



REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING

THE NATIONAL TREASURY

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Finance – Nairobi  
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Telephone: 2252299  
When Replying Please Quote

THE NATIONAL TREASURY  
P O BOX 30007 – 00100  
NAIROBI

Ref. No. TNT/HRM/CONF./48/07/01'D'/(12)

Date: 5<sup>th</sup> June, 2023

All Principal Secretaries  
The Solicitor General, State Law Office & Department of Justice  
The Comptroller of State House  
The Hon. Attorney General  
The Clerk, National Assembly  
The Clerk, Senate  
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  
All Regional Commissioners  
All County Commissioners  
All Constitutional Commissions/Independent Offices  
All Chief Executive Officers of State Corporations/State Agencies  
The Executive Director, National Council for Persons with Disabilities

**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.
1.	Principal Debt Settlement Officer	'N/CSG 8'	7	1/2023
2.	Principal Resource Mobilization Officer	'N/CSG 8'	13	2/2023

3.	Principal Debt Management Officer	'N/CSG 8'	8	3/2023
4.	Principal Assets Management Officer	'N/CSG 8'	4	4/2023
5.	Principal Internal Auditor	'N/CSG 8'	204	5/2023
6.	Senior Internal Auditor	'L/CSG 9'	96	6/2023
7.	Principal Intergovernmental Fiscal Relations Officer	'N/CSG 8'	7	7/2023
8.	Senior Economic Policy Analyst I	'N/CSG 8'	12	8/2023
9.	Principal Finance Officer/ Principal Budget Officer	'N/CSG 8'	22	9/2023
10.	Finance Officer/ Budget Officer I	'L/CSG 9'	41	10/2023
11.	Principal Pensions Assistant	'N/CSG 8'	12	11/2023

## VACANCY NO. 1/2023

### PRINCIPAL DEBT SETTLEMENT OFFICER, 'CSG 8' (J/G 'N') – SEVEN (7) POSTS

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 83,1550 x 3,810 – 87,360 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 be responsible to the Assistant Director, Debt Settlement. Specific duties and responsibilities will entail;

- i. Reviewing debt reports;
- ii. monitoring and updating Period End Processing debt data;
- iii. validating debt records; reviewing debt data for reporting and analysis; reviewing departmental budget estimates;
- iv. bank reconciliation; validating Payment Advice forms and cash call ups; reviewing final annual accounts for Consolidated Funds Service;
- v. resolving database issues;
- vi. offering support to users and performing systems backups; and



- vii. Updating interest and exchange rates in the system.

**b) Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Be serving as an Accountant, Economist, Finance Officer, ICT Officer, at Job Group 'L' / 'CGS 9' or in a comparable and relevant position in the Public Service.
- ii. Have a Bachelors Degree in any of the following fields: Economics and Statistics, Economics and Mathematics, Computer Science, Information Communication Technology, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a recognized institution;
- iii. Computer proficiency; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**VACANCY NO. 2/2023**

**PRINCIPAL RESOURCE MOBILIZATION OFFICER – CSG '8' (J/G 'N') – THIRTEEN (13) POSTS**

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 83,1550 x 3,810 – 87,360 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 be responsible to the Assistant Director – Resource Mobilization, and will be deployed in any of the functional areas. Specific duties and responsibilities entail:

- i. Preparing domestic and external borrowing outturn;
- ii. participating in the preparation and review of domestic borrowing annual plan;
- iii. reviewing project proposals, monitoring and evaluating projects;

- iv. analyzing loan proposals;
- v. recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- vi. carrying out due diligence on new debt instruments;
- vii. participating in the development of primary and secondary domestic debt market;
- viii. participating in issuance of public debt instruments and negotiating domestic and external loans;
- ix. drafting and vetting the terms and conditions for guarantees;
- x. assisting in evaluation of external loans proposals;
- xi. reviewing financing and credit agreements for loans, grants and donations; and representing Treasury in the Auction committee meetings at the Central Bank of Kenya (CBK).

#### **b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served at the grade of Senior Resource Mobilization Officer 'CSG 9' (Job Group 'L') or in a comparable and relevant position in the Public Service; for at least three (3) years;
- ii. Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, or any other equivalent qualification from a recognized institution;
- ii. Certificate in any of the following: Public Debt Management, Project Management, Debt Management, Performance Assessment, Debt Sustainability Analysis or Macro- Economic Analyses and Modeling, Financial Modeling/Reporting, Public Debt Management, Public Debt Restructuring, Negotiation skills, Debt Recording System or equivalent qualification from a recognized institution;
- iii. Computer proficiency; and
- iv. Demonstrated professional competence as reflected in work performance and results.



## VACANCY NO. 3/2023

### PRINCIPAL DEBT MANAGEMENT OFFICER - 'CSG 8' (J/G 'N') - EIGHT (8) POSTS

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 87,360 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 be responsible to the Assistant Director, Debt Management. Specific duties and responsibilities will entail;

- i) Analysing data captured in the Debt Management System and generating appropriate reports and scenarios;
- ii) coordinating the dissemination of Debt data;
- iii) advising on borrowing ceilings;
- iv) participating in formulating debt strategy;
- v) analysing the impact of adjustments to borrowing plans, changes in interest rates and exchange rate on debt servicing;
- vi) undertaking portfolio analysis;
- vii) initiating the process of determining criteria for appraisal and evaluation of projects;
- viii) initiating preparation of medium term debt management strategy paper;
- ix) reviewing debt management reports and making recommendations;
- x) identifying, monitoring and quantifying exposures related to contingent liabilities and designing strategies for management of the exposures or risks;
- xi) supervising the implementation of the risk controls, compliance and performance monitoring of the medium term debt management strategy;

- xii) making recommendations for debt restructuring;
- xiii) monitoring and supervising debt performance against set benchmarks; coordinating debt sustainability analysis and external vulnerability on debt;
- xiv) Initiate proposals to inform the determination of annual borrowing threshold; Review debt management reports and make recommendations;
- xv) liaising with Central Bank of Kenya and other National Treasury Departments for effective debt Management; and
- xvi) making recommendations for debt restructuring.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served at the grade of Senior Debt Management Officer - 'CSG 9' (Job Group 'L') or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Have a Bachelors degree in any of the following fields: Computer Science, Information Technology, Economics, Economics and Statistics, Economics and Mathematics, or any other equivalent qualification from a recognized institution;
- iii. Have a certificate in any of the following: International Relations and Diplomacy or Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis or Macro- Economic Analysis and Modeling from a recognized institution;
- iv. Have a certificate in computer proficiency from a recognized institution; and
- v. Have demonstrated merit and ability as reflected in work performance and results.



## VACANCY NO. 4/2023

### PRINCIPAL ASSETS MANAGEMENT OFFICER, 'CSG 8' (J/G - FOUR (4) POSTS

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x

2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x  
3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 83,1550 x 3,810 – 87,360  
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 be responsible to the Assistant Director, Assets Management. Specific duties and responsibilities entail;

- i. Initiating policy, legislation, framework and regulation on asset management;
- ii. Maintaining an accurate and up to date inventory of Government assets, fleet and liabilities;
- iii. Undertaking research on asset management to inform Policy development;
- iv. Participating in the formulation of criteria for procurement and disposal of assets;
- v. Analysing data to determine the optimum asset, fleet and liabilities levels;
- vi. Assisting in modelling approach to asset management based on international best practices;
- vii. Providing support to MDAs and counties on asset, fleet and liabilities management; and
- viii. Undertaking fiscal risk assessment.

#### b) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served at the grade of Senior Assets Management Officer - 'CSG 9' (Job Group 'L') or in a comparable and relevant position in the Public Service for at least three (3) years;

- ii. Have a Bachelors Degree in any of the following fields: Administration, Business Administration, Engineering, Computer Science, Information Communication & Technology, Finance, Procurement, Economics and Statistics, Economics and Mathematics, Economics, Commerce or any other equivalent qualification from a recognized institution;
- iii. Have a certificate in any of the following fields: Corporate Governance, Public Financial Management, Asset/Fleet Management, Project Planning, Appraisal or Monitoring and Evaluation, Risk Management, Liability Management, Public Policy Analysis or Operational Research, from a recognized institution;
- iv. Have a certificate in Senior Management (SMC);
- v. Have demonstrated merit and ability as reflected in work performance and results.

### **VACANCY NO. 5/2023**

#### **PRINCIPAL INTERNAL AUDITOR - 'CSG 8' (J/G 'N') - TWO HUNDRED AND FOUR (204) POSTS**

**Salary Scale** : Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83, 550 x 3,810 – 87,360 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 be responsible to the Assistant Internal Auditor-General for efficient co-ordination and control of operations in the Ministries/State Departments/Counties. Specific duties and responsibilities entail:

- (i) Evaluating the effectiveness of risk management, controls and governance processes of a public entity;
- (ii) preparing assignment work/engagement plan;
- (iii) leading an audit team;
- (iv) undertaking audit verification assignments;
- (v) vouching transactions in audit investigation and verification assignments;
- (vi) collecting and analysing data and statistics;



- (vii) preparing and submitting audit findings;
- (viii) review audit findings and audit working papers for assignments;
- (ix) monitoring implementation of audit recommendations; and
- (x) Preparing training and budget proposals.

#### **(b) Requirements for Appointment**

For appointment to this grade an officer must have:

- i. Served at the grade of Senior Internal Auditor CSG '9' (Job Group L) or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelors Degree in any of the following fields: Commerce (Finance or Accounting option), Business Administration (Finance or Accounting option) or its equivalent qualification from a recognized institution **plus** Certified Public Accountants III (CPAK) or Certified Internal Auditor (CIA) III;
- iii. Be a member of either IIA or ICPAK or ACFE or ISACA or any other professional recognized body;
- iv. Demonstrated administrative capabilities, competence in planning, conducting and supervising both financial and management audits; and
- v. Demonstrated merit and ability as reflected in work performance and results.

**Note:** Possession of Certificate in any of the following: Certified Fraud Examiner, Certified Information Systems Auditor, Certified Financial Services Auditor, or Forensic Auditing from a recognized institution will be an added advantage.

#### **VACANCY NO. 6/2023**

#### **SENIOR INTERNAL AUDITOR - 'CSG 9' (J/G 'L') - NINETY-SIX (96) POSTS**

**Salary Scale :** Kshs. 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 p.m.

**House Allowance :** Kshs. 28,000 p.m.

**Commuter Allowance :** Kshs. 6,000 p.m.

### **(a) Duties and Responsibilities**

A Senior Internal Auditor will be in charge of an audit unit. Specific duties and responsibilities entail: -

- (i) vouching sample transactions in audit investigation and verification;
- (ii) preparing engagement and work plans;
- (iii) reviewing records of proceedings of entry and exit meeting;
- (iv) collecting and analysing data;
- (v) reviewing audit working papers for approval by supervisor; and
- (vi) signing off audit assignments.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served at the grade of Internal Auditor I CSG '10' (Job Group 'K') or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelors Degree in any of the following fields: Commerce (Finance or Accounting option), Business Administration (Finance or Accounting option) or its equivalent qualification from a recognized institution plus Certified Public Accountants II (CPAK) or Certified Internal Auditor (CIA) II;
- iii. Be a member of either IIA, ICPAK, ACFE, ISACA or any other recognized professional body; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

### **VACANCY NO. 7/2023**

#### **PRINCIPAL, INTERGOVERNMENTAL FISCAL RELATIONS OFFICER, 'CSG 8' (J/G 'N') – SEVEN (7) POSTS**

**Salary Scale :** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83, 550 x 3,810 – 87,360 p.m.

**House Allowance** : Kshs. 35, 000 p.m.

**Commuter Allowance** : Kshs. 8, 000 p.m.



## **(a) Duties and Responsibilities**

Specific duties and responsibilities will entail;

- i. Updating economic, fiscal and financial data for counties, urban areas and cities;
- ii. analyzing county budget and fiscal data;
- iii. collecting and analyzing data for surveys and other desk research;
- iv. analyzing inter - governmental fiscal policies, laws and regulations;
- v. reviewing data maintained by county governments to ascertain compliance with the budgeting and financial reporting and other legal requirements;
- vi. reviewing of legal framework for county financial management and intergovernmental relations;
- vii. initiating county governments cash disbursement schedule; and
- viii. reviewing departmental work plans, procurement and cash flow plans.

## **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served at the grade of Senior Inter-Governmental Fiscal Relations Officer 'CSG 9' (Job Group 'L') or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Economics and Finance, Actuarial Sciences or any other equivalent qualification;
- iii. Certificate in any of the following fields: Policy Formulation, Financial Modelling, Macro-economic Modelling, Public Expenditure Analysis/ Management, Tax Policy Analysis and Revenue Estimation, Public Debt Management, Intergovernmental Fiscal Relations Management, Regional Integration, Negotiation, Advocacy or Corporate Governance from a recognized Institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results

## **VACANCY NO. 8/2023**

### **SENIOR ECONOMIC POLICY ANALYST I - 'CSG 8' (JOB GROUP 'N') - TWELVE (12) POSTS**

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 83,1550 x 3,810 – 87,360 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 be responsible to the Assistant Director, Financial and Sectoral Affairs. Specific duties and responsibilities will entail:

- i) Preparing responses on financial and sectoral policy matters including all issues raised by Parliamentary Committees;
- ii) Monitoring projects and programme implementation on a periodic basis;
- iii) Formulating, reviewing, evaluation and promotion of financial and sectoral economic policies and strategies;
- iv) Reviewing quarterly financial and sectoral forecasts as a basis for discussions with key stakeholders and inform policy formulation and reviews;
- v) Preparing statutory and management reports on financial and sectoral issues;
- vi) Analysing MDAs submissions of the budget policy proposals at the sector level and making appropriate recommendations;
- vii) Evaluating emerging policy issues, proposals and compiling information required in the development of policies, programmes and projects;
- viii) Reviewing implementation of MDAs policies, programmes, projects and monitoring commitments;
- ix) Monitoring and forecasting expenditures and making appropriate recommendations;
- x) Reviewing financial and sectoral policy implementation and monitoring reports;
- xi) Reviewing bilateral and multilateral economic and financial agreements to assess their impact on financial and other sectors;
- xii) Follow up and participating in regional integration, bilateral and multilateral negotiations and implementation of trade and investment agreements;
- xiii) Reviewing frameworks for regulating carbon financing and trading and facilitating and creating an enabling environment for Private Sector development;
- xiv) Preparing monthly financial and other sectors policy reviews;
- xv) Initiating competition and financial markets policies and regulations;
- xvi) implementing Anti-Money laundering policies;



- xvii) Developing and operationalizing policies to position Kenya as an International Financial hub;
- xviii) Developing micro finance policies and regulations; and
- xix) Undertaking research on financial and sectoral issues to inform Policy development.

**(b) Requirements for appointment**

For appointment to this grade, an officer must have:

- i) Served at the grade of Economic Policy Analyst I 'CSG 9' (Job Group 'L') or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) A Bachelors Degree, in any of the following fields; Economics, Economics and Statistics, Economics and Mathematics, Commerce, Actuarial Sciences or any other equivalent qualifications from a recognized institution;
- iii) Certificate in one of the following fields: Economic Modelling, Public Expenditure Analysis/ Management, Policy Formulation, Financial Modelling, tax policy analysis, revenue estimation, regional integration, advocacy skills or negotiation corporate governance from a recognized Institution; and
- iv) Demonstrated professional competence, leadership abilities and high degree of integrity as reflected in work performance and results.

**VACANCY NO. 9/2023**

**PRINCIPAL FINANCE OFFICER/ PRINCIPAL BUDGET OFFICER, CSG '8'(JOB GROUP 'N') – TWENTY TWO (22)**

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 83,1550 x 3,810 – 87,360 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 include: -

- (i) Coordinating and analyzing the Financial Year and the Medium-Term Budget;
- (ii) Assisting the Ministries and State 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)**

Duties and responsibilities at this level will include: -

- (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 at the grade of Finance Officer I/Budget Officer I 'CSG 9' (Job Group 'L') for at least two years or in a comparable and relevant position in the Public Service;
- (ii) Bachelors degree in any of the following fields: Commerce, Accounting, Business Administration, Finance, from a recognized institution;
- (iii) Attended and successfully completed a senior Management course lasting not less than four weeks;
- (iv) Attended and successfully completed a certificate course in Public Financial Management; and
- (v) Demonstrated professional competence in Financial Management.



## **VACANCY NO. 10/2023**

### **FINANCE OFFICER I 'CSG 9' (JOB GROUP L) – FOURTY ONE (41) POSTS**

**Salary Scale:** Kshs. 42,970 x 1,920 - 44,890 x 2,000 – 46,890 x 2,110 - 49,000 x 2, 170 - 51,170 x 2,550 –53,720 x 2,650 – 56,370 x 2,750 - 59,120 p.m.

**House Allowance** : Kshs. 28,000 p.m.

**Commuter Allowance** : Kshs. 6,000 p.m.

#### **(a) Duties and Responsibilities; Ministries/Departments**

Duties and responsibilities at this level will include: -

- (i) Control of expenditure commitments in Ministries/State Departments;
- (ii) Evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- (iii) Processing of the Financial Year and Medium-Term Budget and the revised budget estimates
- (iv) Budgeting of Development Partners' financial projects, reviewing of financial implementation of such projects, and monitoring committees on expenditures;
- (v) Reviewing programme-based budgets, performance indicators and facilitate finalization of the sub-sector reports; and
- (vi) Coordinating of the preparation of sector budgets proposals for MDAs.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have;

- (i) Served at the grade of Finance Officer II 'CSG 10' (Job Group 'K') for at least two (2) years or in a comparable and relevant position in the Public Service;
- (i) Bachelors degree in any of the following fields: Commerce (Finance option), Economics, Business Administration, Business Management or Finance from a recognized institution; and
- (ii) Shown merit and ability as reflected in work performance and results.



**VACANCY NO. 11/2023**

**PRINCIPAL PENSIONS ASSISTANT - 'CSG 8' (JOB GROUP 'N') - TWELVE (12) POSTS**

**Salary Scale:** Kshs. 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,810 – 83,550 x 3,810 – 83,1550 x 3,810 – 87,360 p.m.

**House Allowance** : Kshs. 35,000 p.m.

**Commuter Allowance** : Kshs. 8,000 p.m.

**(a) Duties and responsibilities**

An officer at this grade will be responsible to the Assistant Director of Pensions on all matters related to Pensions. Specific duties and responsibilities will entail:

- (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 at the grade of Senior Pensions Assistant 'CSG 9' (Job Group 'L') or in a comparable and relevant position in the Public Service for at least Three (3) years;
- 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. Proficiency in computer; and
- iv. Demonstrated administrative capability and outstanding performance.

Interested and qualified candidates are requested to make their one completed application form PSC 2 (Revised 2016) which should be send to;

**The Principal Secretary**

**National Treasury**

**P. O. Box 30007-00100, NAIROBI**

3rd Floor, room 303 so as to reach the office on or before **30<sup>th</sup> June, 2023**

**Shortlisted** candidates shall be required to produce originals of their National Identity Card, Academic and Professional certificates.

**Please note that:**

- (i) Candidates should **NOT** attach original documents to the application form.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) 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.*



**DR. CHRIS KIPTOO, CBS**  
**PRINCIPAL SECRETARY/NT**

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

The Principal Administrative Secretary,  
Office of the Chief of Staff and Head of the Public Service