



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND PLANNING

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THE NATIONAL TREASURY
P O BOX 30007 – 00100
NAIROBI

Ref. No. TNT/CONF/HRM 2/31/08 'A'/17

5th August, 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 Inspector General – Kenya Prisons Service
The Clerk, National Assembly
The Clerk, the Senate
The Chief Registrar, Judiciary
The Auditor General
The Controller of Budget
The Regional Commissioners
The Secretaries- County Government
National Council for Persons with Disability

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE NATIONAL TREASURY,
FINANCING LOCALLY LED CLIMATE ACTION (FLLCoA) PROGRAMME**

Applications are invited from suitably qualified officers serving in the Public Service for the following vacant posts in the **National Treasury, Financing Locally Led Climate Action (FLLCoA) Programme on contract terms.**

1. Office Assistant (Support Staff) (1 Post) V319 – KE (ID NO: P173065)

Qualifications

For appointment to this post, the applicant must have: -

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification;
- (ii) Served as a Support Staff for at least five years or equivalent position in the Public Service;

- (iii) Good command of written and spoken English;
- (iv) Good interpersonal skills;
- (v) Ability to work as a team member; and
- (vi) Ability to work as directed and with limited supervision.

Duties and Responsibilities

The post holder reports to the Senior Administrator and will be responsible for;

- (i) Ensuring that the PIU offices are opened, cleaned and dusted daily before work begins and closed at the end of the day;
- (ii) Delivering and collecting mail and consignments to and from couriers and/or post office within Nairobi;
- (iii) Distributing letters/files within and out of the office;
- (iv) In-charge of office hospitality including organizing meeting room(s), office tea for staff and meetings held either at the PIU offices or Treasury Building;
- (v) Keeping stock of kitchen and cleaning supplies;
- (vi) Picking and distributing daily newspapers to staff;
- (vii) Assisting in front desk/courtesy services like receiving and assisting visitors to the respective offices, receiving and making telephone calls;
- (viii) Assisting in photocopying, binding, scanning and shredding of documents; and
- (ix) Other duties as may be assigned from time to time.

2. Driver – (2 posts) - V319 – KE (ID NO: P173065)

Qualifications

For appointment to this post, the applicant must have: -

- (i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent Qualification;
- (ii) Served as a driver for at least five years in the Public Service;
- (iii) Passed Occupational Trade I for Drivers;
- (iv) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (vi) A valid certificate of Good Conduct from the Kenya Police;
- (vii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and

Duties and Responsibilities

The post holder reports to the Senior Administrator and will be responsible for;

- (i) Driving the Program motor vehicles as authorized;
- (ii) Carrying out routine checks on the vehicle's engine, cooling, oil, electrical and brake systems, tyre pressure, etc.;
- (iii) Detecting and reporting malfunctions of vehicle systems;
- (iv) Maintenance of work tickets for vehicle assigned;
- (v) Ensuring security and safety of the vehicle on and off the road;
- (vi) Ensuring the Safety of the passengers and/or goods therein;
- (vii) Delivering and picking documents and packages;
- (viii) Maintaining cleanliness of the vehicle; and
- (ix) Other duties as may be assigned from time to time.

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 PSC 2 (Revised 2016) form together with certified copies of the applicants academic/professional certificates and identity card should reach the Principal Secretary, National Treasury, P. O. Box 30007 – 00100, NAIROBI or emailed to hrm@treasury.go.ke on or before **31st August, 2020**.

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates.

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.

The National Treasury is committed to implementing the provisions of the Constitution – Chapter 232(1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. *THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.*



Hon. (Amb.) Ukur Yatani, EGH

CABINET SECRETARY/NATIONAL TREASURY & PLANNING