

OFFICE OF THE CONTROLLER OF BUDGET



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Bima House, 12th Floor
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CAREER OPPORTUNITIES

The Office of the Controller of Budget (OCOB) is an independent office established under Article 228 of the Constitution of Kenya, 2010.

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

	Position	No. of Posts	Terms of Service
1	Manager Finance and Accounts	1	Permanent and Pensionable
2	County Budget Coordinator	1	Permanent and Pensionable
3	Accountant	1	Permanent and Pensionable
4	Senior ICT Officer	1	Permanent and Pensionable
5	Fiscal Analyst	2	Permanent and Pensionable
6	Research and Planning Officer	1	Permanent and Pensionable
7	ICT Officer	1	Permanent and Pensionable

Promoting Prudent Utilization of Public Funds

Manager Finance and Accounts

Job Title	Manager Finance and Accounts
Grade	COB 5
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Department	Finance and Accounts
Division	Finance and Accounts
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Chief Manager - Finance & Accounts
Direct Reports	1) Finance Officers 2) Accountants
Indirect Reports	Accounts Assistant
Job Purpose	
This position is responsible for ensuring prudent and optimum utilization of OCOB's funds and preparing financial reports. The officer is also responsible for managing the financial resources of the OCOB through preparation and submission of financing proposals to the government and other financing agencies.	
Key Responsibilities/ Duties / Tasks	
I. Duties and Responsibilities will entail:-	
(i) Maintaining practical cost accounting and internal control systems and procedures;	
(ii) Identifying, measuring, analyzing and interpreting accounting information to facilitate decision-making;	
(iii) Ensuring the safety of accountable documents;	
(iv) Carrying out variance analysis and advising management;	

- (v) Designing and implementing effective accounting systems;
- (vi) Maintaining book of debtors, debt accounts and monitoring payments;
- (vii) Managing accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis;
- (viii) Overseeing commitment of funds and expenditure trends; and
- (ix) Providing accurate and timely management accounting reports and business performance data.

Job Dimensions:

I. Financial Responsibility

- a) Process payments and committal transactions (Kshs 700 Million)
- b) Signatory to the OCOB operational bank accounts (Mandatory Signatory)

II. Responsibility for Physical Assets

- a) Responsible for the assets assigned by the office of the Controller of Budget as per office’s asset register
- b) Responsible for safe custody of assets register

III. Decision Making / Job Influence

- a) Financial,
- b) Analytical
- c) Advisory
- d) Strategic
- e) Operational

IV. Working Conditions

Is exposed to minimum disagreeable conditions. The jobholder has normal office facilities which include own office with desk and access to a personal computer (PC) and a telephone.

The role is predisposed to risk of prosecution arising from incomplete/inaccurate information published which may result in false or misleading reports and wrong decisions being made as well as arising from loss of funds due to approval process.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's degree in any of the following disciplines: - Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> (i) Certified Public Accountant (CPA K) by Kenya Accountants and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution; (ii) Must be a member of a recognized professional body e.g. Institute of Certified Public Accountants of Kenya (ICPAK) in good standing; (iii) Certificate in a management course lasting not less than four (4) weeks from a recognized institution.
Previous relevant work experience required.
At least six (6) years' experience in a relevant field
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> (i) Proficiency in computer applications; (ii) Shown merit and ability as reflected in work performance and results; and (iii) Meet the requirements of Chapter Six (6) of the Constitution.

County Budget Coordinator

Job Title	County Budget Coordinator
Grade	COB 6
Corporation/Organization	Office of the Controller of Budget
Directorate	Budget Implementation
Department	County Governments
Division	County Governments
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Principal Fiscal Analyst, County Governments
Direct Reports	Assistant County Budget Coordinators
Indirect Reports	N/A
Job Purpose	
<p>This position is responsible for advising the Controller of Budget on effective methods of county budget implementation, facilitating authorizations of withdrawals from the County Revenue Fund and other public funds. The holder is responsible for preparation of statutory and special reports on Budget Implementation.</p>	
Key Responsibilities/ Duties / Tasks	
I. Duties and Responsibilities will entail:-	
<ul style="list-style-type: none"> (i) Providing technical support to the Parliamentary and County Assembly Committees on matters raised in the COB's reports; (ii) Verifying, preparing, and processing supporting documentation for withdrawals requests for approval by the controller of budget; (iii) Preparing quarterly, annual and special reports on budget implementation for both the County Executive and County Assemblies. (iv) Preparing budget implementation reports for the County Governments in accordance with Article 228 (6) of the Constitution; 	

Promoting Prudent Utilization of Public Funds

- (v) Carrying out investigations and preparing reports emanating from County Governments on any matters that have come to the attention of the Controller of Budget in accordance with Article 252(1)(a);
- (vi) Reviewing County Fiscal Strategy Paper and making recommendations;
- (vii) Reviewing draft budget estimates and making recommendations;
- (viii) Reviewing budget planning documents and making recommendations;
- (ix) Maintaining and updating implementations of resolutions matrices derived from OCOB national government reports;
- (x) Implementing and reviewing strategies, frameworks, work plans, legislation, policies, guidelines, procedures, and regulations for the OCOB;
- (xi) Analyzing data for the development, implementation, and review of policies, procedures, and regulations on budget implementation, national government;
- (xii) Conducting regular training to key staff on budget implementation and exchequer processes as specified by OCOB;
- (xiii) Reconciling the Exchequer Control Ledgers to Appropriation Acts and preparing monthly reports on withdrawals from the County Revenue Fund. Monitor and analyze revenue performance by the County Governments and prepare monthly reports;
- (xiv) Undertaking variance analysis on regular basis on the withdrawal from County Revenue Fund and Approved Budget and Actual Expenditure and preparing reports and advising on mitigation measures;
- (xv) Undertaking monthly reviews of the cash book and vote books reports of the County Government;
- (xvi) Preparing and updating programmes and projects databases and conducting periodic monitoring of county programmes and projects and prepare projects implementation status reports;
- (xvii) Developing partnerships with key offices and stakeholders; and
- (xviii) Organizing public participation programs to disseminate information on budget implementation in the counties.

Job Dimensions:

I. Financial Responsibility
<ul style="list-style-type: none"> a) Reviewing of County Government Exchequer Requests (Kshs 8 billion) b) Preparing and monitoring the execution of OCOB county office budget
II. Responsibility for Physical Assets
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Financial b) Analytical c) Operational
IV. Working Conditions
Is exposed to minimum disagreeable conditions. The job holder has normal office facilities which include own office with desk and access to a telephone.
The role is predisposed to risk of prosecution arising from incomplete/inaccurate information published which may result in false or misleading reports and wrong decisions being made as well as arising from loss of funds due to approval process.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Commerce, Business Administration or equivalent qualification from a recognized institution
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> a) Certified Public Accountant (CPA), Association of Chartered Certified Accountants (ACCA), Chartered Financial Analyst (CFA) or equivalent; b) Must be a member of a recognized professional body e.g. Institute of Certified Public Accountants of Kenya (ICPAK) in good standing
Previous relevant work experience required.
At least three (3) years' experience in a relevant field

Functional Skills, Behavioral Competencies/Attributes:

- a) Proficiency in computer applications
- b) Shown merit and ability as reflected in work performance and results
- c) Meet the requirements of Chapter Six (6) of the Constitution

Accountant

Job Title	Accountant
Grade	COB 6
Corporation/Organization	Office of the Controller of Budget
Directorate	Finance & Accounts
Department	Finance & Accounts
Division	Accounts
Section / Unit	Accounts
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Manager Finance & Accounts
Direct Reports	Accounts Assistant
Indirect Reports	Accounts Clerk
Job Purpose	
This position is responsible for provision of accounting services and ensuring prudent financial management in the office of the Controller of Budget.	
Key Responsibilities/ Duties / Tasks	
Duties and Responsibilities at this level will entail:-	
<ul style="list-style-type: none">(i) Recording financial transactions (income and expenditure) in accordance with the organizational and tax authority requirements;(ii) Preparing ledger balances, control accounts and statements and reconciling(iii) Verifying payment vouchers and committal documents to ensure compliance to approved procedures rules and regulations;(iv) Ensuring safe custody of cash, cheques, financial records and other accountable documents;(v) Liaising with suppliers to facilitate reconciliation of accounts;	

- (vi) Gathering, analyzing and reporting on information on income and expenditure to support decision- making and management planning;
- (vii) Drafting trial balances and financial statements;
- (viii) Ensuring statutory deductions are remitted to relevant authorities;
- (ix) Carrying out accounting operational performance analysis; and
- (x) Preparing final accounts and statements.

Job Dimensions:

I. Financial Responsibility

Facilitate payments for all approvals

II. Responsibility for Physical Assets

- a) Responsible for the assets assigned by the office of the Controller of Budget as per office’s asset register
- b) Responsible for Government assets, records and custody of accountable documents in the unit

III. Decision Making / Job Influence

- a) Financial
- b) Technical
- c) Operational

IV. Working Conditions

Is exposed to minimum disagreeable conditions. The jobholder has normal office facilities which include own office with desk and access to a personal computer (PC) and a telephone.

The role is predisposed to risk of prosecution arising from incomplete/inaccurate information published which may result in false or misleading reports and wrong decisions being made as well as arising from loss of funds due to approval process.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Either Bachelor degree in any of the following disciplines: - Commerce (Accounting Option), Business Administration (Accounting Option), Business Management (Accounting Option) or equivalent qualification from a recognized institution

Previous relevant work experience required.
At least three (3) years' experience in a relevant field
Functional Skills, Behavioral Competencies/Attributes:
(i) Proficiency in computer applications; (ii) Shown merit and ability as reflected in work performance and results; and (iii) Meet the requirements of Chapter Six (6) of the Constitution.

Senior Information Communication and Technology Officer

Job Title	Senior ICT Officer
Grade	COB 6
Terms of Service	Permanent and Pensionable
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Department	Information and Communication Technology (ICT)
Division	Infrastructure
Section / Unit	Infrastructure
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Manager, ICT-Infrastructure
Direct Reports	ICT Officer
Indirect Reports	N/A
Job Purpose	
This position is responsible for installing, configuring, and supporting complex operating and server-based systems, programming, tracking and maintaining technology systems ensuring that IT systems and services are available and delivered consistently, reliably, and effectively.	
Key Responsibilities/ Duties / Tasks	
I. Supervisory Responsibilities	
<ul style="list-style-type: none"> (i) Providing support in the integration and automation of OCOB ICT systems; (ii) Installing, configuring and monitoring Local Area Network and Wide Area Network Components; 	

- (iii) Designing, testing, and implementing new and updated software programs.
- (iv) Producing technical documentation for new and existing applications
- (v) Maintaining OCOB application database and management systems
- (vi) Developing and supporting of web based and mobile applications
- (vii) Creating custom reports and dashboards for OCOB
- (viii) Designing creative prototypes according to specifications
- (ix) Managing and ensuring optimal operation of all network hardware and equipment, including routers, switches, UPSs, load balancers, security installations, VOIP, IP telephony.
- (x) Updating the performance of ICT systems;
- (xi) Providing technical support services including training of computer users;
- (xii) Developing specifications for use in the procurement of ICT software, hardware and systems;
- (xiii) Maintaining information security management systems;
- (xiv) Compiling reports on the implementation of use and disclosure of information and the protection of personal data in line with the Access to information Act, 2016;
- (xv) Servicing/repairing ICT equipment;
- (xvi) Preparing reports on compliance with data protection;
- (xvii) Updating the OCOB website;
- (xviii) Reviewing reports on compliance with data protection;
- (xix) Providing user support and capacity building;
- (xx) Coordinating integration and automation of OCOB ICT systems;
- (xxi) Implementing effective ICT - related risk management strategies;
- (xxii) Performing regular data backups onsite and offsite for prevention of data loss;
- (xxiii) Maintaining a Risk Management Register; and Reviewing draft routine correspondences.

I. Financial Responsibility

N/A
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register b) Computer hardware, network printers, copiers and software OCOB Data center infrastructure including Servers and LAN/WAN equipment -
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Technical b) Advisory c) Analytical d) Operational
IV. Working Conditions
Usually works regular business hours, but may have to work irregular or long hours, and be on technical IT call. Works in the office and in the computer rooms and may be exposed to cold conditions in the server room.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: Information Communication & Technology, Computer Science, or equivalent qualification from a recognized institution;
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> i) Microsoft Certified Solutions Expert (MCSE) or possess any of the following Certifications; Cisco Certified Network Professional; Certified Data Centre Professional; Red Hat/Unix/Linux Certified Systems Administrator, Database Administrator certifications; ii) Skills in programming languages such as Java, .Net, PHP, C, C++, Python etc.; iii) Knowledge of networking protocols, HTML, XML and scripting languages;

iv) Knowledge of current protocols and standards, including Active Directory, Group Policies, Core Switching/Routing, SSL/IPSec, SAN/NAS, Virtualization, Business Continuity, Disaster Recovery, databases.
Previous relevant work experience required.
At least three (3) years' experience in a relevant field
Functional Skills, Behavioural Competencies/Attributes:
Shown merit and ability as reflected in work performance and results Meet the requirements of Chapter Six (6) of the Constitution; and

Fiscal Analyst

Job Title	Fiscal Analyst
Grade	COB 7
Corporation/Organization	Office of the Controller of Budget
Directorate	Budget Implementation
Department	National/County Governments
Division	N/A
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Fiscal Analyst
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for preparing the budget review reports, monitoring of budgetary performance and processing of requisitions.	
Key Responsibilities/Duties/Tasks	
Duties and responsibilities at this level will entail:-	
<ul style="list-style-type: none"> i) Collecting and collating data for the development, implementation and review of policies, procedures and regulations on budget implementation, County governments; ii) Collating and compiling data for preparation of budget implementation reports for publication, County Governments iii) Implementing internal monitoring and control systems and procedures for budget implementation, County Governments; iv) Implementing a business continuity plan in the department; v) Preparing special reports on particular issues upon request by the President, Parliament, or County Assembly; 	

- vi) Preparing quarterly budget implementation and monitoring reports for County Governments;
- vii) Implementing policies, systems, work plans, procedure manuals, statutory circulars, and legislations;
- viii) Reviewing County Fiscal Strategy Papers and making recommendations;
- ix) Reviewing draft county budget estimates and making recommendations;
- x) Reviewing budget planning documents (Medium Term Plans, Budget Policy Statements, County Budget Review Outlook Papers, and Sector reports) and making recommendations; and
- xi) Maintaining and updating implementations of resolutions matrix derived from OCOB report.

Job Dimensions:

I. Financial Responsibility

Preparation of departmental budget

II. Responsibility for Physical Assets

Responsible for the assets assigned by the office of the Controller of Budget as per office’s asset register

III. Decision Making/Job Influence

- a) Analytical
- b) Operational

IV. Working Conditions

Is exposed to minimum disagreeable conditions. The jobholder has normal office facilities which include own office with desk and access to a telephone.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor’s degree in any of the following disciplines: Economics, Statistics, Finance, Commerce, Business Administration or equivalent qualification from a recognized institution;

Must have undertaken at least one-year Internship in relevant discipline with a reputable organisation.

Functional Skills, Behavioral Competencies/Attributes:

- a) Proficiency in computer applications;
- b) Meet the requirements of Chapter Six of the Constitution of Kenya 2010

Research and Planning Officer

Job Title	Research and Planning Officer
Grade	COB 7
Corporation/Organization	Office of the Controller of Budget
Directorate	Research, Planning and Knowledge Management
Department	N/A
Division	N/A
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Research and Planning Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
<p>This position is responsible for designing, developing and reviewing research and innovation programmes.</p> <p>Implementing research policies, systems and procedures to guide research programs in the office of the Controller of Budget. The position is also responsible for monitoring implementation of Strategic Plan for the OCOB.</p>	
Key Responsibilities/ Duties / Tasks	
Duties and responsibilities will entail:-	
<ul style="list-style-type: none">(i) Undertaking objective research and analysis on budget implementation matters;(ii) Collecting, collating and analyzing data on budget implementation;(iii) Updating database on macro-economic and fiscal indicators relating to budget implementation matters and preparing briefs;	

- (iv) Preparing research papers and policy briefs on budget implementation;
- (v) Identifying areas of research and preparing concept papers;
- (vi) Carrying out research on compliance to budgetary ceilings by Parliament on National and County government expenditure in line with section 5(d) of the Controller of Budget Act, 2016;
- (vii) Undertaking research and preparing special reports on particular issues on budget implementation;
- (viii) Reviewing County Fiscal Strategy Papers and Budget Policy Statements in line with section 8 of the Controller of Budget Act, 2016;
- (ix) Collecting, collating and analyzing macro-economic and socio-economic fiscal data;
- (x) Undertaking research activities on matters that have come to the attention of the Controller of Budget in accordance with Article 252(1)(a);
- (xi) Updating data & information and documentation centers for information sharing; and
- (xii) Undertaking research on the effect of emerging trends on budget implementation.

Job Dimensions:

I. Financial Responsibility

Implementation of the budget for the department

II. Responsibility for Physical Assets

Responsible for the assets assigned by the office of the Controller of Budget as per office’s asset register

III. Decision Making / Job Influence

- a) Analytical
- b) Operational

IV. Working Conditions

Is exposed to minimum disagreeable conditions. The jobholder has normal office facilities which include own office with desk and access to a telephone.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's degree in any of the following disciplines: Economics, Statistics, Information Science, Knowledge Management, Communication, Finance, Research or equivalent from a recognized institution;

Must have undertaken at least one-year Internship in relevant discipline with a reputable organisation.

Functional Skills, Behavioural Competencies/Attributes:

a) Proficiency in computer applications

a) Meet the requirements of Chapter Six of the Constitution of Kenya 2010

Information Communication and Technology Officer

Job Title	ICT Officer
Grade	COB 7
Corporation/Organization	Office of the Controller of Budget
Directorate	Corporate Services
Department	Information and Communication Technology (ICT)
Division	Applications Management
Section / Unit	Applications Management
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Assistant Manager ICT - Software Development
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
<p>This position will be responsible for the implementing, performance, integrity and security of OCOB's information systems applications and databases. The ICT Officer provides technical expertise in the designing, implementing, and maintaining of software and database management systems that support institutional business applications.</p>	
Key Responsibilities/ Duties / Tasks	
Duties and responsibilities will entail:-	
<ul style="list-style-type: none"> (i) Providing support in the integration and automation of OCOB ICT systems; (ii) Writing, testing, debugging/troubleshooting and maintaining the source code of software; (iii) Installing and maintaining prescribed software and applications in OCOB. 	

- (iv) Providing input to the design and development of test plans (e.g. test objectives, test cases, test data, test scripts) and acceptance testing
- (v) Performing regular system backups and recovery
- (vi) Participating in preparation of specifications for various ICT equipment and systems
- (vii) Providing network and internet support services
- (viii) Installing and support of OCOB ICT hardware and software
- (ix) Updating performance of ICT systems;
- (x) Updating OCOB website;
- (xi) Maintaining information security management systems;
- (xii) Preparing reports on the implementation of use and disclosure of information and the protection of personal data in line with the Access to Information Act, 2016;
- (xiii) Providing user support;
- (xiv) Maintaining a Risk Management Register; and
- (xv) Drafting routine correspondences.

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register

III. Decision Making / Job Influence

- a) Technical
- b) Operational

IV. Working Conditions

Usually works regular business hours, but may have to work irregular or long hours, and be on technical IT call. Work in the office and in the computer rooms and may be exposed to cold conditions in the server room.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications
Bachelor's degree in any of the following disciplines: Information Communication & Technology, Computer Science, Business Information Technology or equivalent qualification from a recognized institution;
At least a one-year Internship Programme with a reputable organisation.
Functional Skills, Behavioral Competencies/Attributes:
Meet the requirements of Chapter Six of the Constitution of Kenya 2010

TERMS AND CONDITIONS OF SERVICE

The terms of service for each position are as specified in the Job Description. Successful candidates 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.**

Upon being successful and granted an offer of employment, successful candidates **MUST** present clearances and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following;

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

Applications should be sent by post or hand delivered to our office addressed to:

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

so as to reach the Office of the Controller of Budget **not later than 27th September, 2022 at 5.00pm.**

Only shortlisted candidates will be contacted.

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