bachelor's degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, from a recognized institution;
- (iii) Demonstrated professional competence in the field of Financial Management; and,
- (iv) Shown 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