

# OFFICE OF THE CONTROLLER OF BUDGET



REPUBLIC OF KENYA

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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 to oversee the implementation of the budgets of the national and county governments and report on them.

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.	Director Planning, Research and Knowledge Management	1	Contract
2.	Chief Manager Planning, Research and Knowledge Management	1	Contract
3.	Manager Legal Services	1	Permanent and Pensionable
4.	Senior Fiscal Analyst	1	Permanent and Pensionable
5.	Internal Auditor	2	Permanent and Pensionable
6.	County Budget Coordinator	1	Permanent and Pensionable

*Promoting Prudent and Efficient Utilization of Public Funds*

## Director, Planning, Research and Knowledge Management

<b>Job Title</b>	<b>Director, Planning, Research and Knowledge Management</b>
<b>Grade</b>	COB 3
<b>Corporation/Organization</b>	Office of the Controller of Budget
<b>Directorate</b>	Research and Knowledge Management
<b>Location / Work Station</b>	Headquarters
<b>Reporting Relationships</b>	
<b>Reports to</b>	Controller of Budget
<b>Direct Reports</b>	Chief Manager, Planning, Research and Knowledge Management
<b>Job Purpose</b>	
This position is responsible for the overall coordination and management of planning, research and knowledge management functions.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>(i) Overseeing the development, implementation and review of policies, strategies, frameworks, work plans, legislation, guidelines, standards, procedures and regulations for the CoB.</li> <li>(ii) Overseeing the preparation of special reports on particular issues upon request by the President or Parliament in accordance with Article 254 (2) of the Constitution.</li> <li>(iii) Coordinating the review and recommendations of the County Fiscal Strategy Papers and Budget Policy Statement in line with section 8 of the Controller of Budget Act, 2016.</li> </ul>	

- (iv) Overseeing the collection, collating and analysis of macro-economic and socio-economic fiscal data.
- (v) Spearheading CoB's Quality Management Systems (QMS) preparation and implementation.
- (vi) Overseeing the development, implementation, reviewing, monitoring and evaluation of the CoB Strategic Plan and Service Charters.
- (vii) Spearheading the implementation of performance management in CoB.
- (viii) Ensuring the establishment of internal monitoring and control systems and procedures.
- (ix) Ensuring effective maintenance of the Risk Management Register.
- (x) Overseeing and monitoring the implementation of business continuity plans.
- (xi) Ensuring the promotion of Business Process Re-engineering (BPR) for the CoB.
- (xii) Ensuring staff's capacity building is well-coordinated on public participation in the budget process.
- (xiii) Coordinating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship.
- (xiv) Spearheading the development and implementation of the department's strategic plans, budgets and performance contract; and
- (xv) Manage, mentor, coach, and develop staff in the department.
- (xvi) Initiating development policies, procedures, regulations, guidelines and strategies for resource mobilisation and partnership development.
- (xvii) Ensuring compliance with stakeholder requirements.

(xviii) Coordinating approval of departmental work plans and budget; and  (xix) Ensuring staff performance appraisal.
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
Implementation of the budget for the directorate
<b>II. Responsibility for Physical Assets</b>
Responsible for the assets assigned by the office of the Controller of Budget as per the office's asset register
<b>III. Decision Making / Job Influence</b>
a) Strategic b) Advisory c) Financial d) Analytical
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
i) Bachelor's degree in any of the following disciplines: Statistics, Economics, Policy Management, Business Administration, Finance, Marketing, Development Studies, International Relations, Public Administration or equivalent from a recognised institution.  ii) Master's degree in any of the following disciplines: Statistics, Economics, Actuarial Science, Policy Management, Business Administration, Finance, Marketing, Development Studies, International Relations, Public Administration, Project Management, Strategic Management or equivalent from a recognised institution.
<b>Professional Qualifications / Membership to professional bodies</b>
Professional qualification and membership in good standing of a relevant professional body
<b>Previous relevant work experience required.</b>

Satisfactorily served for a cumulative period of fifteen (15) years, five (5) years of which must have been at least in the grade of Assistant Director or three (3) years at the grade of Deputy Director or in a comparable position.

**Functional Skills, Behavioral Competencies/Attributes:**

- i) Certificate in leadership course lasting not less than four (4) weeks from a recognized institution.
- ii) Met the requirements of Chapter Six (6) of the Constitution;
- iii) Certificate in report writing and editing lasting not less than two (2) weeks from a recognized institution;
- ii) Proficiency in computer applications;
- iv) Demonstrated professional competence and managerial capability as reflected in work performance and results.

### Chief Manager, Planning, Research and Knowledge Management: 1 Position

Job Title	Chief Manager, Planning, Research and Knowledge Management
Grade	COB 4
Corporation/Organization	Office of the Controller of Budget
Directorate	Planning, Research and Knowledge Management
Department	Research and Planning
Location / Work Station	Headquarters
<b>Reporting Relationships</b>	
Reports to	Director, Planning, Research and Knowledge Management
Direct Reports	Principal Planning and Research Officer
<b>Job Purpose</b>	
Responsible for coordinating effective strategies in planning, resource mobilization, performance management, monitoring and evaluation, quality management systems and knowledge management.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>Duties and responsibilities will entails: ~</b>	
<ul style="list-style-type: none"> <li>(i) Coordinating, developing, and implementing policies, strategies, frameworks, work plans, legislation, guidelines, standards, procedures and regulations on Planning, Research Monitoring and Evaluation for the CoB.</li> <li>(ii) Overseeing the review and making of recommendations on the County Fiscal Strategy Papers and Budget Policy Statement in line with section 8 of the Controller of Budget Act, 2016.</li> </ul>	

- (iii) Ensuring the collection and collation of macroeconomic and socio-economic fiscal data and preparing and implementing CoB's Quality Management Systems (QMS).
- (iv) Establish internal monitoring, control systems, and procedures, update the department's Risk Management Register, and monitor and implement business continuity plans.
- (v) Coordinating the CoB strategic plan and service charter development and reviewing and promoting Business Process Re-engineering (BPR) at CoB.
- (vi) Ensuring proper analysis of formats for requisitions for approvals of withdrawals of funds to devise innovative ways of deterring malpractices and fraud.
- (vii) Coordinating implementation of 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.
- (viii) Coordinating research and preparation of special reports on particular issues upon request by the President or Parliament in accordance with Article 254 (2) of the Constitution.
- (ix) Ensuring the review and making of recommendations on County Fiscal Strategy Papers and Budget Policy Statements are in line with section 8 of the Controller of Budget Act, 2016.
- (x) Coordinating feasibility studies and service delivery surveys on matters that come to the attention of the CoB.
- (xi) Coordinating establishment and maintenance of data information and documentation centres for information sharing and replicating innovations and patenting of intellectual property rights and updating platforms for knowledge management and learning;

- (xii) Monitoring and preparing budget implementation reports per Article 228 of the Constitution.
- (xiii) Monitoring, evaluating, and making appropriate recommendations on projects and programmes and ensuring accounting officers from public entities comply with and implement the recommendations of the CoB reports.
- (xiv) Ensuring review of the draft and approved Budget Policy Statement and making appropriate recommendations.
- (xv) Coordinating the assessment and reporting on the achievements of the programmes and projects and capacity building on public participation in programmes and projects based on budgeting and budget implementation.
- (xvi) Steering the development and implementation of business continuity plans for the department; and
- (xvii) Ensuring the development and implementation of the department's strategic plans, budgets, and performance contracts, as well as mentoring and coaching staff.
- (xviii) Developing, implementing and reviewing resource mobilisation and marketing policies, strategies and programmes.
- (xix) Reviewing and analysing information and preparing reports and documents on activities related to funding partners and fundraising;
- (xx) Assist in developing the agenda on Resource Mobilization and Partnerships.
- (xxi) Prepare reports for donors and relevant agencies.



<p>(xxii) Participating in drafting and revising agreements with donors.</p> <p>(xxiii) Identifying and mapping potential and emerging funding sources and assessing their current usage and potential for the future.</p> <p>(xxiv) Coordinating the development of proposals for funding and effective marketing.</p> <p>(xxv) Identifying key strategic partners and maintaining a Database</p> <p>(xxvi) Developing a budget for the department and</p> <p>(xxvii) Evaluating the Performance of staff in the department.</p>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
Developing and Implementing the budget for the department
<b>II. Responsibility for Physical Assets</b>
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register
<b>III. Decision Making / Job Influence</b>
<p>a. Strategic</p> <p>b. Advisory</p> <p>c. Financial</p> <p>d. Analytical</p>
<b>Academic qualifications</b>
<p>i. Bachelor's degree in any of the following disciplines: Statistics, Economics, Actuarial Science, Policy Management, Business Administration, Monitoring and Evaluation, Project Management, Quantity Surveying, Information Science or equivalent from a recognised institution.</p>

- ii. Master's degree in any of the following disciplines: Economics, Statistics, Actuarial Science, Policy Management, Project Management, Business Administration, Monitoring and Evaluation, Quantity Surveying or equivalent from a recognised institution.

**Professional Qualifications / Membership to professional bodies**

Membership in good standing with a relevant professional body

**Previous relevant work experience required.**

Satisfactorily served for a minimum cumulative period of fifteen (15) years, three (3) of which must have been at the grade of Principal Planning and Research Officer.

**Functional Skills, Behavioural Competencies/Attributes:**

- i) Certificate in leadership course lasting not less than four (4) weeks from a recognised institution;
- ii) Proficiency in computer applications;
- iii) Met the requirements of Chapter Six of the Constitution; and
- iv) Shown merit and ability as reflected in work performance and results.

### Manager Legal Services: 1 Position

Job Title	Manager Legal Services
Grade	COB 5
Corporation/Organization	Office of the Controller of Budget
Directorate	Legal Services
Department	Legal Services
Location / Work Station	Headquarters
<b>Reporting Relationships</b>	
Reports to	Chief Manager, Legal Services
Direct Reports	Legal Officer
<b>Job Purpose</b>	
This position is responsible for providing legal advice on litigation, dispute resolution, legal compliance, enforcement and advisory services.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>(i) Facilitating interpretation, evaluation and reviewing compliance of enabling legal instruments for requisitions for withdrawal of funds;</li> <li>(ii) Analyzing and reviewing legal opinions on the compliance of the budget process with the constitutional, statutory and regulatory provisions;</li> <li>(iii) Reviewing and providing recommendations on legal compliance of the formats for requisitions and approvals of withdrawals of funds;</li> <li>(iv) Reviewing and providing legal opinions on budget implementation reports for the National and County governments and on special reports to Parliament on stoppage of funds or issues as may be requested by Parliament, or the County Assemblies;</li> <li>(v) Formulating and reviewing legal guidelines and procedures and rendering appropriate advice to enhance the Medium-Term Papers (MTP) Budget Policy Statement (BPS), Budget Review port and Outlook Papers (BRQP),</li> </ul>	

<p>County Fiscal Strategy Papers (CFSP), County Budget Review Outlook Papers and County Debt Management Strategy Papers;</p> <p>(vi) Issuing legal opinions and making appropriate recommendations on special reports on particular issues as may be requested by Parliament or the County Assemblies;</p> <p>(vii) Coordinating legal audits and analysing the Legal Audit Reports;</p> <p>(viii) Coordinating investigations on budget implementation matters and providing legal advisories;</p> <p>(ix) Coordinating forums for capacity building on legal matters affecting public participation in the budget process;</p> <p>(x) Coordinating formulation and review of strategies, frameworks, work plans, legislation, policies, guidelines, procedures, and regulations for the directorate;</p> <p>(xi) Identifying topical research areas on various legal aspects and processes relating to the mandate of the OCOB;</p> <p>(xii) Developing, implementing and reviewing legal monitoring and control systems and procedures;</p> <p>(xiii) Implementing business continuity plans;</p> <p>(xiv) Initiating and promoting Business Process Re-engineering (BPR); and</p> <p>(xv) Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship</p>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
<b>II. Responsibility for Physical Assets</b>
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register
<b>Decision-Making / Job Influence</b>
<p>a) Strategic</p> <p>b) Financial</p> <p>c) Analytical</p>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>

<ul style="list-style-type: none"> <li>i) Bachelors of Law degree from a recognised institution;</li> <li>ii) Master of Laws degree from a recognised institution.</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>(i) Be an Advocate of the High Court of Kenya;</li> <li>(ii) Membership in good standing with the Law Society of Kenya.</li> </ul>
<b>Previous relevant work experience required.</b>
Satisfactorily served for a cumulative nine (9) years, three (3) of which must have been in the grade of Senior Legal Officer or a comparable
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>(i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution;</li> <li>(ii) Proficiency in computer applications;</li> <li>(iii) Met the requirements of Chapter Six of the Constitution; and</li> <li>(iv) Demonstrated professional competence and ability as reflected in work performance and results.</li> </ul>

**County Budget Coordinator: 1 Position**

<b>Job Title</b>	County Budget Coordinator
<b>Grade</b>	COB 6
<b>Corporation/Organization</b>	Office of the Controller of Budget
<b>Directorate</b>	Budget Implementation
<b>Department</b>	County Governments
<b>Location / Work Station</b>	County
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Fiscal Analyst - County Governments
<b>Direct Reports</b>	Fiscal Analyst
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
<p>This position is responsible for advising the Controller of Budget on effective methods of county budget implementation, facilitating authorization of withdrawals from County Revenue Funds and other public funds. The holder is responsible for preparation of statutory and special reports on Budget Implementation.</p>	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>(i) Implementing policies, strategies, standards, frameworks, work plans, legislation, guidelines, procedures and regulations on budget implementation.</li> <li>(ii) Receiving and collating all requisitions and supporting documents related to County Governments from County Treasuries.</li> <li>(iii) Comparing the requisitions against the budgets and primary requirements and preparing reports.</li> </ul>	

- (iv) Analysing the requisitions and supporting documents and preparing summaries.
- (v) Maintaining a tracking record of all the requisitions.
- (vi) Collecting, collating and analysing data to prepare special reports.
- (vii) Implementing formats for requisitions and approvals of withdrawals of funds.
- (viii) Collecting and collating data on budget implementation for the County Governments.
- (ix) Keeping inventory on the resolutions adopted on the reports of the County Governments.
- (x) Keeping track of compliance and implementation of the recommendations of the CoB reports by accounting officers in the county governments.
- (xi) Implementing the department's charter.
- (xii) Promoting Business Process Re-engineering (BPR).
- (xiii) Implementing the business continuity plan for the department and
- (xiv) Fostering a corporate culture that promotes ethical practices and good corporate citizenship.

**Job Dimensions:**

**II. Financial Responsibility**

- a) Reviewing County Government Exchequer Requests
- 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

**Decision-Making / Job Influence**

<ul style="list-style-type: none"> <li>i) Financial</li> <li>ii) Analytical</li> </ul>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Commerce (Finance or Accounting Option), Business Administration (Finance or Accounting Option), Business Management (Finance/Accounting Option) or equivalent qualification from a recognised institution.
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>(i) Certified Public Accountant CPA (K) or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA) or its equivalent.</li> <li>(ii) Membership in good standing with a relevant professional body.</li> </ul>
<b>Previous relevant work experience required.</b>
Satisfactorily served for a cumulative period of six (6) years of work experience, three (3) of which should have been in the grade of Fiscal Analyst or a comparable position.
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>(i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution;</li> <li>(ii) Proficiency in computer applications;</li> <li>(iii) Met the requirements of Chapter Six of the Constitution; and</li> <li>(iv) Demonstrated professional competence and ability as reflected in work performance and results.</li> </ul>



## Senior Fiscal Analyst, County Governments: 1 Position

<b>Job Title</b>	<b>Senior Fiscal Analyst, County Governments</b>
<b>Grade</b>	COB 6
<b>Terms of Service</b>	Permanent and Pensionable
<b>Corporation/Organization</b>	Office of the Controller of Budget
<b>Directorate</b>	Budget Implementation
<b>Department</b>	Budget Implementation- County Governments
<b>Location / Work Station</b>	Headquarters
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Fiscal Analyst - County Government
<b>Direct Reports</b>	Fiscal Analyst
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
This position is responsible for performance analysis for County Government Budgets, review of withdrawal requests from Public Funds and preparation of statutory and special reports.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<ul style="list-style-type: none"> <li>(i) Implementing policies, strategies, frameworks, work plans, legislation, guidelines, standards, procedures and regulations for the OCOB;</li> <li>(ii) Compiling and analysing requests for withdrawals from the County Revenue Fund and any other public fund that by an Act of Parliament requires approval of the COB for withdrawal from that fund;</li> <li>(iii) Coordinating the preparation of budget implementation and monitoring reports for County Governments and make recommendations to the COB on measures to improve budget implementation in accordance with Article 228 of the Constitution;</li> <li>(iv) Implementing the formats for requisitions and approvals of withdrawals of funds;</li> </ul>	

- (v) Enforcing budgetary ceilings by Parliament on County Governments' expenditure;
- (vi) Providing technical advice on the preparation of special reports on particular issues upon request by the President, Parliament or County Assembly under Article 254 (2) of the Constitution;
- (vii) Providing technical advice on preparation of special reports to Parliament and County Assembly on funds withheld by the Cabinet Secretary in charge of finance;
- (viii) Reviewing and making recommendations for every County Fiscal Strategy Paper, County Budget Review Outlook Paper and County Debt Management Strategy Paper;
- (ix) Ensuring that the County Fiscal Strategy Paper, County Budget Review Outlook Paper and County Debt Management Strategy Paper are aligned with the Budget Policy Statement and the County Integrated Development Plan.
- (x) Preparing quarterly budget implementation reports for the County Governments under Article 228 (6) of the Constitution;
- (xi) Preparing special reports on particular issues as may be requested by an Accounting Officer at the County level;
- (xii) Ensuring proper internal monitoring and control systems and procedures at the County;
- (xiii) Publicising the reports which are submitted to the County Assemblies;
- (xiv) Investigating and publicising reports emanating from County Governments on any matters that have come to the attention of the COB under Article 252(1)(a);
- (xv) Attending County Assembly sessions and following up on the implementation of the recommendations raised in the reports;
- (xvi) Ensuring accounting officers from public entities comply and implement the recommendations of the COB reports;
- (xvii) Maintaining a Risk Management Register and advise on mitigating measures for addressing risks in the Counties;
- (xviii) Capacity building on public participation in budget implementation in the Counties;
- (xix) Ensuring business continuity plans are developed and operational in the Counties;
- (xx) Implementing Business Process Re-engineering (BPR) in the Counties;
- (xxi) Facilitating stakeholder engagement and foster a corporate culture that promotes ethical practices and good corporate citizenship; and
- (xxii) Implementing the OCOB's strategic plans, budgets and performance contract.

<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
Review County Governments exchequer requests.
<b>II. Responsibility for Physical Assets</b>
Responsible for the assets assigned by the office of the Controller of Budget as per office's asset register.
<b>III. Decision Making / Job Influence</b>
a) Analytical
b) Operational
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's degree in any of the following disciplines: Economics, Statistics, Finance, Commerce, Business Administration or equivalent qualification from a recognized institution
<b>Professional Qualifications / Membership to professional bodies</b>
i) CPA (K), ACCA, CFA or equivalent professional qualification.
ii) Membership in good standing with a relevant professional body
<b>Previous relevant work experience required.</b>
Served for a cumulative period of six (6) years, three (3) of which shall be at the grade of Fiscal Analyst or in a comparable position.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
i. Certificate in a management course lasting not less than four (4) weeks from a recognised institution;
ii. Proficiency in computer applications;
iii. Met the requirements of Chapter Six of the Constitution; and
iv. Demonstrated professional competence and ability reflected in work performance and results.

### Internal Auditor: 2 Positions

<b>Job Title</b>	Internal Auditor
<b>Grade</b>	COB 6
<b>Corporation/Organization</b>	Office of the Controller of Budget
<b>Department</b>	Internal Audit
<b>Location / Work Station</b>	Headquarters
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Internal Auditor
<b>Direct Reports</b>	Internal Audit Assistant
<b>Job Purpose</b>	
This position is responsible for providing independent assurance on the effectiveness of OCOB internal control systems, risk assurance framework and the governance structure.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
(i)	Implementing internal audit policies, strategies, frameworks, work plans, legislation, guidelines, systems, procedures and regulations on internal audit.
(ii)	Verify source documents to support withdrawals from the Equalization Fund, Consolidated Fund, County Revenue Funds, and any other public fund, which, by an Act of Parliament, requires approval of the Controller of Budget for withdrawal from that fund.
(iii)	Collecting and collating data related to the budgetary ceilings by Parliament on National and County government expenditure in line with Section 5(d) of the Controller of Budget Act, 2016.
(iv)	Investigating and preparing special reports.
(v)	Undertaking financial, operations and information technology systems audits and submit reports.

- (vi) Reviewing debt financial requirements in the agreements/contracts to confirm the accuracy of payments.
- (vii) Implementing the Internal Audit and Risk Charter.
- (viii) Undertaking risk-based, value-for-money and systems audits as per auditing standards.
- (ix) Safeguarding the documents on pensions, gratuities and allowances and preparing reports.
- (x) Implementing national planning documents, including the Budget Policy Statement Budget Review Outlook Papers.
- (xi) Collecting and collating debt management data to conduct the debt sustainability analysis and prepare the public debt report.
- (xii) Promoting Business Process Re-engineering (BPR) and
- (xiii) Fostering a corporate culture that promotes ethical practices and good corporate citizenship.

**Job Dimensions:**

**III. Financial Responsibility**

**II. Responsibility for Physical Assets**

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

**Decision-Making / Job Influence**

- i) Financial
- ii) Analytical

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

**Academic qualifications**

Bachelor’s degree in any of the following disciplines: - Commerce, Economics, Accounting, Finance, Business Administration or equivalent qualification from a recognised institution.

**Professional Qualifications / Membership to professional bodies**

- i) Certified Public Accountant CPA (K) or Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;

<ul style="list-style-type: none"> <li>ii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or any other relevant recognized professional body;</li> <li>iii) Registered with either Institute of Internal Auditors (IAA) or Information Systems Auditors and Control Association (ISACA);</li> <li>iv) Membership in good standing of the relevant professional body;</li> </ul>
<b>Previous relevant work experience required.</b>
Served for a cumulative period of six (6) years, three (3) of which shall be at the grade of Internal Auditor Assistant or in a comparable position.
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution;</li> <li>ii) Proficiency in computer applications;</li> <li>iii) Met the requirements of Chapter Six of the Constitution; and</li> <li>iv) Demonstrated professional competence and ability as reflected in work performance and results.</li> </ul>

## TERMS AND CONDITIONS OF SERVICE

The terms of service for each position are 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, and 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, the successful candidate **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 12<sup>th</sup> Floor, Harambee Avenue.  
P.O Box 35616-00100 Nairobi**

So as to reach the Office of the Controller of Budget **by 1<sup>st</sup> at April, 2025 at 5.00 pm.**

Only shortlisted candidates will be contacted.

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