

**JOB TITLE** : **MONITORING AND EVALUATION SPECIALIST – 1 POST**  
**REPORTING TO** : **PFMR PROGRAMME MANAGER**  
**DUTY STATION** : **NAIROBI**  
**DURATION** : **1 Year (renewable)**  
**TERMS** : **Secondment**  
**Vacancy No** : ***PFM/MES/2010/1***

***Responsibilities***

1. Monitor and evaluate activities within the Project.
2. Review and manage activity implementation schedules and update status of the Programme implementation matrix on a quarterly basis.
3. Ensure that implementation of project activities complies with the Project Appraisal Document (PAD) and Project Implementation Guide.
4. Prepare performance management and progress reports.
5. Document lessons learnt which will contribute to the development and scaling of PFMR activities.
6. Document and disseminate reports to key stakeholders.
7. Represent the PFMR Secretariat on National Integrated Monitoring & Evaluation System (NIMES) Technical Advisory and Dissemination groups.

***The Person:***

The preferred person should have the following qualifications:-

- A degree in Finance, Economics, Accounting, Statistics or any relevant social science degree.
- Experience in M&E in the public service sector.
- At least 3 years experience gained in designing, implementing, monitoring and evaluating projects and programmes.
- Demonstrable analytical skills and ability to use statistical software for data analysis.
- Proven excellent report writing and organizational skills.

***Experience working in donor funded projects and programmes will be an added advantage.***

**JOB TITLE : LEGAL SPECIALIST – 1 POST**  
**REPORTING TO : PFMR PROGRAMME MANAGER**  
**DUTY STATION : NAIROBI**  
**DURATION : 1 Year (renewable)**  
**TERMS : Secondment**  
***Vacancy No : PFM/LS/2010/2***

### ***Responsibilities***

1. To establish a functional legal office in line with the objectives of PFMR.
2. To undertake legal research, policy and legislation functions towards realization of the objectives of PFMR.
3. To review and initiate consolidation of statutory laws on Public Financial Management in broader context of Public Sector Reforms.
4. To align the legal and regulatory framework in Public Financial Management to the provisions of the anticipated new Constitution of Kenya.
5. To officer legal advice and representation to the PFMR Secretariat.

### ***The Person:***

The preferred person should have the following qualifications:-

- A minimum of 8 years experience as an Advocate of the High Court of Kenya, five of which must be at a senior level in Public Service.
- A degree in law from a recognized university.
- Demonstrated experience in research, public policy and legislation as well as the functioning of the Public Service in the context of the broader Government reform initiatives.
- Excellent corporate secretarial and reporting skills.

***Possession of masters degree in Law will be an added advantage.***

**JOB TITLE** : **HR SPECIALIST (ONE POST)**  
**REPORTING TO** : **PFMR PROGRAMME MANAGER**  
**DUTY STATION** : **NAIROBI**  
**DURATION** : **1 Year (renewable)**  
**TERMS** : **Secondment**  
**Vacancy No** : ***PFM/HRS/2010/3***

### ***Responsibilities***

1. To ensure that HR planning is in line with the objective of PFMR
2. Provide leadership, strategic direction and establish guidance for the administration of HR, benefit and payroll.
3. Develop open and transparent communication channels in the organization and ensure translation of HR policies and procedures to all levels in PFMR
4. To create an empowered and enjoyable work place and performance based culture
5. Review PFMR reward strategy and align it to the Performance Management Framework
6. Manage and maintain a HR scorecard against agreed targets and priorities
7. He/she will be responsible for managing training and capacity building programmes in the PFMR.

### ***The person***

The preferred person should have the following qualification:-

- A minimum of 8 years experience at the senior level in a comparative organization with adequate exposure to Performance Management, Reward and Change Management.
- A degree in Social Sciences with a post graduate training in HR.

***Possession of Masters in Business Administration will be an added advantage***

**JOB TITLE : PROGRAMME OFFICER 1 (MONITORING & EVALUATION) 1 POST**

REPORTING TO : M&E SPECIALIST

DUTY STATION : NAIROBI

DURATION : 1 Year (renewable)

TERMS : Secondment

*Vacancy No* : ***PFM/MEI/2010/4***

### ***Responsibilities***

1. Assist in the monitoring and evaluation of activities within the Project
2. Assist in the preparation of the annual work plans with specific targets, indicators and outputs
3. Assist in documenting lessons learnt which will contribute to the development and scaling of PFMR activities.
4. Assist in ensuring that activities being undertaken in the Project comply with the required standards and expectations.
5. Assist in preparation of progress reports and providing consultations to components as need arises.
6. Assist in ensuring that the Project strategic plan is implemented as per the agreed upon deliverables.

### ***The person***

The preferred person should have the following qualifications:-

- Should possess a relevant degree and post graduate qualifications in project planning, monitoring and evaluation.
- Knowledge of quantitative and qualitative research techniques, data collection, entry and analysis is a must.
- Proven skills in report writing and organization.
- Must be computer literate especially statistical software for data analysis,

**JOB TITLE** : **ADMINISTRATIVE ASSISTANT - ONE POST**  
**REPORTING TO** : **PFMR PROGRAMME MANAGER**  
**DUTY STATION** : **NAIROBI**  
**DURATION** : **1 Year (renewable)**  
**TERMS** : **Secondment**  
**Vacancy No** : **PFM/AD.A/2010/5**

### ***Responsibilities***

- Assist in managing the Programme Manager's diary for effective planning and records.
- Overall management of the office to ensure efficient and smooth delivery of service to internal and external clientele
- Answer telephone calls and direct callers as appropriate.
- Assist in arranging travel logistics schedules and reservations
- Draft, prepare, distribute and follow-up with various correspondence
- Maintain effective communication in the project
- Ensure documents and equipment are well secured at all times.
- Being the first contact point with the clients, deal courteously and expeditiously with clients.
- Taking charge of documents to ensure proper filing of correspondences.
- Assist in the supervision of support staff/drivers to ensure smooth delivery of services.
- Assist to organize meetings/workshops.
- Typing from drafts.

### ***The person***

The preferred person should have the following qualifications:-

- Higher Diploma in Secretarial Studies or equivalent
- Proficiency in use of MS office packages
- At least eight years experience at a Senior Secretarial Level

***A Bachelor's degree in office management or any other equivalent will be an added advantage.***

**JOB TITLE : PROGRAMME OFFICER (III) FINANCE (ONE POST)**  
**REPORTING TO : FINANCIAL SPECIALIST**  
**DUTY STATION : NAIROBI**  
**DURATION : 1 Year (renewable)**  
**TERMS : Secondment**  
**Vacancy No : PFM/FOIII/2010/6**

### ***Responsibilities***

1. Daily writing of cash books and balancing.
2. Batching of payment vouchers in readiness for keying.
3. Processing of imprests requests and maintenance of imprest ledgers.
4. Preparation of inshore bank reconciliation statements.
5. Processing of exchequer requisitions and follow ups in the ministry of finance.
6. Developing and updating of excel sheets detailing expenditure by donor, component and category.
7. Providing bi-monthly and monthly expenditure returns.
8. Preparation of annual financial statements.
9. Assisting in response to audit queries.
10. Any other work assigned by Financial Specialist

### ***The person***

- Must have served in the position of Accountant II in the Civil Service.
- Must be a holder of at least CPA II.
- Must be computer literate in MS office and other accounting packages.
- Must be able to work with minimum supervision.
- Must demonstrate ability to work in a team.
- Be prepared to work beyond normal office hours

***Possession of Bachelor of Commerce Degree will be an added advantage***

***Female candidates are particularly encouraged to apply.***

**JOB TITLE :           PROGRAMME ASSISTANT FINANCE           - 1 Post**

REPORTING TO     :       FINANCIAL SPECIALIST

DUTY STATION    :       NAIROBI

DURATION        :       3-months

TERMS           :       Temporary

*Vacancy No*     :       *PFM/ASS.FO/2010/7*

***Responsibilities***

1. Will assist in classifying past payment vouchers into categories of donor, component and type.
2. Filing of all past payments according to donor, components and category.
3. Assist in preparation of payment vouchers.
4. Assist in preparation of imprest warrants and updating imprest ledgers.
5. Occasionally update excel expenditure work sheets.
6. Assist programme officers in preparation of:-
  - a. Bank reconciliation schedules.
  - b. Final accounts schedules.
  - c. IFR's schedules and cumulative expenditures
  - d. Statement of expenditures (SoE's)

***The person***

- Must have a minimum of CPA I or a Bachelors Degree (BCom).
- Must have worked in a World Bank financed Project.
- Must have high proficiency in MS/Office particularly Excel.
- Must be able to work with minimum supervision.
- Must be flexible and willing to work long hours

**JOB TITLE** : **COMMUNICATIONS ASSISTANT - 1 Post**  
REPORTING TO : COMMUNICATIONS SPECIALIST  
DUTY STATION : NAIROBI  
DURATION : 3-Months  
TERMS : Temporary  
*Vacancy No* : *PFM/COMMS.A/2010/8*

### *Key Responsibilities/Duties*

Reporting to the Communications Specialist, the officer who is expected to be very competent in writing and web content management, must have a track record of at least two years in handling the following tasks expected to form his/her core duties:

1. Provide communications/journalism expertise as required. Write news features, opinion pieces, presentations, etc. This may include planning an editorial, research and writing, arranging design and production of the PFM Newsletter and advertising supplements for the print media
2. Managing media and publicity for PFM Reform and events, including: Media contact through press releases and follow up; Liaising with media owners and practitioners about publicity for the PFM Reform programme
3. Managing PFM web pages, including proactively maintaining up-to-date information in all sections, posting new content, and incorporating new features as required
4. Maintaining relevant media records and ensuring maintenance of relevant files
5. Lead and manage evaluation and monitoring of the media and web statistics
6. Work with key stakeholders and staff in PFM in support of communication and image building initiatives
7. Perform other duties as required

### *Minimum Qualifications*

- A degree in journalism/public relations/communications from a recognized University is desirable. However, a diploma holder from a recognized media college in any of the above fields with demonstrable experience will be considered

- At least two years progressively responsible experience with responsibilities for journalism, public relations and web content management
- Functional knowledge of principles, practices and techniques in journalism and/or public relations and the laws and regulations related to public information and privacy rights
- Demonstrated ability to identify and resolve problems, establish and maintain effective working relationships, communicate effectively orally and in writing and operate a personal computer
- Experience in Web page management is highly desirable

### *Scope of work*

The assignments will cover all Communications requirements for PFM as well as that of Ministries, Regional, Local Authorities, Parliament and State Corporations with regard to the Public Financial Management Reform Programme.

**JOB TITLE : MONITORING & EVALUATION ASSISTANT – 1 Post**

REPORTING TO : M&E SPECIALIST/CONSULTANT

DUTY STATION : NAIROBI

DURATION : 3-Months

TERMS : Temporary

*Vacancy No* : ***PFM/ME.ASS/2010/9***

*Key Responsibilities/Duties*

1. Follow up with Components on development of quarterly reports.
2. Collect and collate relevant Programme reports.
3. Develop a database for compiling Programme results.
4. Other duties delegated by the Programme Manager.

*The Person*

The preferred person should have the following qualifications.

- A degree in social sciences.
- Proficiency in computers.

*Programme/Project Management qualification will be an added advantage.*

**JOB TITLE** : **CUSTOMER CARE (RECEPTIONIST) – 1 POST (TEMPORARY)**  
**REPORTING TO** : Administrative Assistant  
**DUTY STATION** : NAIROBI  
**DURATION** : 3-months  
**TERMS** : Temporary  
**Vacancy No** : **PFM/CC.REC/2010/11**

### *Key Responsibilities/Duties*

1. Receive and direct visitors as appropriate.
2. Handle all incoming calls to the Secretariat.
3. Receive all mails for the Secretariat.
4. Maintain a mail tracking system and advice the clients/components on the status of their mails/correspondences.
5. Liaise with the Secretariat's staff on the day to day operations
6. Maintain and manage the Secretariat's suggestion box.
7. Record all complaints and offer assistance to/calm clients

### *The Person*

The preferred person should have the following qualifications

- A minimum of 0-Level.
- Have an interest to learn and be up to date on Secretariat's day to day activities.
- Previous experience in Customer care.
- Computer literate
- Good command of English and Kiswahili
- Courteous and willing to assist
- Charming and presentable

*A certificate in public relations/customer care/Secretarial/Front office operations will be an added advantage.*