



Office of the Controller of Budget

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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.	Chief Manager Public Relations and Communications	1	Contract
2.	Principal Fiscal Analyst	1	Permanent and Pensionable
3.	Senior Fiscal Analyst	2	Permanent and Pensionable
4.	County Budget Coordinator	1	Permanent and Pensionable
5.	Fiscal Analyst	2	Permanent and Pensionable

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Chief Manager Public Relations and Communications: 1 Position

Job Title	Chief Manager Public Relations and Communication
Grade	COB 4
Corporation/Organization	Office of the Controller of Budget
Directorate	Directorate Corporate Services
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Director Corporate Services
Direct Reports	Manager Public Relations and Communication
Job Purpose	
This position is responsible for designing and implementing Public Relations and Corporate Communications strategies.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
(i) Coordinating efficient and effective corporate communications services to the CoB. (ii) Coordinating, developing, reviewing and implementing corporate communications policies, strategies, procedures, and guidelines for the COB's compelling performance. (iii) Ensuring effective implementation and compliance with the Right to Access to Information. (iv) Coordinating the mainstreaming, implementation, and adherence to regulatory requirements concerning gender and disability mainstreaming, diversity, and other cross-cutting obligations. (v) Spearheading the preparation and publication of corporate communications reports and activities through electronic, print and social media.	

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(vi) Coordinating the designing of branding activities. (vii) Undertaking content creation for the CoB website. (viii) Coordinating the implementation of the CoB corporate social responsibility activities. (ix) Coordinating the preparation and submission of reports on the performance of Access to Information to the Commission on Administrative Justice. (x) Facilitating stakeholders' awareness of the right to access information. (xi) Ensuring maintenance of a Risk Management Register. (xii) Coordinating capacity building in communications and public relations. (xiii) Providing governance mechanisms for transparency and integrity. (xiv) Coordinating mentorship and coaching programmes in CoB. (xv) Coordinating the development, implementation and review of the department's service charter. (xvi) Initiating and promoting Business Process Re-engineering (BPR) at CoB and (xvii) Ensuring the department implements a business continuity plan. (xviii) Promoting stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship in the department.
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 the office's asset register
III. Decision Making / Job Influence
a) Strategic b) Advisory

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c) Financial d) Analytical
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
i) Bachelor's degree in any of the following disciplines: - Journalism, Mass Communications, Public Relations, Communication and Media or equivalent qualification from a recognised institution. ii) Master's degree in any of the following disciplines: - Journalism, Mass Communications, Public Relations, Communication and Media or equivalent qualification 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 cumulative fifteen (15) years of relevant work experience, three (3) of which must have been in the grade of Manager, Public Relations/Corporate Communications or in a comparable position.
Functional Skills, Behavioral 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.

Principal Fiscal Analyst: 1 Position

Job Title	Principal Fiscal Analyst
Grade	COB 5
Corporation/Organization	Office of the Controller of Budget
Directorate	Budget Implementation, National Government
Department	Budget Implementation
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Chief Fiscal Analyst, National Government
Direct Reports	Senior Fiscal Analyst, National Government
Indirect Reports	Fiscal Analyst, National Government
Job Purpose	
This position is responsible for advising management on effective methods of budget implementation. Facilitates authorization of withdrawals from Public Funds and prepares statutory and special reports on budget implementation.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
(i) Developing, implementing and reviewing policies, strategies, frameworks, work plans, legislation, guidelines, standards, procedures and regulations on budget implementation in the National Government. (ii) Analysing and verifying requests for withdrawals from the Consolidated Fund, Equalization Fund, and any other public fund by an Act of Parliament requires approval of the CoB for withdrawal from that fund. (iii) Preparing and verifying the quarterly budget implementation reports for the National Government under Article 228 (6) of the Constitution for submission to CoB.	

- (iv) Developing and reviewing formats for requisitions and approvals of withdrawals of funds.
- (v) Ensuring the enforcement of budgetary ceilings by parliament on the national government expenditure is in line with Section 5(d) of the CoB Act, 2016.
- (vi) Preparing and verifying special reports on particular issues upon request by the President or Parliament in accordance with Article 254 (2) of the Constitution.
- (vii) Preparing and verifying special reports to Parliament on the stoppage of funds withheld by the Cabinet Secretary in charge of finance or any other issue as may be requested by an Accounting Officer.
- (viii) Reviewing of Budget Review Outlook Papers and Debt Management Strategy Papers for the National Government and making appropriate recommendations.
- (ix) Review the draft and approved Budget Policy Statement and make appropriate recommendations.
- (x) Edit reports for publication on budget implementation by the national government and any other matters that have come to the attention of the CoB.
- (xi) Edit reports for publication on budget implementation by the national government.
- (xii) Capacity building on public participation in budget implementation.
- (xiii) Maintaining the department's Risk Management Register.
- (xiv) Developing and implementing business continuity plans for the department.
- (xv) Implementing Business Process Re-engineering (BPR) in the department.
- (xvi) Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship.
- (xvii) Developing and implementing the department's strategic plans, budgets and performance contract and
- (xviii) Mentoring and coaching staff in the department

Job Dimensions:
I. Financial Responsibility
i) Review National Governments exchequer requests ii) Preparation and implementation of the payments for all approvals
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) Financial b) Technical c) Advisory d) Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
i) 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. ii) Master's degree in any of the following disciplines: Economics, Statistics, Finance, Commerce, Business Administration or equivalent qualification from a recognised institution.
Professional Qualifications / Membership to professional bodies
i) Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA) or its equivalent; and ii) Membership in good standing with a relevant professional body
Previous relevant work experience required.
Satisfactorily served for a cumulative period of nine (9) years of work experience, three (3) of which should have been in the grade of Senior Fiscal Analyst or a comparable position.

Functional Skills, Behavioral Competencies/Attributes:
i) Certificate in report writing and editing lasting not less than two (2) weeks from a recognized institution; ii) Certificate in a management course lasting not less than four (4) weeks from a recognized institution; iii) Proficiency in computer applications; iv) Met the requirements of Chapter Six of the Constitution; and v) Demonstrated professional competence and ability as reflected in work performance and results.

Senior Fiscal Analyst: 2 Positions

Job Title	Senior Fiscal Analyst
Grade	COB 6
Terms of Service	Permanent and Pensionable
Corporation/Organization	Office of the Controller of Budget
Directorate	Budget Implementation
Department	Budget Implementation - National Government
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Principal Fiscal Analyst -National Government
Direct Reports	Fiscal Analyst
Indirect Reports	N/A
Job Purpose	
This position is responsible for performance analysis for National Government budgets, review of withdrawal requests from Public Funds and preparation of statutory and special reports.	
Key Responsibilities/ Duties / Tasks	
(i) Developing, implementing and reviewing policies, strategies, frameworks, work plans, legislation, guidelines, standards, procedures and regulations on budget implementation in the National Government. (ii) Analysing and verifying requests for withdrawals from the Consolidated Fund, Equalization Fund, and any other public fund by an Act of Parliament requires approval of the CoB for withdrawal from that fund. (iii) Preparing and verifying the quarterly budget implementation reports for the National Government under Article 228 (6) of the Constitution for submission to CoB. (iv) Developing and reviewing formats for requisitions and approvals of withdrawals of funds. (v) Ensuring the enforcement of budgetary ceilings by parliament on the national government expenditure is in line with Section 5(d) of the CoB Act, 2016.	

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(vi) Preparing and verifying special reports on particular issues upon request by the President or Parliament in accordance with Article 254 (2) of the Constitution. (vii) Preparing and verifying special reports to Parliament on the stoppage of funds withheld by the Cabinet Secretary in charge of finance or any other issue as may be requested by an Accounting Officer. (viii) Reviewing of Budget Review Outlook Papers and Debt Management Strategy Papers for the National Government and making appropriate recommendations. (ix) Review the draft and approved Budget Policy Statement and make appropriate recommendations. (x) Edit reports for publication on budget implementation by the national government and any other matters that have come to the attention of the CoB. (xi) Edit reports for publication on budget implementation by the national government. (xii) Capacity building on public participation in budget implementation. (xiii) Maintaining the department's Risk Management Register. (xiv) Developing and implementing business continuity plans for the department. (xv) Implementing Business Process Re-engineering (BPR) in the department. (xvi) Facilitating stakeholder engagement and fostering a corporate culture that promotes ethical practices and good corporate citizenship. (xvii) Developing and implementing the department's strategic plans, budgets and performance contract and (xviii) Mentoring and coaching staff in the department.
Job Dimensions:
I. Financial Responsibility
Review National Governments exchequer requests.
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) Financial b) Analytical c) Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).

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Academic qualifications
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.
Professional Qualifications / Membership to professional bodies
i) CPA (K), ACCA, CFA or equivalent professional qualification. ii) Membership in good standing with a relevant professional body
Previous relevant work experience required.
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.
Functional Skills, Behavioural Competencies/Attributes:
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.

County Budget Coordinator: 1 Position

Job Title	County Budget Coordinator
Grade	COB 6
Corporation/Organization	Office of the Controller of Budget
Directorate	Budget Implementation
Department	County Governments
Location / Work Station	County
Reporting Relationships	
Reports to	Principal Fiscal Analyst - County Governments
Direct Reports	Fiscal Analyst
Indirect Reports	N/A
Job Purpose	
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.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
(i) Implementing policies, strategies, standards, frameworks, work plans, legislation, guidelines, procedures and regulations on budget implementation. (ii) Receiving and collating all requisitions and supporting documents related to County Governments from County Treasuries. (iii) Comparing the requisitions against the budgets and primary requirements and preparing reports.	

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(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:
I. Financial Responsibility
a) Reviewing County Governments 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
i) Financial

ii) Analytical
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
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.
Professional Qualifications / Membership to professional bodies
(i) Certified Public Accountant CPA (K) or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA) or its equivalent.
(ii) Membership in good standing with a relevant professional body.
Previous relevant work experience required.
Satisfactorily served for a cumulative period of six (6) years, three (3) of which should have been in the grade of Fiscal Analyst or a comparable position.
Functional Skills, Behavioral Competencies/Attributes:
(i) Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
(ii) Proficiency in computer applications;
(iii) Met the requirements of Chapter Six of the Constitution; and
(iv) Demonstrated professional competence and ability as reflected in work performance and results.

Fiscal Analyst: 2 Positions

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 budget review reports, monitoring of budgetary performance and processing of requisitions.	
Key Responsibilities/ Duties / Tasks	
Duties and Responsibilities at this level will entail:-	
i) Implementing policies, strategies, standards, frameworks, work plans, legislation, guidelines, procedures and regulations on budget implementation; ii) Receiving and collating all requisitions and supporting documents related to national government from the National Treasury/Counties; iii) Analysing the requisitions and supporting documents and preparing summaries; iv) Maintaining a tracking record of all the requisitions;	

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v) Collecting and collating data on budget implementation for the National/County Governments; vi) Implementing formats for requisitions and approvals of withdrawals of funds; vii) Keeping inventory on the resolutions adopted on the reports with the relevant Government entities; viii) Keeping track and record on compliance and implementation of the recommendations of the COB reports by accounting officers from public entities; ix) Implementing the department's charter; x) Implementing the business continuity plan for the department; xi) Promoting Business Process Re-engineering (BPR); and xii) Fostering a corporate culture that promotes ethical practices and good corporate citizenship.
Job Dimensions:
I. Financial Responsibility
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.
III. Decision Making / Job Influence
e) Analytical f) Operational
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
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 recognized institution.
Professional Qualifications / Membership to professional bodies
Certified Public Accountant Part II or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA) or its equivalent.
Previous relevant work experience required.
Must have undertaken at least one-year Internship in relevant discipline with a reputable organisation.
Functional Skills, Behavioral Competencies/Attributes:
(i) Proficiency in computer applications; and (ii) Met the requirements of Chapter Six of the Constitution.

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

1. All applications must be emailed to the email address: recruitment@cob.go.ke

No physical / paper applications will be accepted.

2. Applicants must attach the following documents:

- i) Dully filled Application Form
- ii) Academic and professional certificates
- iii) Other relevant testimonials
- iv) A scanned cover letter dully signed by the applicant

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)

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

The job advertisement will close on **by 2nd December, 2025 at 5:pm.**

Only shortlisted candidates will be contacted.

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

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