



**REPUBLIC OF KENYA
NATIONAL TREASURY & PLANNING**

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**NATIONAL TREASURY
P .O BOX 30007 - 00100
NAIROBI**

When Replying Please Quote

Ref. No. CONF/TNT/HRM/2/02/ 'L'(135)

18th July, 2018

All Principal Secretaries

**The Solicitor General, State Law Office & Department of Justice
The Principal Administrative Secretary, Office of the Deputy President
The Principal Administrative Secretary, Office of the Chief of Staff and Head
of the Public Service
The Comptroller of State House
The Inspector General – National Police Service
The Director General, NIS
The Clerk, National Assembly
The Clerk, the Senate
The Chief Registrar, Judiciary
The Auditor General
The Controller of Budget
County Coordinators
The Secretaries- County Government
National Council for Persons with Disability**

**INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE NATIONAL
TREASURY & PLANNING**

Applications are invited from suitably qualified officers serving in the Public Service for the following vacant posts in The National Treasury & Planning

Designation	J/G	No. of Posts	Advert No.
Assistant Director, Debt Management	'P'	1	1/2018
Principal Debt Management Officer	'N'	2	2/2018

Chief Debt Management Officer	'M'	3	3/2018
Assistant Director, Resource Mobilization	'P'	4	4/2018
Principal Resource Mobilization Officer	'N'	5	5/2018
Chief Resource Mobilization Officer	'M'	5	6/2018

Interested and qualified candidates are requested to make their applications by completing one application form PSC 2 (Revised 2016). The form may be downloaded from the Public Service Commission website www.publicservice.go.ke or the National Treasury's website www.treasury.go.ke

Completed PSC2 (Revised 2016) form together with certified copies of applicant's academic/ professional certificates, letter of appointment/promotion to their present grade and Identity Card should reach the **Principal Secretary, National Treasury, P. O. Box 30007-00100, NAIROBI** or be hand delivered in the **Treasury Building, 3rd Floor, Confidential Registry** so as to reach the Office on or before **13th August, 2018**.

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts, letter of appointment to the current substantive post during the interview. In addition they will be required to ensure that the Head of Department's recommendation on PSC 2A (Revised 2016) is forwarded before interview.

Please note that:

- a. Candidates should **NOT** attach original documents to the application form.
- b. Only shortlisted and successful candidates will be contacted.
- c. Canvassing in any form will lead to automatic disqualification.

VACANCY NO. 1/2018:

Department: Debt Policy, Strategy and Risk Management

Post: Assistant Director, Debt Management, Job Group 'P'

No. Posts: One (1)

Salary Scale:	Kshs.84, 080 x 4,200- 88,280 x 4,420 – 92,700 x 4,620-97,320 x 4,880-102,200 x 5,110- 107,310 x 5,350- 112,660 p.m.
House Allowance:	Kshs. 45,000 p.m.
Commuter Allowance:	Kshs. 14,000 p.m.

a) Duties and Responsibilities

An officer at this level will be responsible to the Senior Assistant Director, Debt Management. Specific duties and responsibilities will entail;

- i. Providing guidance in determining borrowing ceilings for national and county Governments;
- ii. Formulating debt management policies and strategies;
- iii. Reviewing proposals to inform the determination of annual borrowing threshold;
- iv. Reviewing medium term debt strategy paper;
- v. Reviewing debt management reports and making recommendations;
- vi. Providing medium and long-term forecasts of debt servicing and interest income;
- vii. Reviewing proposals for adjustments to annual borrowing plans;
- viii. Reviewing reports on interest and exchange rates trends and their effects on debt servicing;
- ix. Coordinating the assessment, monitoring and management of contingent liabilities including PPP programmes/projects;
- x. Analysing effects of changes in economic variables on debt and make appropriate recommendations;
- xi. Undertaking periodic reviews of existing debt management policies;
- xii. Reviewing debt sustainability reporting formats/templates;
- xiii. Preparing statutory and management reports;
- xiv. Preparing proposals for debt restructuring;
- xv. Initiating proposals for transactions in derivative financial instruments;
- xvi. Preparing assessment reports on external vulnerability using debt and reserves adequacy indicators;

- xvii. Liaising with Central Bank of Kenya and other National Treasury Departments for effective debt Management;
- xviii. Reviewing benchmarks on debt portfolios that reflect the country's debt strategy;
- xix. Monitoring risk controls and compliance with debt policy and annual debt borrowing thresholds;
- xx. Monitoring and supervising debt performance against set benchmarks;
- xxi. Prepare proposals for debt restructuring; and
- xxii. Initiating proposals for transactions in derivative financial instruments in accordance with best international practices.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served for cumulative twelve (12) years, three (3) of which should have been at the grade of Principal Debt Management Officer/Chief Debt Management Officer Job Group 'N' and or 'M' and above or in a comparable and relevant position in the Public Service;
- ii. Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following fields: Economics, Finance, Accounting, Project Planning Management , Business Administration or any other equivalent qualification from a recognized institution;
- iv. Certificate in any of the following fields: Public Debt Management , Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analyses and Modelling, Financial Modelling/Reporting, Public Debt Restructuring, Policy Formulation, Public Private Partnership or any other equivalent qualification from a recognized institution;
- v. Certificate in Senior Management Course from a recognized institution;
- vi. Proficiency in computer; and

- vii. Demonstrated professional competence as reflected in work performance and results.

VACANCY NO. 2/2018:

Department: Debt Policy, Strategy and Risk Management

Post: Principal Debt Management Officer, Job Group 'N'

No. Posts: Two (2)

Salary Scale: Kshs.53,370 x 2,660- 56,030 x 2,830 – 58,860 x 2,980-61,840
x3,330-65,170 x 3,480- 68,650x 3,660- 72,310 x3, 570 -
75,880x3,650 - 79,530 p.m.

House Allowance: Kshs. 35,000 p.m.

Commuter Allowance: Kshs. 8,000 p.m.

a) Duties and Responsibilities

An officer at this level will be responsible to the Assistant Director, Debt Management. Specific duties and responsibilities will entail;

- i. Analysing data captured in the Debt Management System and generating appropriate reports and scenarios;
- ii. Coordinating the dissemination of Debt data;
- iii. Advising on borrowing ceilings;
- iv. Participating in formulating debt strategy;
- v. Analysing the impact of adjustments to borrowing plans, changes in interest rates and exchange rate on debt servicing;
- vi. Undertaking portfolio analysis;
- vii. Initiating the process of determining criteria for appraisal and evaluation of projects;
- viii. Initiating preparation of medium term debt management strategy paper;
- ix. Reviewing debt management reports and making recommendations;
- x. Identifying, monitoring and quantifying exposures related to contingent liabilities and designing strategies for management of the exposures or risks;

- xi. Supervising the implementation of the risk controls, compliance and performance monitoring of the medium term debt management strategy;
- xii. Making Recommendations for debt restructuring;
- xiii. Monitoring and supervising debt performance against set benchmarks;
- xiv. Coordinating debt sustainability analysis and external vulnerability on debt;
- xv. Initiating proposals to inform the determination of annual borrowing threshold;
- xvi. Reviewing debt management reports and making recommendations; and
- xvii. Liaising with Central Bank of Kenya and other National Treasury Departments for effective debt Management.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served for cumulative ten(10) years, three (3) of which should have been at the grade of Chief Debt Management Officer/Senior Debt Management Officer Job Group 'M' and or 'L' and above or in a comparable and relevant position in the Public Service;
- ii. Bachelors degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a recognized institution;
- iii. Certificate in any of the following fields: Public Debt Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modelling, Debt Recording System, Project Management or any other equivalent qualification from a recognized institution;
- iv. Certificate in Senior Management Course from a recognized institution;
- v. Proficiency in computer; and
- vi. Demonstrated merit and ability as reflected in work performance and results.

VACANCY NO. 3/2018:

Department: Debt Policy, Strategy and Risk Management

Post: Chief Debt Management Officer, Job Group 'M'

No. Posts: Three (3)

Salary Scale: Kshs.46,230 x 2,120 - 48,350 x 2,460 – 50,810 x 2,560-
53,370 x 2,660 – 56,030 x 2,830- 58,860 x 2,980- 61,840 p.m.

House Allowance: Kshs. 28,000 p.m.

Commuter Allowance: Kshs. 8,000 p.m.

a) Duties and Responsibilities

An officer at this level will be responsible to the Principal Debt Management Officer. Specific duties and responsibilities will entail;

- i. Analysing data captured in the Debt Management System and generating appropriate reports and scenarios;
- ii. Coordinating the dissemination of Debt data;
- iii. Advising on borrowing ceilings;
- iv. Participating in formulating debt strategy;
- v. Analysing the impact of adjustments to borrowing plans, changes in interest rates and exchange rate on debt servicing;
- vi. Undertaking portfolio analysis;
- vii. Initiating the process of determining criteria for appraisal and evaluation of projects;
- viii. Initiating preparation of medium term debt management strategy paper;
- ix. Reviewing debt management reports and making recommendations;
- x. Identifying, monitoring and quantifying exposures related to contingent liabilities and designing strategies for management of the exposures or risks;
- xi. Supervising the implementation of the risk controls, compliance and performance monitoring of the medium term debt management strategy;
- xii. Making Recommendations for debt restructuring;
- xiii. Monitoring and supervising debt performance against set benchmarks;

- xiv. Coordinating debt sustainability analysis and external vulnerability on debt;
- xv. Initiating Proposals to inform the determination of annual borrowing threshold;
- xvi. Reviewing debt management reports and making recommendations; and
- xvii. Liaising with Central Bank of Kenya and other National Treasury departments for effective debt Management.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Debt Management Officer Job Group 'L' or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a recognized institution;
- iii. Certificate in any of the following fields: Public Debt Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modelling, Debt Recording System, Project Management or any other equivalent qualification from a recognized institution;
- iv. Proficiency in computer; and
- v. Demonstrated merit and ability as reflected in work performance and results.

VACANCY NO. 4/2018

Department: Resource Mobilization

Post: Assistant Director, Resource Mobilization - Job Group 'P'

No. of Posts : Four (4) Posts

Salary Scale: Kshs.84,080 x 4,200- 88,280 x 4,420 – 92,700 x 4,620-97,320 x 4,880-102,200 x 5,110- 107,310 x 5,350- 112,660 p.m.

House Allowance: Kshs.45,000 p.m

Commuter Allowance: Kshs.14,000 p.m.

a) Duties and Responsibilities

An officer at this level will be responsible to the Senior Assistant Director – Resource Mobilization. Specific duties and responsibilities entail;

- i. Planning, appraising, monitoring and evaluating projects;
- ii. Liaising with domestic and external partners on budgeting ,counterpart funding, disbursements and reimbursements of funds;
- iii. Recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- iv. Carrying out due diligence on new debt instruments;
- v. Participating in issuance of public debt instruments and negotiating domestic and external loans;
- vi. Drafting and vetting the terms and conditions for guarantees;
- vii. Reviewing financing and credit agreements for loans, grants and donations; and representing Treasury in the Auction committee meetings at the Central Bank of Kenya (CBK);
- viii. Reviewing borrowing proposals, loan agreements and participating in loan negotiations;
- ix. Educating and updating investors on the economic performance;
- x. Preparing briefs on market feedback and anticipated market reactions to policy changes;
- xi. Preparing and disseminating country memoranda to market participants.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served for cumulative twelve (12) years, three (3) of which should have been at the grade of Principal Resource Mobilization Officer/Chief Resource Mobilization Officer Job Group 'N' and or 'M' or in a comparable and relevant position in the Public Service;
- ii. Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a recognized institution;

- iii. Certificate in any of the following: Public Debt Management , International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Management, Public Debt Restructuring, Policy formulation or equivalent qualification from a recognized institution;
- iv. Certificate in Strategic leadership and Development Course from a recognized institution;
- v. Proficiency in computer; and
- vi. Demonstrated professional competence as reflected in work performance and results.

Note: *Possession of Masters Degree will be considered as an added advantage.*

VACANCY NO. 5/2018

Department: Resource Mobilization

Post of: Principal Resource Mobilization Officer, Job Group 'N'

No. Posts: Five (5) Posts

Salary Scale: Kshs.53,370 x 2,660- 56,030 x 2,830 – 58,860 x 2,980-61,840
x3,330-65,170 x 3,480- 68,650x 3,660- 72,310 x3, 570 -
75,880x3,650-79,530 p.m.

House Allowance: Kshs. 35,000 p.m

Commuter Allowance: Kshs. 8,000 p.m.

a) Duties and Responsibilities

An officer at this level will be responsible to the Assistant Director Resource Mobilization. Specific duties and responsibilities entail:

- i. Preparing domestic and external borrowing outturn;
- ii. Participating in the preparation and review of domestic borrowing annual plan;
- iii. Reviewing project proposals, monitoring and evaluating projects;
- iv. Analyzing loan proposals;

- v. Recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- vi. Carrying out due diligence on new debt instruments;
- vii. Participating in the development of primary and secondary domestic debt market;
- viii. Participating in issuance of public debt instruments and negotiating domestic and external loans;
- ix. Drafting and vetting the terms and conditions for guarantees;
- x. Assisting in evaluation of external loans proposals;
- xi. Reviewing financing and credit agreements for loans, grants and donations; and
- xii. Representing Treasury in the Auction Committee meetings at the Central Bank of Kenya (CBK).

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served for cumulative ten(10) years, three (3) of which should have been at the grade of Chief Resource Mobilization Officer/Senior Resource Mobilization Officer Job Group 'M' and or 'L' or in a comparable and equivalent position in the Public Service;
- ii. Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a recognized institution;
- iii. Certificate in any of the following: Public Debt Management , International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro-Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Management, Public Debt Restructuring, Policy formulation or equivalent qualification from a recognized institution;
- iv. Certificate in Senior Management Course from a recognized institution;
- v. Proficiency in computer; and
- vi. Demonstrated professional competence as reflected in work performance and results.

VACANCY NO. 6/2018

Department:	Resource Mobilization
Post of:	Chief Resource Mobilization Officer, Job Group 'M'
No. Posts:	Five (5) Posts
Salary Scale:	Kshs. 46, 230 x 2,120 - 48,350 x 2,460 – 50,810 x 2,560- 53,370 x 2,660 – 56,030 x 2,830- 58,860 x 2,980- 61,840 p.m.
House Allowance:	Ksh. 28,000 p.m.
Commuter Allowance:	Kshs. 8,000 p.m.

a) Duties and Responsibilities


An officer at this level will be responsible to the Principal Resource Mobilization Officer. Specific duties and responsibilities entail:

- i. Preparing domestic and external borrowing outturn;
- ii. Analyzing loan proposals to ensure they comply with government borrowing policy requirements;
- iii. Liaising with Accounting Officers to ensure counterpart funding is adequately Provided In The Budget;
- iv. Recommending duty and Value Added Tax (VAT) exemptions for Donor funded projects;
- v. carrying out due diligence on new debt instruments;
- vi. Participating In the development of primary and secondary domestic debt market;
- vii. Participating in issuance of public debt instruments and negotiating domestic and external loans;
- viii. Drafting and vetting the terms and conditions for guarantees;
- ix. Assisting In evaluation of external loans proposals;
- x. Reviewing financing and credit agreements for loans, grants and donations; and
- xi. Represent Treasury in the Auction committee meetings at the Central Bank of Kenya (CBK).

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Resource Mobilization Officer, Job Group 'L' or in a comparable and relevant position in the public service for at least three (3) years;
- ii. Bachelor's degree in any of the following fields: Economics, Economics and Statistics, Economics and Mathematics, Computer Science, Information Technology, or any other equivalent qualification from a recognized institution;
- iii. Certificate in any of the following: Public Debt Management , International Relations and Diplomacy, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis and Modeling, Financial Modeling/Reporting, Public Debt Management, Public Debt Restructuring, Policy formulation or equivalent qualification from a recognized institution;
- iv. Proficiency in computer; and
- v. Demonstrated merit and ability as reflected in work performance and results.



DR. KAMAU THUGGE, CBS
PRINCIPAL SECRETARY/NATIONAL TREASURY

Copy to:

The Secretary/Chief Executive Officer
Public Service Commission
NAIROBI