

# OFFICE OF THE CONTROLLER OF BUDGET



Tel: 020 2211068, 0738466721, 0709910000  
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Bima House, 12<sup>th</sup> Floor  
Harambee Avenue  
P.o Box 35616-00100  
Nairobi Kenya

## CAREER OPPORTUNITIES

The Office of the Controller of Budget is an independent office established under Article 228 of the Constitution of Kenya, 2010 to oversee and report on the implementation of the budgets of the National and County Governments to each House of Parliament every four months.

Pursuant to Article 252 (1) (c) of the Constitution, the OCOB seeks to recruit qualified and competent staff to fill the following vacant positions.

### CHIEF MANAGER, SUPPLY CHAIN MANAGEMENT: GRADE COB 4: 1 POSITION

Reporting to the Controller of Budget, this position is responsible for ensuring all the organization's procurement procedures are carried out in line with the Public Procurement and Asset Disposal Act, 2015 while observing best procurement practices.

#### **Key Responsibilities:**

- Head of the Supply Chain Management department;
- Formulate procurement and supply chain management policies that comply with the procurement laws of Kenya as stipulated in the Public Procurement and Asset Disposal Act, 2015;
- Formulate the annual procurement plans for goods and services in consultation with the heads of departments;
- Manage the procurement life cycle from supplier selection, contract and price negotiation maintaining client - stakeholder relationships;
- Ensure compliance with procurement policies and guidelines across the institution in accordance with the Public Procurement and Asset Disposal Act, 2015 and regulations;
- Submit the institution's procurement of goods and services quarterly reports to the Public Procurement Regulatory Authority (PPRA) for compliance and statutory reporting;
- Oversee the preparation of bid documents, quotations, requests for proposals and reports;

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- Coordinate the preparation of tender documents for user departments according to procurement guidelines;
- Ensure boarding and sale of unserviceable assets are disposed in accordance with the Public Procurement and Asset Disposal Act, 2015;
- Monitor performance targets for the department and mentor staff to enhance internal capacity for optimum service delivery;
- Review and manage supplier database for the office with a view of increasing competition and enhancing transparency;
- Implement e-procurement system for the Office of the Controller of Budget;
- Supervise and appraise staff in the department with a view to fully utilize internal capacity and maximize output;
- Any other relevant duties assigned by the Controller of Budget from time to time

## Requirements for the position:

- A Master's Degree in Supply Chain Management, Business Administration, Economics, Commerce, Finance or its equivalent from a recognized University;
- Bachelor's Degree in Supply Chain Management, Business Administration, Economics, Commerce, Finance or its equivalent from a recognized University;
- Must have a Diploma in Supply Chain Management from a recognized institution;
- Membership to a professional body/organization i.e. the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Procurement and Supplies (CIPS) in good standing;
- Must have at least eight (8) years relevant work experience from a reputable organization.

## SENIOR INTERNAL AUDITOR: GRADE COB 5: 1 POSITION

Reporting to the Chief Internal Auditor, this position is responsible for the implementation of appropriate internal control systems, internal audit policies, systems and procedures.

## Key Responsibilities:

- Ensure implementation of appropriate internal control systems for the organization;
- Implement internal audit policies, systems and procedures;
- Ensure implementation of audit plans;

*Promoting Prudent Financial Management in the Public Sector*

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- Compile periodic and special audit reports;
- Undertake internal audit in accordance with international standards on auditing;
- Ensure implementation of risk mitigation strategies and policies;
- Carry out post audit reviews to ensure implementation of agreed corrective action plans;
- Continuously review procedures and policies to ensure that adequate controls are in place;
- Execute special assignments as per the specified terms of reference;
- Any other relevant duties assigned by the Chief Internal Auditor from time to time.

## Required Education, Skills and Experience:

- Bachelor's degree in either Business Administration, Commerce, Finance or its equivalent from a recognized university;
- Must be a Certified Public Accountant and ICPAK member in good standing;
- Possess at least 5 years' experience in an auditing environment;
- Be an active member of any other relevant professional body in good standing;
- A Master's Degree in Business Administration, Commerce, Finance or its equivalent will be an added advantage.

## MANAGER, SUPPLY CHAIN MANAGEMENT: COB 5: 1 POSITION

Reporting to the Chief Manager Supply Chain Management, this position is responsible for providing technical support in the efficient and effective administration, coordination management of the procurement and supply chain management function in the organisation.

## Key Responsibilities:

- Ensuring compliance with the Public Procurement and Asset Disposal Act, 2015;
- Implement supply chain policies, systems and procedures;
- Prepare annual procurement plan for goods and services;
- Implement disposal of unserviceable and obsolete goods as per the guidelines of the Public Procurement and Asset Disposal Act 2015;
- Maintain and review establishment of an inventory of service providers;

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- Ensure submission of quarterly reports to the Public Procurement Regulatory Authority (PPRA);
- Ensure periodic reports on supply chain management;
- Any other relevant duties assigned by the Chief Manager Supply Chain Management from time to time.

## Required Education, Skills and Experience:

- Bachelor's Degree in Supply Chain Management, Business Administration, Economics, Commerce, Finance or its equivalent from a recognized University;
- Must have a Diploma in Supply Chain Management from a recognized institution;
- Membership to a professional body/organization i.e. the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Procurement and Supplies (CIPS) in good standing;
- Must have at least 5 years' experience in Supply Chain Management;
- A Master's Degree in Supply Chain Management, Business Administration, Economics, Commerce, Finance or its equivalent from a recognized University; will be an added advantage.

## LEGAL OFFICER: COB 6: 1 POSITION

Reporting to the Manager Legal Services, this position is responsible for implementation of legal policies, systems and procedures and undertake research on legal matters.

### Key Responsibilities:

- Prepare contract documents, leases and agreements between the office and other stakeholders and monitor legal obligations under the agreement to ensure compliance;
- Preparation of court pleadings and attending to court matters;
- Maintain a comprehensive database of all legal matters with up to date status reports;
- Implement legal policies, procedures and ensure delivery of the strategy under the set timelessness;
- Prepare and submit monthly monitoring reports and other periodic or special legal reports;

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- Undertake research on legal matters and prepare legal opinions;
- Draft and/or review legal documents, instruments and monitor legal obligations
- Advise on statutory compliance;
- Assist in formulation, implementation and or amendment of office policies;
- Any other relevant duties assigned by the Manager Legal Services from time to time.

## Required Education, Skills and Experience:

- Must have a Bachelor's Degree in Law from a recognized university;
- A Post Graduate Diploma from Kenya School of Law;
- Must have a valid practicing certificate
- Must be well versed with the Constitution of Kenya;
- Must have at least 5 years' experience in legal practice.

## ADMINISTRATION OFFICER: GRADE COB 7: 1 POSITION

Reporting to the Assistant Manager Human Resource and Administration, this position is responsible for implementation of HR and administration policies, systems and procedures and for management of OCOB's fleet of motor vehicles in accordance with Government transport regulations and maintaining them for safe staff usage.

### Key Responsibilities:

- Develop and review of transport management policies and procedures and advise/sensitise staff on the same;
- Oversee the coordination of driver's routine daily errands to ensure smooth flow of transport service;
- Oversee preparation of fuel/ vehicle recharge reports and do a follow up with Finance & Accounts department to ensure the amount is credited in the transport account;
- Monitoring the service providers to ensure that they provide efficient services and maintain good standards of the vehicles and do follow up on the renewal of their contracts and oversee the payment of their invoices;
- Prepare transport unit's annual budget estimates;
- Carry out performance evaluation for the drivers and transport assistant Monitor vehicle movements, track fuel usage and consumption rates and prepare monthly reports;
- Manages the organization's physical assets by ensuring proper maintenance and safety/security of OCOB equipment's, furniture and other fixed assets;

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- Review and implement workplace health and safety procedures;
- Any other relevant duties assigned by the Assistant Manager, HR & Administration from time to time.

## **Required Education, Skills and Experience:**

- Must have a Bachelor's degree in Business Administration, Commerce, Economics, Accounting, Finance or its equivalent from a recognized university;
- 3 years relevant work experience.

## **ALL APPLICANTS MUST HAVE THE FOLLOWING REQUIRED SKILLS AND PERSONAL ATTRIBUTES**

- Leadership Skills
- Excellent communication and interpersonal skills
- Integrity
- Team Player
- Must be well versed with the Constitution of Kenya, 2010 and Public Finance Management Act, 2012.
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

## **TERMS AND CONDITIONS OF SERVICE**

The successful candidate for the position of Chief Manager Supply Chain Management will be appointed on a three (3) year renewable contract term. All other positions will be appointed on permanent and pensionable terms of service. Successful candidates will be offered a competitive remuneration package.

## **APPLICATION PROCESS**

Qualified interested candidates should submit their applications quoting the job title on both the envelope and the cover letter.

Enclose a detailed and up-to-date curriculum vitae, indicating your current remuneration, home county, e-mail address and reliable daytime telephone contacts, together with copies of your certificates, testimonials and national identity card. You should also provide the names of two

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referees who must be familiar with your previous work/academic experience indicating their telephone, postal and email addresses. **Please note that it is a criminal offence to provide false information and documents in the job application.**

## Additional requirements

Candidates shortlisted for interviews for the above positions will be required to submit the following;

1. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
2. Clearance Certificate from Higher Education Loans Board (HELB)
3. Certificate of Good Conduct from the Directorate of Criminal Investigation
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)

Applications should be sent by post or hand delivered to our Office addressed to:

**The Controller of Budget  
Bima House 12<sup>th</sup> Floor, Harambee Avenue.  
P.O Box 35616-00100 Nairobi**

so as to reach the Office of the Controller of Budget **NOT LATER THAN 14<sup>th</sup> July, 2020 AT 5.00PM.**

Only shortlisted candidates will be contacted.

**The Office of the Controller of Budget is an equal opportunity employer.**