



**COMMISSION ON REVENUE ALLOCATION**  
***Promoting an Equitable Society***

**VACANCY ANNOUNCEMENT**

The Commission on Revenue Allocation (CRA) is an independent Commission set up under Article 215 of the Constitution of Kenya. It's core mandate is to recommend the basis for equitable sharing of revenues raised nationally between the National and County Governments; sharing of revenue among the County Governments and make recommendations on other matters concerning the financing of, and financial management by county governments.

The Commission seeks to recruit experienced, qualified and competent persons to fill the following positions:

**1. DIRECTOR FISCAL AFFAIRS: CRA 2**

To provide strategic leadership in developing recommendations on financing and financial management for counties, develop county revenue enhancement strategies including wealth from natural resources while building fiscal responsibility capacity for counties in line with the CRA mandate.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Provide leadership in the execution of the Commission's strategy on Fiscal Affairs
2. Discuss, review, and make recommendations on changes to legislations pertaining to financial management in Counties.
3. To spearhead and make recommendations on Counties to set up structures to enhance financial management in counties.
4. Monitor compliance by Counties on financial matters as per legislations and make recommendations where there is deviation.

5. Lead the review and make recommendations on National government revenue sources and the exploitation of natural resources.
6. Spearhead the determination of revenue potential from established own sources and support counties in identifying new revenue sources and exploiting them.
7. Make recommendations to counties on establishing systems of accurate revenue projection for budgeting purposes.
8. Make recommendations to counties on revenue management policies, revenue legislations and procedures to minimize revenue leakage.
9. Make recommendations and support Counties on revenue automation.
10. Facilitate peer to peer learning and exchange of best revenue enhancement practices among counties.
11. Review and make recommendations on revenue performance against budget for both National and County governments.
12. Lead in recommending to the full Commission on capacity building of counties.
13. Monitor and make recommendations on sustainable debt levels in the counties.
14. To provide general direction on prudent financial management and fiscal responsibility to both National and County governments.

#### **REQUIREMENTS FOR APPOINTMENT:**

Applicants must possess the following minimum qualifications:

#### **ACADEMIC QUALIFICATIONS:**

1. Master's degree in Finance, Accounting, Economics or equivalent.
2. Bachelor's Degree in Commerce, Accounting, Economics, or related field.
3. CPA (K) holder in good standing.

#### **EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS**

1. 12 years in financial management five (5) of which in the Public Sector
2. Thorough understanding of fiscal decentralization and sub national revenue management.
3. Knowledge of relevant laws governing public finance

## **OTHER ABILITIES:**

1. Ability to conceive, communicate and implement initiatives with broad strategic impact.
2. Lead, innovate and manage change.
3. Have the ability to coordinate, motivate and manage teams.
4. Demonstrate ability to engage productively with top officials in Public and Private sectors.
5. Have ability to persuade and influence others.
6. Possess high standards of integrity and ability to instill the same among teams.
7. Demonstrate strong problem solving and decision-making skills; and
8. Possession of strong interpersonal, team building and communication skills

## **2. DIRECTOR RESEARCH: CRA 2**

Reporting to the Commission Secretary/CEO, the job holder will be responsible for driving independent research to continually build and update the stock of knowledge needed by the Commission's directorates responsible for implementing its constitutional mandate as envisioned in the CRA Act.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Ensure preparation and execution of annual research program of the Commission.
2. Research Programs shall have clear linkages with the Commission's broader mandate and be synchronized such that research outputs are well thought out, articulate, relevant and on time in order to support the Commission's policy proposals and recommendations.
3. Develop suites of modelling for policy simulation and forecasting, design preparation and dissemination of analytical economic work and reporting including, macroeconomic modelling and forecasting.
4. Offer support to the CRA team by contributing to policy notes, studies and reports on a wide range of issues and specifically on fiscal policies, tax spending, equity, natural resource revenue management, economic diversification, productivity and fiscal decentralization.
5. Oversee the preparation of the Directorate's budget and implementation of the financial plan for inclusion in the Commission's budgetary cycle.

6. Champion the development of internal capacity within the Commission for collection or acquisition and management of data bases relevant for discourse on devolution and fiscal decentralization.
7. Seek out, establish and nurture the Commissions participation in relevant local, regional and global research network.
8. Propose and manage the Commissions round of technical presentations.
9. Propose and implement production of periodic publications such as journals, articles and policy briefs that are instrumental in growing and consolidating the Commission's profile within the devolution space.
10. Prepare Commission papers on topical issues, analytical findings as may be required from time to time.
11. Provide leadership and management of the Research Team of the Commission.

**ACADEMIC QUALIFICATIONS:**

1. A PhD in either Economics or Statistics from a recognized University.

**EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:**

12. A minimum of ten (10) years of relevant progressive experience in policy analysis, economic modeling, and research.
13. At least five (5) years' post PhD experience in a reputable organization, with demonstrable supervisory role.
14. At least five publications in refereed Journals.
15. Demonstrated track record in producing user friendly written outputs.
16. A good understanding of econometrics and ability to use standard econometrics software to conduct research and modeling such as STATA/SPSS, RATS and CATS.
17. Knowledge and experience in development arena – Ability to understand policy making process, distil operationally relevant recommendations for stakeholders.
18. Policy Dialogue Skills: Ability to identify assess and engage policy issues and play an active role in dialogue with a broad range of stakeholders.
19. Lead and innovate – Develops innovative solutions, to entrench devolution.
20. Demonstrable ability to build cohesive teams and to achieve goals through teamwork.
21. Excellent communication, presentation and facilitation skills and result oriented

and ability to work under pressure.

22. Be a person of integrity with effective interpersonal skills.

### **3. DEPUTY DIRECTOR RESEARCH - CRA 3**

Reporting to Director Research, the position holder will assist the Director Research in driving independent research to continually build and update the stock of knowledge needed by the Commission's directorates responsible for implementing its constitutional mandate as envisioned in the CRA Act.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist the director in the preparation and execution of annual research program of the Commission.
2. Assist in the development of suites of modelling for policy simulation and forecasting, design, preparation and dissemination of analytical economic work and reporting including, macroeconomic modelling and forecasting.
3. Participate in the preparation of the Directorate's budget and implementation of the financial plan for inclusion in the Commission's budgetary cycle.
4. Take part in the development of internal capacity within the Commission for collection or acquisition and management of data bases relevant for discourse on devolution and fiscal decentralization.
5. Deputize the director in leading and managing the research team of the Commission and in allocation of assignments that arise from time to time
6. Conduct performance evaluation of managers/senior analyst
7. Contribute to policy notes, studies, and reports on a wide range of issues and specifically on fiscal policies, tax spending, equity, natural resource revenue management, economic diversification, productivity, and fiscal decentralization.
8. Participate in the preparation and execution of the Commissions round of technical presentations.
9. Assist in the production of periodic publications such as journals, articles and policy briefs that are instrumental in growing and consolidating the Commission's profile within the devolution space.
10. Assist in establishing and nurturing the Commissions participation in relevant local, regional, and global research network.
11. Prepare Commission papers on topical issues, analytical findings as may be required from time to time.

### **ACADEMIC QUALIFICATIONS:**

1. Possession of PhD in Economics/Statistics from reputable University.

### **EXPERIENCE, KNOWLEDGE, AND SKILL REQUIRED:**

1. A minimum of five to ten (10) years of relevant progressive experience in policy analysis, economic modeling, and research.
2. At least five (5) years of work experience in a supervisory position.
3. Good research publications record in refereed journals.
4. A good understanding of econometrics and ability to use standard econometrics software to conduct research and modeling such as STATA/SPSS, RATS and CATS.
5. He/she must be a person of integrity, demonstrate excellent interpersonal skills and be a team player.
6. Strong managerial skills, including motivating, developing, coaching, and leading teams.
7. Demonstrable report writing and presentation skills, interpersonal and communication skills.
8. Excellent knowledge of relevant computer software and applications.
9. Ability to work in a team-modulated and collaborative environment.

### **APPLICATION GUIDELINES:**

1. For position of Director Research, those who applied earlier need not apply as they will be considered along with the new applicants.
2. If your training, experience and competence match or exceed any of the above minimum requirements, please send a secured copy of your application, a detailed up-to-date curriculum vitae, indicating current remuneration, e-mail and telephone contacts, together with copies of certificates and testimonials. You should also give the names of three (3) referees who must be familiar with your previous work and academic experience indicating their telephone, postal and email addresses. Only shortlisted applicants shall be contacted to provide clearance from the following institutions: Kenya Revenue Authority, Directorate of Criminal Investigations, Ethics and Anti-corruption Commission, Higher Education Loans Board and Credit Reference Bureau.

You may visit our website [www.cra.go.ke](http://www.cra.go.ke) for complete details of the application.

3. Application should be addressed to the Commission Secretary, CRA and be sent by post or hand delivered to the Commission offices at 14 Riverside Drive before close of business on **Tuesday 13<sup>th</sup> September, 2022** at 5PM as follows:

**APPLICATION FOR THE POSITION OF (insert appropriate position)  
TO THE COMMISSION SECRETARY  
COMMISSION ON REVENUE ALLOCATION  
14 Riverside Drive  
Grosvenor Block  
P.O. BOX 1310 - 00200  
NAIROBI.**

*Only shortlisted candidates will be contacted.*

***The CRA is an equal opportunity, gender sensitive and compliant employer***