

MURANG'A COUNTY ASSEMBLY



COUNTY ASSEMBLY SERVICE BOARD

VACANCY

The Murang'a County Assembly Service Board invites application from suitably qualified Kenyan citizens to fill the following vacant positions on permanent terms:

1. SENIOR FISCAL ANALYST - ONE POSITION

(a) Duties and Responsibilities

- Preparing, analyzing and delivering budgetary information to members and relevant House Committees;
- Designing and carrying out relevant Budget research on specific area of interest;
- Guiding the process of assessment of the strengths and weaknesses of County Government Policy Options relating to resource Mobilization, Allocation and Utilization.

Key Result Areas

- (i) **RESEARCH:** Search for fresh / auxiliary information / facts by consulting appropriate sources like documents or persons.
- (ii) **DISSEMINATION:** Preparation of budgetary information reports, and / or informing stakeholders through meetings, workshops and other appropriate forums.
- (iii) **BUDGET ANALYSIS AND APPROPRIATION:** Preparation of a comprehensive analysis of county Budget and appropriation proposals.

Standards of Performance

Fiscal Analyst will ensure that the following systems and facilities are developed and installed:--

1. **Data Bank:** Research material gathered in assignments must be maintained for addressing routine / replicated questions and issues;
2. **Benchmarking:** Before any research is embarked on, sufficient cross-checking must be done to ensure that it doesn't involve "re-inventing the wheel"
3. **Deadlines:** Budgetary reports must have programmed delivery deadlines – clearly documented and adhered to.

(b) Requirements for Appointment

A candidate must have:

- (i) A Master's degree in Economics/Statistics/Mathematics from a recognized University;
- (ii) A Bachelors degree in Economics/Statistics/Mathematics or its equivalent from a recognized University;
- (iii) Ten (10) years' experience in Senior Management in the public service
- (iv) Thorough knowledge of National budget process and fiscal policy analysis
- (v) Be a team builder with excellent supervisory skills and good performance track record
- (vi) Possess a strategic leadership/transformational course certificate from a recognized institution

(c) Salary Scale Job Group P – Basic Salary	House Allowance	Other Allowances	Total
Minimum Pay	81,940	21,000	114,940
Maximum Pay	109,800	21,000	142,800

APPLICATION CRITERIA

1. Persons interested in filling the above positions should submit their applications, accompanied by detailed Curriculum Vitae indicating their telephone contacts; copies of relevant Academic and Professional Certificates , National Identity Card or Passport, and other relevant supporting documents;
2. In addition, all applicants should submit certificate of clearance from the Ethics and Anti-corruption Commission, Higher Education Loans Board, Criminal Investigations Department and the Kenya Revenue Authority as part of compliance with Chapter Six of the Constitution of Kenya;
3. Candidates with Foreign Degrees MUST obtain accreditation from the Commission of Higher Education of Kenya;
4. All applications should be delivered in sealed envelope and clearly indicate the position applied for in the reference line and be addressed to:

**The Secretary,
County Assembly Service Board,
Murang'a County Assembly,
P O Box 731-10200
MURANG'A**

OR

Is hand delivered to the office of the Clerk of County Assembly located at the premises of Murang'a County Assembly opposite Ihura Stadium so as to reach him not later than Friday 31, August 2018 at 12.00 PM.

Only shortlisted candidates will be contacted through their day time mobile numbers.