



COMMISSION ON REVENUE ALLOCATION

Promoting an Equitable Society

VACANCY ANNOUNCEMENT

The Commission on Revenue Allocation (CRA) is an Independent Commission established under Article 215 of the Constitution of Kenya. Its core mandate is to recommend the basis for equitable sharing of revenue raised nationally between the National and County Governments; sharing of revenue among the County Governments and make recommendations on other matters concerning the financing of, and financial management by County Governments.

The Commission seeks to recruit qualified and competent persons to the following offices:

1. COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER

The position is responsible for providing overall strategic leadership to the development and execution of the Commission's strategy to ensure achievement of the mandate of the Commission.

This is a strategic role that should interest those with a passion for success and who aspire to make discernible change that positively impacts Kenya and its people. The appointment is for a five (5) year term, renewable for one further term subject to relevant public service regulations governing staff tenure.

KEY RESPONSIBILITIES

1. Provide strategic direction and leadership in the implementation of the Commission's mandate.
2. Serve as the Accounting Officer and ensure prudent financial management of Commission resources.
3. Oversee the development and execution of policies, programs, and work plans.

4. Coordinate the day to day affairs of the Commission and provide regular and quality reports to the Commission.
5. Lead in the development of recommendations concerning the mandates and policies of the Commission on Revenue Allocation.
6. Ensure timely submission of C.R.A recommendations to the Senate, National Assembly, National Executive, County Assemblies and County Executives.
7. Oversee an effective risk management and control system in order to improve and enhance the Commission's effectiveness.
8. Facilitate automation of business processes and Information and Communication Technology (I.C.T) related role in terms of approval of I.C.T systems implementation within the Commission.

REQUIREMENTS FOR APPOINTMENT

Applicants must possess the following minimum qualifications:

1. Be a Kenyan Citizen.
2. Hold a degree from a university recognized in Kenya.
3. Have at least ten years' professional experience in Economic and Financial matters.
4. Must demonstrate knowledge of Kenya's Fiscal Decentralization, Public Sector Policy and Management.
5. Demonstrate compliance with the requirements of Chapter Six of the Constitution of Kenya 2010 and the Leadership and Integrity Act.

ADDED ADVANTAGES

1. Master's degree in Economics, Finance or related field from a University recognized in Kenya.
2. Membership to an Economic and Financial professional body and be in good standing.
3. Certificate in leadership or strategic management in a course not lasting less than six weeks.
4. Certificate in Corporate Governance from a recognized institution.

HOW TO APPLY

Interested candidates who meet the requirements are required to submit their application together with a current Curriculum Vitae that contains details of qualifications, experience and positions held relevant to this role, copies of certificates

and testimonials, telephone and e-mail contacts and names and contacts of three professional referees.

Applications should be addressed to **The Chairperson, Commission on Revenue Allocation** and be sent by post or hand delivered to the Commission offices on **28th Floor, Prism Towers, 3rd Avenue, Ngong Road** to be received by **13th April, 2026 at 5.00 p.m** as follows:

**APPLICATION FOR THE POSITION OF COMMISSION SECRETARY/C.E.O
TO THE CHAIRPERSON
COMMISSION ON REVENUE ALLOCATION
28TH FLOOR, PRISM TOWERS, 3RD NGONG AVENUE,
NGONG ROAD
P.O. BOX 1310 - 00200
NAIROBI.**

2. MANAGER, HUMAN RESOURCE & ADMINISTRATION

This position is responsible for driving Human Resource (H.R) strategies, ensuring compliance with the Commission's policies, rules and regulations, and overseeing administrative operations to support organizational efficiency and growth.

MAIN DUTIES AND RESPONSIBILITIES

1. Coordinate formulation and implementation of human resource strategies, policies, rules, regulations and systems.
2. Plan and organize the management of a credible quality assurance through continuous review and improvement of the Human Resource processes.
3. Oversee human resource planning and development to inform adequate staffing levels in the Commission.
4. Coordinate the implementation of staff career development programs to ensure continued supply of competencies and skills for effective operation of the Commission.
5. Manage an effective administration of the payroll system at the Commission.
6. Effectively manage the staff grievance procedure so as to ensure a conducive working environment.

7. Ensure compliance with relevant statutory and labour legislation, human resources policies, procedures and guidelines.
8. Coordinate staff recruitment and selection, induction, retention and separation processes.
9. Initiate establishment of the appropriate internal controls and monitoring mechanisms of activities and programs undertaken in the department.
10. Coordinate and manage staff welfare schemes such as medical insurance, pension among others.
11. Prepare and manage staff operational budget as a human resource function in consultation with the relevant departments.
12. Oversee the Records Office/Registry to ensure documents are securely kept.
13. Promote cordial industrial relations, values and work ethics in the management of the Commission.
14. Analyse wage and salary reports and data to determine competitive compensation plans.
15. Coordinate Safety Committee meetings and act as a Safety Manager at the Commission.
16. Oversee the Fleet Management function at the Commission.
17. Oversee identification, designing, implementation and monitoring of training programs based on identified requirements programs in line with the Training Policy of the Commission.

ACADEMIC QUALIFICATIONS

1. A Bachelor's Degree in Human Resource Management, Management Sciences, Social Sciences or equivalent qualification from a recognized university in Kenya.
2. Master's Degree in Human Resource Management, Management Sciences, Social Sciences or equivalent Qualification from recognized University in Kenya.
3. Holder of Certified Human Resource Professional (C.H.R.P) from the HRMPEB.
4. Possession of a Senior Management Course from a recognized institution lasting not less than 4 weeks.
5. Holder of Current Practicing Certificate from I.H.R.M.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS

1. Minimum of seven (7) years relevant experience in a Human Resource and Administration with three (3) being in a managerial role.
2. Knowledge and applied professional understanding of the principles and practices of Human Resource Management.
3. Must be a person of integrity, demonstrate excellent interpersonal skills and be a team player.
4. Possess managerial skills, including motivating, developing, coaching and leading teams.

HOW TO APPLY:

Interested candidates who meet the requirements are required to submit their application together with a current curriculum vitae that contains details of qualifications, experience and positions held relevant to this role; copies of certificates and testimonials, telephone and e-mail contacts and names and contacts of three professional referees.

Applications should be addressed to **The Ag. Commission Secretary / CEO, Commission on Revenue Allocation** and be sent by post or hand delivered to the Commission offices on **28th Floor, Prism Towers, 3rd Avenue, Ngong Road** to be received by **13th April, 2026 at 5.00 p.m.** as follows:

APPLICATION FOR THE POSITION OF MANAGER - HUMAN RESOURCE & ADMINISTRATION

**TO THE Ag. COMMISSION SECRETARY / CEO
COMMISSION ON REVENUE ALLOCATION
28TH FLOOR, PRISM TOWERS, 3RD NGONG AVENUE,
NGONG ROAD
P.O. BOX 1310 - 00200
NAIROBI.**

Only shortlisted applicants shall be contacted to provide clearance from the following institutions:

1. Kenya Revenue Authority.
2. Directorate of Criminal Investigation.
3. Ethics and Anti-Corruption Commission.
4. Higher Education Loans Board.
5. Credit Reference Bureau.

If you do not hear from us in the next three months from the date of this advertisement, then consider your application unsuccessful.

***The CRA is an equal opportunity, gender sensitive and compliant employer.
Persons with Disabilities are encouraged to apply***