



## COMMISSION ON REVENUE ALLOCATION

*Promoting an Equitable Society*

### UPDATED VACANCY ANNOUNCEMENT

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:

#### COMMISSION SECRETARY/ CHIEF EXECUTIVE OFFICER

##### MAIN DUTIES AND RESPONSIBILITIES:

The Commission Secretary shall be the Chief Executive Officer of the Commission and shall be responsible to the Commission for the following duties and responsibilities:

- a) Provide leadership and efficiently manage the day to day operations of the Commission;
- b) Lead and manage staff to ensure delivery of the Commissions Constitutional mandates;
- c) Ensure the Commission operates in line with its core values of “Excellence, Inclusiveness, Integrity and Objectivity” towards achieving its stated mission and vision of “No Kenyan Left Behind”;
- d) Coordinate the functions of various stakeholders and ensure strict adherence to the public code of conduct;

- e) Provide utmost discipline in financial management and ensure that the Commission's accounts, assets and liabilities are kept and reported in line with public sector accounting standards;
- f) Continuously build and maintain professional working relationship with the public, Government agencies as well as other stakeholders;
- g) Ensure Effective and timely implementation of all Commission's decisions, policies and programs; and
- h) Perform all other duties as may be assigned by Commission from time to time.

### **REQUIREMENTS FOR APPOINTMENT:**

Applicants must possess the following minimum qualifications:

- a) Holds at least a Master's degree in Economics, Business or Law or its equivalent from a reputable accredited University and has relevant professional qualifications;
- b) Have at least Fifteen (15) years' experience of which ten (10) must be at Senior leadership level in Public or private entities dealing with economic, financial or policy matters;
- c) Demonstrate compliance with the requirements of Chapter Six of the Constitution of Kenya 2010 and the Leadership and Integrity Act;
- d) Knowledge of Fiscal Decentralization and Public Sector Policy and Management shall confer additional advantage.

### **OTHER ATTRIBUTES REQUIRED:**

- a) Ability to conceive, communicate and implement initiatives with broad strategic impact;
- b) Lead, innovate and manage change;
- c) Have the ability to coordinate, motivate and manage teams;
- d) Demonstrate ability to engage productively with top officials in Public and Private sectors;
- e) Have ability to persuade and influence others;
- f) Possess high standards of integrity and ability to instill the same among teams;
- g) Demonstrate strong problem solving and decision-making skills; and,
- h) Possession of strong interpersonal, team building and communication skills.

This is a key position open to persons with the relevant exposure and experience. It should interest those with a passion for success and who aspire to make discernible change that

positively impacts Kenya and its people. The appointment is for five (5) year term, renewable for one further term subject to relevant public service regulations governing staff tenure.

### **HOW TO APPLY:**

Interested Candidates who meet the requirements are required to submit their application together with current Curriculum Vitae that contains details of qualifications, experience and positions held relevant to this role; copies of certificates and testimonials; current remuneration, telephone and email contacts and names and contacts of three professional referees.

Only shortlisted applicants shall be contacted to provide clearance from the following institutions:

1. Kenya Revenue Authority;
2. Directorate of Criminal Investigation;
3. Ethics and Anti-Corruption Commission;
4. Higher Education Loans Board;
5. Credit Reference Bureau.

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

Application should be addressed to The Chairperson, CRA and be sent by post or hand delivered to the Commission offices at 14 Riverside Drive by **14<sup>th</sup> August 2019** at 5.00 pm. as follows:

**APPLICATION FOR THE POSITION OF \_\_\_\_ (insert appropriate position)  
TO THE CHAIRPERSON  
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***