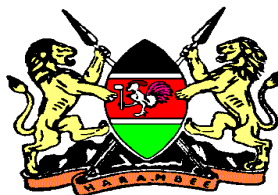


# REPUBLIC OF KENYA



## OFFICE OF THE CONTROLLER OF BUDGET

### CAREER OPPORTUNITIES

The Office of the Controller of Budget is an independent office established under Article 228 of the Constitution of Kenya, 2010. Its core mandate is to oversee implementation of the budgets of the National and County governments, approve withdrawals from the Consolidated Fund (Article 206), County Revenue Fund (Article 207) and Equalization Fund (Article 204) and report on Budget Implementation to Parliament every four months.

Pursuant to Article 252 (1) (c) of the Constitution, the Office seeks to recruit highly qualified and competent staff to fill the following vacant positions.

#### **POSITION: COUNTY BUDGET COORDINATOR: GRADE COB 6: 1 POSITION**

Reporting to the Chief Fiscal Analyst – County Governments, this position is responsible for analyzing the performance of the County government budgets and preparation of periodic and special reports. Qualified persons from Embu, Kajiado, Turkana, Kericho, Kirinyaga, Makueni, Samburu and Wajir Counties are encouraged to apply.

#### **Key Responsibilities:**

- Day to day running and management of the County Office;
- Analyse the performance of County government budgets;
- Organize public participation programs to disseminate information on budget implementation in the counties;
- Prepare monthly reports on withdrawals from the County Revenue Fund;
- Prepare monthly, quarterly, annual and special reports on implementation of the budgets of the County governments;
- Monitor and analyse monthly expenditure returns from the County government in order to analyse and report on county funds utilisation;
- Verify supporting documents for withdrawal of funds from County Revenue Fund and process all requisitions for withdrawals;
- Analyze county government budgets by sector, sub-sector, economic classification, programs and projects;
- Any other relevant duties assigned by Chief Fiscal Analyst – County Governments

### **Required Education, Skills and Experience:**

- Must have a Bachelor's Degree in Economics, Business Administration, Finance or its equivalent from a recognized university;
- Must have at least Certified Public Accountant Part II (CPA-II) or its equivalent;
- Must have at least three (3) years relevant work experience from a reputable organization;
- A Masters Degree in Economics, Business Administration, Finance or its equivalent from a recognized university will be an added advantage.

### **Required Skills and Personal Attributes**

- Leadership Skills
- Excellent communication and interpersonal skills
- Integrity
- Team Player
- Must be well versed with the Constitution of Kenya, 2010 and Public Finance Management Act, 2012.
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

## **POSITION: SENIOR FISCAL ANALYST: GRADE COB 6: 1 POSITION**

Reporting to the Principal Fiscal Analyst, the officer will be responsible for analyzing the performance of the National and County governments budgets and preparation of periodic and adhoc reports.

### **Key Responsibilities:**

- Monitor monthly budget absorptions by Ministries, Departments and Agencies (MDAs) and County governments;
- Verify supporting documents for requisitions for withdrawal requests from public funds;
- Continuously monitor monthly expenditure returns;
- Prepare quarterly budget implementation review reports for County and National governments.
- Monitor expenditure trends by economic classification for national and county governments;
- Prepare annual/ adhoc reports to the Executive and the Legislature;
- Conduct macro and micro economic budget analysis;
- Analyze periodic National and County government budget reports;
- Any other relevant duties assigned by the Principal Fiscal Analyst.

### **Requirements for the position:**

- Must have a Bachelor's degree in Economics, Business Administration, Commerce, Finance, Social Sciences or its equivalent from a recognized university;

- Must have at least three (3) years relevant work experience.
- A Masters degree in Economics, Business Administration, Commerce, Finance, Social Sciences or its equivalent from a recognized university will be an added advantage.

### **Required Skills and Personal Attributes**

- Leadership skills
- Excellent communication and interpersonal skills
- Integrity
- Good corporate governance
- Team player
- Must be well versed with the Constitution of Kenya, 2010 and Public Finance Management Act, 2012
- Sound knowledge of relevant laws and government regulations & policies
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

## **POSITION: ADMINISTRATIVE ASSISTANT: GRADE COB 7: 1 POSITION**

This position is responsible for the provision of administrative support and office management to senior management staff in the Office of the Controller of Budget.

### **Key responsibilities**

- Manage office protocol and public relations, receive and screen incoming calls, and correspondence and act as the link between executive offices, internal and external visitors;
- Ensure security and confidentiality of the office records, equipment and documents including classified materials;
- Ensure proper record management of incoming and outgoing correspondence, files and official reports;
- Handling telephone calls and appointments;
- Typing from drafts and manuscripts;
- Preparing response to simple routine correspondence;
- Attending to visitors/clients;
- Any other relevant duties assigned by the respective Director.

### **Requirements for the position**

- Diploma in Secretarial Studies, Business Administration/Management or any other Social science from a recognized institution;
- Possession of a Bachelor's Degree in Business Administration or its equivalent from a recognized university will be an added advantage;
- Must have at least two (2) years relevant work experience from a reputable organization;

## **Required skills and personal attributes**

- Excellent communication and interpersonal skills
- Team player
- Good corporate governance and Integrity
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

## **TERMS AND CONDITIONS OF SERVICE**

Successful candidates for the above positions will be appointed on permanent and pensionable terms of service and will be offered a competitive remuneration package.

## **APPLICATION PROCESS**

Qualified interested candidates should submit their applications quoting the job title on both the envelope and the cover letter.

Enclose a detailed and up-to-date curriculum vitae, indicating your current remuneration, home county, e-mail address and reliable daytime telephone contacts, together with copies of your certificates, testimonials and national identity card. You should also provide the names of two referees who must be familiar with your previous work/academic experience indicating their telephone, postal and email addresses. **Please note that it is a criminal offence to provide false information and documents in the job application.**

## **Additional requirements**

Candidates shortlisted for interviews for the above positions will be required to submit the following;

1. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
2. Clearance Certificate from Higher Education Loans Board (HELB)
3. Certificate of Good Conduct from the Directorate of Criminal Investigation
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)

Applications should be sent by post or hand delivered to our Office addressed to the undersigned:

**The Controller of Budget  
Bima House 12<sup>th</sup> Floor, Harambee Avenue.  
P.O Box 35616-00100 Nairobi**

so as to reach the Office of the Controller of budget **not later than 26<sup>th</sup> September, 2017 at 5.00pm.**

Only shortlisted candidates will be contacted.

**The Office of the Controller of Budget is an equal opportunity employer.**