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
Regional Commissioners
The Secretaries - County Government
National Council for Persons with Disability

INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE NATIONAL TREASURY/ MINISTRIES/ STATE DEPARTMENTS

Applications are invited from suitably qualified officers serving in the Public Service for the following vacant posts in the National Treasury/Ministries/ State Departments.

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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, Room 332 on or before 15th December, 2017.

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: 10/2017

MINISTRIES/STATE DEPARTMENTS

ASSISTANT INTERNAL AUDITOR GENERAL, JOB GROUP ‘P’ - SIXTY SEVEN (67) POSTS

Salary Scale: Kshs.81,940 x 4,100 - 86,040 x 4,300 - 90,340 x 4,510 - 94,850 x 4,750 99,600 x 4,980 - 104,580 x 5,220 - 109,800 p.m.

House Allowance Kshs. 45,000 p.m
Commuter Allowance Kshs. 12,000 p.m.
(a) **Duties and responsibilities;**

An officer at this level will be responsible to the Senior Assistant Internal Auditor-General II for the management of Internal Audit activities. Duties and responsibilities entail:

(i) managing of internal audit technical units within head office comprising of finance, training and administration, systems audit, information technology, audit reports and investigations and budget monitoring and evaluation;

(ii) participating in planning, designing, development and operation of major computer-based systems to determine whether adequate controls are in place, systems testing is performed at appropriate stages, or systems documentation is complete, accurate and the needs of users are met.

(iii) reviewing work plans/audit programs and audit engagements;

(iv) monitoring and evaluation of budgets; and

(v) supervising audit investigations.

(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 Chief Internal Auditor Job Group ‘M’ and above or in a comparable and relevant position in the Public Service;

(ii) CPA Part III or CIA Part IV;

OR

Bachelor of Commerce (Accounting/Finance option) or Bachelor of Business Administration (BBA) plus CPA II/CIA II/CFE or any other equivalent qualification from a recognized institution;

(iii) registered with the Institute of Internal Auditors(IIA) or Institute of Certified Public Accountants of Kenya(ICPAK) or Association of Certified Fraud Examiners (ACFE) or any other recognized professional body;

(iv) demonstrated wide administrative capabilities and a high degree of competence in managing the audit function.

(v) certificate in Senior Management Course from a recognized institution; and
(vi) demonstrated a high degree of integrity and be a team player.

**Note:** possession of a Masters degree in Business Administration/MSC in Auditing and Consultancy or an equivalent qualification from a recognized institution will be considered as an added advantage.

**VACANCY NO: 11/2017**

**MINISTRIES/STATE DEPARTMENTS**

**PRINCIPAL INTERNAL AUDITOR, JOB GROUP ‘N’ - SEVENTEEN (17) POSTS**

Salary Scale: Kshs.51, 660 x 2,570 - 54,230 x 2,740 – 56,970 x 2,890-59,860x 3,220 – 63,080x 3.370 - 66,450 x 3,540 - 69,990 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 Internal Auditor General for the management of Internal Audit activities.

Duties and responsibilities will entail:

(i) identifying activities subject to audit coverage, evaluating their significance and assessing the degree of risk inherent in terms of the audit costs involved;

(ii) determining adequacy and effectiveness of internal control systems;

(iii) carrying out investigations on irregularities identified or reported in audit reports; and

(iv) ensuring Government assets are safeguarded and properly utilized.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have;

(i) served for cumulative nine (9) years Three (3) of which should have been at the grade of Senior Internal Auditor Job group ‘L’ and above;

(ii) CPA Part III or CIA Part IV;
OR

Bachelor of Commerce (Accounting/Finance option) or Bachelor of Business Administration (BBA) plus CPA II/CIA II/CFE or any other equivalent qualification from a recognized institution;

(iii) demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervising both financial and management audits as well as running a unit efficiently;

(iv) Certificate in Senior Management Course from a recognized institution; and

(v) demonstrated outstanding leadership qualities, and be a person of high integrity.

VACANCY NO: 12/2017

MINISTRIES/STATE DEPARTMENTS

ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES, JOB GROUP ‘P’-NINETEEN (19) POSTS

Salary Scale: Kshs.81, 940 x 4,100- 86,040 x 4,300 – 90,340 x 4,510-94,850x4, 750-99,600x 4,980- 104,580x 5,220- 109,800 p.m.

House Allowance Ksh. 45,000 p.m
Commuter Allowance Ksh. 12,000 p.m

(a) Duties and Responsibilities

An officer at this level will be deployed at the Department of Public Procurement or in Supply Chain Management Unit in a Ministry/ State Department

Department of Public Procurement

Duties and responsibilities will entail managing activities in Supply Chain Management Units. Specific duties at this level will involve;

(i) initiating the formulation of Supply Chain Management policies;
(ii) interpreting the Public Procurement and Disposal Act, Regulations and other statute relating to Supply Chain Management function;
(iii) monitoring, implementation of Supply Chain Management policies, guidelines and procedures; and
(iv) assisting in the preparation of the division’s strategic plans.

**Ministries/ State Departments**

An officer at this level will be responsible for planning, organizing, administration and control of the Supply Chain Management units in the Ministry/ State Department. Specific duties will entail:

(i) analyzing the impact of Supply Chain Management policies and regulations; and
(ii) ensuring correct interpretation and implementation of Public Procurement and Disposal Act, 2015 and other statutes, policies, rules and regulations that may impact on Supply Chain Management.

**(b)Requirement 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 Chief Supply Chain Management officer, Job Group ‘M’ and above or in a comparable and relevant position in the Public Service;
(ii) a Bachelors Degree in any of the following disciplines: Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing, Law or equivalent qualification from a recognized institution;
(iii) diploma in Supplies Management or its approved equivalent from a recognized institution;
(iv) certificate in Senior Management Course from a recognized Institution;
(v) demonstrated merit and ability as reflected in work performance and results; and

**Note:** A Masters degree in any of the following disciplines: Procurement and Supply Management; Business Administration, Commerce, Logistics and Supply Chain Management, or any other relevant field from a recognized institution will be considered an added advantage.
VACANCY NO: 13/2017

MINISTRIES/STATE DEPARTMENTS

PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP ‘N’ -TWENTY EIGHT (28) POSTS

Salary Scale: Kshs.51, 660 x 2,570- 54,230 x 2,740 – 56,970 x 2,890-59,860x3,220
63,080x 3,370- 66,450x 3,540- 69,990 p.m.

House Allowance Ksh. 35,000 p.m
Commuter Allowance Ksh. 8,000 p.m

(a) Duties and Responsibilities

An officer at this level will be deployed at the Department of Public Procurement or in Supply Chain Management Unit in a Ministry/ State Department.

Department of Public Procurement

The officer at this level will be in charge of a schedule of duties consisting of a number of Ministries/ State Departments.

Specific duties and responsibilities will entail:

(i) advising on procurement function;
(ii) assisting in compilation, collation and analysis of Supply Chain Management data /issues from Ministries/ State Departments; and
(iii) monitoring the implementation of the Supply Chain Management policies, guidelines and procedures issued by the Directorate of Supply Chain Management Services from time to time and recommending appropriate action where necessary.

Ministries/ State Departments

An officer at this level will be in-charge of a variety of duties which will entail;

(i) planning, coordinating, organizing and controlling activities in Supply Chain Management unit in a Ministry/ State Department;
(ii) advising on procurement function;
(iii) ensuring the correct interpretation and implementation of the Public Procurement and Asset Disposal Act, 2015, the regulations, procedures and other statutes that impact on Supply Chain Management;
(iv) disposal of Stores and Assets;
(v) undertaking market survey and research; and
(vi) inventory and stock control

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served for cumulative Nine (9) years, three (3) of which should have been at the grade of Senior Supply Chain Management Officer, Job group ‘L’ and above or in a comparable and relevant position in the Public Service;
(ii) a Bachelors Degree in any of the following: Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing, Law or equivalent qualification from a recognized institution;
(iii) a Diploma in Supplies Management or its approved equivalent from a recognized institution;
(iv) demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Disposal Act;
(v) demonstrated merit and ability as reflected in work performance and results; and

Note: A Senior Management Course will be considered an added advantage.

VACANCY NO: 14/2017

MINISTRIES/STATE DEPARTMENTS

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP ‘M’ - NINETEEN (19) POSTS

Salary Scale: Kshs.44, 750x2, 050-46,800 x2, 380- 49,180 x 2,480-51,660x 2,570
54,230x2,740-56,970x2,890-59,860 P.M

House Allowance Ksh. 28,000 p.m
Commuter Allowance Ksh. 8,000 p.m
(a) Duties and Responsibilities

An officer at this level will be deployed at the Department of Public Procurement or in a Ministry/State Department.

Department of Public Procurement

An officer at this level will be responsible for:

(i) coordinating the collection, collation and analysis of data from the Ministries/State Departments and make appropriate recommendations thereof;
(ii) analyzing Supply Chain Management issues emanating from Ministries/Departments and initiate appropriate action;
(iii) monitoring the implementation of existing Supply Chain Management policies, guidelines and procedures.

Ministries/State Departments

An officer at this level will be in charge of a Sub-County Supply Chain Management unit or Head of a section within a Supply Chain Management Division of a Ministry/State Department headquarters. Duties and responsibilities will entail:

(i) planning and coordinating supply chain management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans inventory and stock control; and
(ii) Implementing Supply Chain Management policy decisions

Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Senior Supply Chain Management Officer, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
(ii) a Bachelors Degree in any of the following disciplines:- Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing Law or equivalent qualification from a recognized institution;

(iii) a diploma in Supply Management or its equivalent qualification from a recognized Institution;

(iv) shown administrative ability, wide knowledge and experience in procurement procedures; and

(v) demonstrated merit and ability as reflected in work performance and results.

VACANCY NO: 15/2017

MINISTRY: THE NATIONAL TREASURY

DEPARTMENT: GOVERNMENT CLEARING AGENCY

ASSISTANT DIRECTOR, GOVERNMENT CLEARING SERVICES, JOB GROUP ‘P’ – TWO (2) POSTS

Kshs.81,940 x 4,100 - 86,040 x 4,300 – 90,340 x 4,510 – 94,850 x 4,750-
99,600 x 4,980 – 104,580 x 5,220 - 109,800 p.m.

House Allowance Ksh. 45,000 p.m

Commuter Allowance Ksh. 12,000 p.m

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

(i) following up on customs auction list to trace unclaimed cargo and related customs warehouse matters;

(ii) compiling and maintaining clearance returns for reference;

(iii) requesting prior release on perishable, sensitive and security cargo;

(iv) liaising with the State Law Office for claims and compensation against damage and loss of cargo;
(v) liaising with clients for safe receipts of cargo and evaluating customer feedback; and
(vi) signing clearance documents and related correspondence.

(b) Requirement 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 Chief Government Clearing Officer, Job Group ‘M’ and above or in a comparable and relevant position in the Public Service;
(ii) a Bachelors degree in any of the following disciplines: Commerce, Marketing, Supply Chain Management, Economics or Business Administration/Management from a recognized institution;
(iii) a Masters degree in any of the following disciplines: Marketing, Supply Chain Management, Economics or Business Administration/Management from a recognized institution;
(iv) a Certificate in Senior Management Course from a recognized institution;
(v) a Certificate in Computer Applications from a recognized institution; and
(vi) shown merit and ability as reflected in work performance.

NOTE: A Diploma in Clearing and Forwarding will be considered as an added advantage.

VACANCY NO: 16/2017

MINISTRY: THE NATIONAL TREASURY

DEPARTMENT: GOVERNMENT CLEARING AGENCY

PRINCIPAL GOVERNMENT CLEARING OFFICER, JOB GROUP ‘N’ - TWO (2) POSTS

Salary Scale: Kshs.51,660 x 2,570- 54,230 x 2,740 – 56,970 x 2,890-59,860 x 3,220 – 63,080 x 3,370- 66,450 x 3,540- 69,990 p.m.
House Allowance  Ksh. 35,000  p.m
Commuter Allowance  Ksh. 8,000  p.m

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

(i) liaising with client to ensure timely receipt of clearance documents;
(ii) following up on customs auction list to trace unclaimed cargo and related customs warehouse matters;
(iii) confirming the release of cargo after verification;
(iv) validating the refunds and compensation of claims;
(v) ensuring expenditure returns are prepared;
(vi) maintaining cargo statistics;
(vii) ensuring cargo inspection and survey report for claims has been prepared; handling queries arising from various stakeholders; and
(viii) requesting prior release on perishable, sensitive and security cargo.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served for cumulative Nine (9) years, three (3) of which should have been at the grade of Senior Government Clearing Officer, Job Group ‘L’ and above or in a comparable and relevant position in the Public Service;
(ii) a Bachelors degree in any of the following disciplines: Commerce, Marketing, Supply Chain Management, Economics or Business Administration/Management from a recognized institution;
(iii) a Certificate in Senior Management Course from a recognized institution;
(iv) a Certificate in Computer Applications from a recognized institution; and
(v) a demonstrated merit and ability as reflected in work performance.

NOTE: A Diploma in Clearing and Forwarding will be considered as an added advantage.
VACANCY NO: 17/2017

MINISTRY: THE NATIONAL TREASURY

DEPARTMENT: GOVERNMENT CLEARING AGENCY

CHIEF GOVERNMENT CLEARING OFFICER, JOB GROUP ‘M’ - TWO (2) POSTS

Salary Scale: Kshs.44,750 x 2, 050-46,800 x 2, 380- 49,180 x 2, 280-51,660 x 2, 570 - 54,230 x2, 740-56,970 x 2, 890-59,860 P.M

House Allowance Ksh. 28,000 p.m
Commuter Allowance Ksh. 8,000 p.m

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

(i) liaising with client to ensure timely receipt of clearance documents;
(ii) following up on customs auction list to trace unclaimed cargo and related customs warehouses matters;
(iii) confirming the release of cargo after verification; validating the refunds and compensation of claims;
(iv) ensuring expenditure returns are prepared;
(v) maintaining cargo statistics;
(vi) ensuring cargo inspection and survey report for claims has been prepared; handling queries arising from various stakeholders; and
(vii) requesting prior release on perishable, sensitive and security cargo.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served in the grade of Senior Government Clearing Officer, Job Group ‘L’ for a minimum period of three (3) years or in a comparable and relevant position in the Public Service.
(ii) a Bachelors Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supply Management, Marketing or their equivalent qualification from a recognized institution.;
(iii) a Certificate in computer applications from a recognized institution; and
(iv) demonstrated merit and ability as reflected in work performance and results.

**NOTE:** A Diploma in Clearing and Forwarding will be considered as an added advantage.

**VACANCY NO: 18/2017**

**MINISTRY:** THE NATIONAL TREASURY

**DEPARTMENT:** GOVERNMENT CLEARING AGENCY

**PRINCIPAL GOVERNMENT CLEARING ASSISTANT, JOB GROUP ‘N’- ONE (1)POST**

Salary Scale: Kshs.51,660 x 2,570 - 54,230 x 2,740 – 56,970 x 2,890 - 59,860 x 3,220

– 63,080 x 3,370 - 66,450 x 3,540 – 69,990 p.m.

House Allowance Ksh. 35,000 p.m

Commuter Allowance Ksh. 8,000 p.m

**Duties and Responsibilities**

Duties and responsibilities at this level will entail:

(i) verifying and interpreting clearance documents;
(ii) requesting prior release on perishable, sensitive and security cargo;
(iii) applying and generating Import Declaration Form for payment;
(iv) logging data into Kenya Revenue Authority system to generate custom entry for payment of taxes;
(v) ensuring the passage of customs entries with Kenya Revenue Authority;
(vi) applying and ensuring payment for Delivery Order;
(vii) applying and ensuring payment for Port Charges through approved systems;
(viii) requesting for inspection and survey of damaged cargo from port authorities and insurance agencies; and
(ix) providing advisory services to public institutions and other parties on clearing matters.
(b) **Requirements for Appointment**

For appointment to this grade, an officer must have:-

(i) served for cumulative Nine (9) years, three (3) of which should have been at the grade of Senior Government Clearing Assistant, Job Group ‘L’ and above or in a comparable and relevant position in the Public Service;

(ii) a Diploma in Clearing and Forwarding or its equivalent from a recognized institution;

(iii) a Certificate in Management Course from a recognized institution;

(iv) a Certificate in Computer Application from a recognized institution; and

(v) demonstrated merit and ability as reflected in work performance.

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**VACANCY NO: 19/2017**

**MINISTRY: THE NATIONAL TREASURY**

**DEPARTMENT: GOVERNMENT CLEARING AGENCY**

**CHIEF GOVERNMENT CLEARING ASSISTANT, JOB GROUP ‘M’- THREE (3) POSTS**

Salary Scale: Kshs.44, 750 x 2, 050 - 46,800 x 2, 380- 49,180 x 2,280 - 51,660 x2,570 - 54,230 x2, 740 - 56,970 x 2, 890 - 59,860 P.M

House Allowance Ksh. 28,000 p.m
Commuter Allowance Ksh. 8,000 p.m

(a) **Duties and Responsibilities**

Duties and responsibilities at this level will entail:-

(i) authenticating physical verification of cargo in liaison with various parties for release;

(ii) processing of cargo claims and compensation;

(iii) supervising re-bagging and re-constitution of damaged cargo;

(iv) ensuring preparation of expenditure returns;
(v) compiling and maintaining cargo delivery records;
(vi) preparing cargo inspection and survey reports for claims;
(vii) preparing clearance estimates;
(viii) liaising with freight companies to obtain manifest number and payment of charges; and
(ix) requesting prior release on perishable, sensitive and security cargo.

Requirements for Appointment

For appointment to this grade, an officer must have:-

(i) served for cumulative six (6) years, three (3) of which should have been at the grade of Government Clearing Assistant I, Job Group ‘K’ and above or in a comparable and relevant position in the Public Service.
(ii) a Diploma in Clearing and Forwarding from a recognized institution;
(iii) a Certificate in Supervisory Skills Course from a recognized institution;
(iv) a Certificate in Computer Applications from a recognized institution; and
(v) demonstrated merit and ability as reflected in work performance.

MUTUA KILAKA, CBS, SS
PRINCIPAL ADMINISTRATIVE SECRETARY
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY

Copy to:

The Secretary/Chief Executive Officer
Public Service Commission
NAIROBI

NOO

Cabinet Secretary
Principal Secretary for information