

Deputy Director – Debt Settlement- 2 Posts at The National Treasury and Economic Planning

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Job Description

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The National Treasury derives its mandate from the Constitution , the Public Management Act and the Executive Order No.2/.

For appointment to this grade, an officer must have:

served for a minimum period of three years in the grade of Assistant Director, Debt Settlement CSG 7' or in a comparable and relevant position in the wider public service;

a Bachelors degree in any of the following fields: Economics and Statistics, Economics and Mathematics, Computer Science, Information Communication Technology, Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option) or any other equivalent qualification from a university recognized in Kenya;

certificate in any of the following fields: Public Debt Management, Monitoring and Evaluation, Project Management, Debt Management Performance Assessment, Debt Sustainability Analysis, Macro- Economic Analysis and Modeling/Reporting, Policy formulation, Public Debt restructuring, or any other equivalent qualification from a recognized institution;

demonstrated professional competence and managerial capabilities.

Duties and Responsibilities

An officer at this level will be responsible to the Senior Deputy Director, Debt Settlement.

Specific duties and responsibilities will include;

providing guidance in preparation of debt reports;

overseeing Period End Processing of the debt database;

coordinating preparation of debt data for reporting and analysis;

overseeing bank reconciliation;

authorizing Payment Advice and cash call ups;

coordinating preparation of final annual accounts for Consolidated Fund Service;

undertaking research on recording and settlement;

evaluating the recording and settlement function;

coordinating funding of Consolidated Fund Service and cash management;

authorizing exchequer requisition; and

custodian of stock of Payment Advice Forms (PAs) and Loan agreements

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