



**PARLIAMENT OF KENYA  
THE PARLIAMENTARY SERVICE COMMISSION**

**CANCELLATION NOTICE**

On 18<sup>th</sup> February, 2022, the Parliamentary Service Commission invited applications for the position of Director, Parliamentary Budget Office. Further, on 27<sup>th</sup> April, 2022, the Commission invited applications for the positions of Director, Commission Secretariat, Director, Parliamentary Research Services, Director, Speaker's Office (National Assembly) and Director, Speaker's Office (Senate).

The Parliamentary Service Commission hereby gives **NOTICE** that the advertisements and the recruitment processes for the above mentioned positions is terminated forthwith. For avoidance of doubt, the cancellation is in respect of the positions as set out below –

1. DIRECTOR, PARLIAMENTARY BUDGET OFFICE (PSC SCALE 16)
2. DIRECTOR, COMMISSION SECRETARIAT, PSC SCALE 15 (1 VACANCY)
3. DIRECTOR, PARLIAMENTARY RESEARCH SERVICES, PSC SCALE 15 (1 VACANCY)
4. DIRECTOR, SPEAKERS OFFICE – NATIONAL ASSEMBLY, PSC 15 (1 VACANCY)
5. DIRECTOR, SPEAKERS OFFICE – SENATE, PSC 15 (1 VACANCY)

**CLERK OF THE SENATE/SECRETARY,  
PARLIAMENTARY SERVICE COMMISSION**

**Dated: 5<sup>th</sup> July 2022**



**PARLIAMENTARY SERVICE COMMISSION  
JOB ADVERTISEMENT**

The Parliamentary Service Commission invites applications from energetic and results-oriented individuals interested in serving in the position of Director, Parliamentary Budget Office (PSC Scale 16) for a term of five years with eligibility for re-appointment for one further term of five years.

The particulars of the vacancy are as indicated below;

**Duties and Responsibilities**

- (i) Head of the directorate, responsible for providing overall direction and administration of the directorate including provision of team leadership, guidance and technical expertise on Fiscal Management, liaising with other Parliamentary departments, other Government departments and public sector players.
- (ii) Formulating the Directorate's Annual Work Plan around the Budget Calendar and enforcing its implementation.
- (iii) Providing the Framework for regular Budget briefings to MPs and Committees.
- (iv) Planning and facilitating Budget workshops for Members of Parliament.
- (v) Commissioning relevant Budget analysis and research on specific area(s) of interest as may be necessary.
- (vi) Overseeing the assessment of the strengths and weaknesses of Government Policy Options.
- (vii) Ensuring provision of professional, timely and objective National Budget related information to relevant House Committees and Members.
- (viii) Advising on suitable organizational arrangements for planning and coordinating budgetary policies and activities.

**Requirements for Appointment:**

For appointment to this position a candidate must:

- (i) Have a Masters degree in Economics or its equivalent from a recognized university;
- (ii) Have ten (10) years relevant work experience in public finance related area, three (3) of which must have been at the level of Chief Fiscal Analyst or similar position in the public service;
- (iii) Have sound knowledge of National Budget process and fiscal policy analysis;
- (iv) Be a team builder with excellent supervisory skills;
- (v) Have a proven record of research on finance related issues; and
- (vi) Be a strategic thinker with very good performance track record.

Applications must include a cover letter, copies of academic certifications and/or testimonials and a duly completed **Parliamentary Service Commission Job Application Form (Form 1J)**, which can be downloaded from [www.parliament.go.ke](http://www.parliament.go.ke) or obtained from the Ground Floor, County Hall, Parliament Buildings.

**Applications should be addressed to -**

Clerk of the Senate/Secretary,  
Parliamentary Service Commission,  
P.O. Box 41842 — 00100,  
**NAIROBI.**

or  
Hand delivered during office hours to the Office of the Head of the Commission Secretariat, 1st Floor, County Hall, Parliament Buildings

or  
emailed as a PDF file attachment to [applications@parliament.go.ke](mailto:applications@parliament.go.ke) to be received on or before **3<sup>rd</sup> March 2022**.

**Please note:** Applications from applicants who do not complete the *Parliamentary Service Commission Job Application (Form 1J)* referred to in this advertisement will NOT be considered.

**CLERK OF THE SENATE/SECRETARY PARLIAMENTARY SERVICE COMMISSION**



**PARLIAMENTARY SERVICE COMMISSION**

**JOB ADVERTISEMENT**

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1. **DIRECTOR, COMMISSION SECRETARIAT, PSC SCALE 15 (1 VACANCY)**
2. **DIRECTOR, PARLIAMENTARY RESEARCH SERVICES, PSC SCALE 15 (1 VACANCY)**
3. **DIRECTOR, SPEAKERS OFFICE – NATIONAL ASSEMBLY, PSC 15 (1 VACANCY)**
4. **DIRECTOR, SPEAKERS OFFICE – SENATE, PSC 15 (1 VACANCY)**

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Emailed as a PDF file attachment to [applications@parliament.go.ke](mailto:applications@parliament.go.ke) to be received on or before **11<sup>th</sup> May 2022**.

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**CLERK OF THE SENATE/ SECRETARY  
PARLIAMENTARY SERVICE COMMISSION**