



COMMISSION ON REVENUE ALLOCATION

Promoting an Equitable Society

VACANCY ANNOUNCEMENTS

The Commission on Revenue Allocation (CRA) is an independent Commission set up under Article 215 of the Constitution of Kenya. Its 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. DEPUTY DIRECTOR CORPORATE SERVICES: SCALE - CRA 3 (1 Post)

Reporting to the Director, Corporate Services, the position holder shall deputize the Director in the provision of leadership in the management affairs of the Directorate spanning Human Resources and Administration, Finance, Monitoring and Evaluation, secretarial support and offer assist in fulfilment of the mandate of institutional capacity.

MAIN DUTIES AND RESPONSIBILITIES:

1. Deputize the Director, Corporate Services in the provision of corporate services in the areas of Human Capital, Finance, Facilities Management (Administration), monitoring and evaluation.
2. Assist the Director in supervising the human resources elements at the Commission including but not limited to recruitment and selection, training, performance management, staff benefits, employee grievances and disciplinary cases amongst others.

3. Manage the administrative and general office services of the Commission such as management of assets, transport, cleaning, security, storage and security of records, office accommodation and other corporate services.
4. Assist in coordinating the finance and accounting function to ensure adherence with the Public Finance Management legislation and all other attendant legal and statutory requirements
5. Coordinate the development and implementation of the Commission Budget in line with the provisions of the Public Finance Management Legislation.
6. Lead in the monitoring and evaluation of financial and non-financial aspects of the Commission Budget.
7. Offer Secretarial Services to the relevant Commission Committee and forums.

REQUIRED ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

The applicant will be required to meet the following requirements:

1. Minimum of a Master's degree in any of the following disciplines: Public Administration, Business Administration/Management, Finance/Accounting, Human Resource Management, social sciences or its equivalent from a recognized institution.
2. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration/Management, Finance/Accounting, Human Resources Management, social sciences or its equivalent from a recognized institution.
3. Diploma in Human Resource Management or CHRP (K) will be an added advantage.
4. Must be registered in a relevant professional body with good standing.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

The applicant will be required to meet the following requirements:

1. At least ten years (10) years' cumulative experience in a related field, with six (6) years' experience in senior management role with a strong bias in the human resource and administration function within the public sector.
2. Have demonstrated professional, managerial and leadership competence as reflected in work performance and results.
3. He/she must be a person of integrity, demonstrate excellent interpersonal skills and be a team player.

4. Excellent Communication, presentation and facilitation skills and results oriented with ability to work under pressure.
5. Excellent knowledge of relevant basic computer applications and
6. Ability to work in a team-modulated and collaborative environment.

2. MANAGER PROCUREMENT AND SUPPLIES – SCALE 4A (1 Post)

Reporting to the Commission Secretary/CEO, the Manager Procurement and Supplies will spearhead the purchasing process from selecting suppliers to ensuring stock optimization, as well as provide guidance on sourcing and procurement processes.

The Manager Procurement and Supplies will be a supply chain and logistics expert who will specialize in implementing cost-effective purchases of all goods and services, as required by the company. Ensuring quality control and adhering to the Commission's policies and procedures on supply chain management will be the main priorities when carrying out this role.

MAIN DUTIES AND RESPONSIBILITIES:

1. Developing procurement strategies that are inventive and cost-effective.
2. Sourcing and engaging reliable suppliers and vendors.
3. Negotiating with suppliers and vendors to secure advantageous terms.
4. Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility.
5. Building and maintaining long-term relationships with vendors and suppliers.
6. Approving purchase orders and organizing and confirming delivery of goods and services.
7. Performing risk assessments on potential contracts and agreements.
8. Controlling the procurement budget and promoting a culture of long-term saving on procurement costs.
9. Overseeing and managing the IT systems that track shipments, inventory, and the supply of goods.
10. Preparing procurement reports.

ACADEMIC QUALIFICATIONS REQUIREMENTS:

1. Master's degree in any of the following disciplines: Commerce (Procurement and Supplies), Business Administration or its equivalent from a recognized institution;
2. Bachelor's degree in any of the following disciplines: Procurement/Supplies or its equivalent from a recognized institution;

3. Registered member of the Chartered Institute of Purchasing and supplies (CIPS) and Kenya Institute of Supplies Management (KISM).

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

1. Demonstrated track record in Procurement and Supplies environment particularly in Public Sector.
2. Demonstrable ability to build cohesive teams and to achieve goals through teamwork.
3. Excellent communication, presentation and facilitation skills and result oriented and ability to work under pressure.
4. Be a person of integrity and effective interpersonal skills.

3. DRIVER – TWO POSITIONS – SCALE 7A (2 Posts)

This position is responsible for providing transportation services to the executive officers comprising of CEO, Commission Chairman and Commissioners, timely and consistent maintenance of assigned vehicles, maintenance of assigned work ticket and ensuring the security of the vehicle on and off the Road.

MAIN DUTIES AND RESPONSIBILITIES:

1. Ensure the security of the assigned official vehicle on and off the road.
2. Drive motor vehicles as authorized.
3. Carry out routine checks on the vehicles, detect & report any malfunctions.
4. Maintain their assigned work tickets and keep accurate records of their daily activities.
5. Maintain the cleanliness of assigned vehicles.
6. Analyze delivery addresses and decide on the appropriate routes to take to maintain schedule.
7. Adhere to company operating policies and procedures in the use and maintenance of the vehicle.

QUALIFICATION REQUIREMENTS:

1. Possession of KCSE D+ or its equivalent
2. Valid Driving License.

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

1. Accident free driving experience in the last three years.
2. Be a person of integrity and effective interpersonal skills.

4. NATURAL RESOURCE MANAGEMENT OFFICER – CRA 5 (1 Post)

Reporting to the Manager, Natural Resource Management (NRM), the job holder is responsible for providing professional and technical input into natural resources matters that relate to CRA's Mandate of making a recommendation on exploitation and revenue sharing from Natural resources as stipulated in the Constitution and National Legislation.

MAIN DUTIES AND RESPONSIBILITIES:

1. Assist the Manager NRM in analysis, research and preparation of reports and explanations on natural resources management trends and issues.
2. Provide technical assistance to the county governments and organize capacity building initiatives on natural resources management.
3. Monitor and evaluate natural resource revenues and prepare reports highlighting the results.
4. Assist in planning and preparation of budgets and work plans for NRM.
5. Provide periodic updates on the progress of assigned areas to the manager on time
6. Carry out data analysis on assigned thematic areas relating to the natural management of Counties.
7. Monitor and report on contemporary issues on natural resource management.
8. Undertake research on current development on matters of natural resources strategies within the developing and developed economies.

ACADEMIC QUALIFICATIONS:

1. Bachelor's Degree in Environmental Economics, Natural Resource Management or an equivalent from a recognized institution.

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:

1. Excellent communication, presentation and facilitation skills and result oriented and ability to work under pressure.
2. Be a person of integrity and effective interpersonal skills.

APPLICATION GUIDELINES:

1. 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.
2. 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 by **28th December 2022** at 5.00 pm. 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. If you do not hear from us in the next three months from the date of this advertisement, then consider your application unsuccessful.

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