



REPUBLIC OF KENYA

Revised Scheme of Service
for
Finance/Budget Officers

ISSUED BY THE PERMANENT SECRETARY
MINISTRY OF STATE FOR PUBLIC SERVICE
OFFICE OF THE PRIME MINISTER
NAIROBI

April, 2009

REVISED SCHEME OF SERVICE FOR FINANCE BUDGET/OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a well defined and streamlined career structure that will attract, motivate and facilitate retention of suitably qualified Finance/Budget Officers in the Civil Service.
- (ii) To provide for clear job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable each officer understand the requirements and demands of the job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of professional competence, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Permanent Secretary, Ministry of Finance in conjunction with the Public Service Commission and in consultation with the Permanent Secretary, Ministry of State for Public Service. In administering the Scheme, the Permanent Secretary, will ensure that all its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in appointment on successful completion of their probation period.

(b) Training Scope

In administering the Scheme, the Permanent Secretary will ensure that appropriate induction and training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience for both efficient performance of their duties and advancement within the career structure provided in the Scheme. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Permanent Secretary administering the Scheme will consult the Permanent Secretary, Ministry of State for Public Service.

3. FINANCE AND BUDGETARY FUNCTION

(i) Finance Function

The Finance function entails processing of estimates for the program budget, expenditure monitoring, Prioritisation of programs and activities for results based allocation of resources, issuance of Authority to Incur Expenditure (AIE); expenditure and revenue forecasts; monitoring of Revenue and Expenditure; prioritisation of projects and activities for the purpose of financial allocations in the budget; oversight of commitment of funds and expenditure trends, in line with Treasury Circulars; budget monitoring and reporting; reallocations within Budgeted Heads and programmes and the overall financial management and control of voted funds. In addition, offering strategic leadership on all matters pertaining to financial management in Ministries and Departments.

(ii) Budgetary Function

The Budgetary function entails budgetary supply matters including processing of estimates for the Program Budget; expenditure monitoring; prioritisation of programs and activities for Results Based allocation of resources; expenditure monitoring and evaluation; oversight of absorption of funds and expenditure trends; performance measurement; budget planning, analysis, forecasting and reporting; reallocations within budget programmes; development of Budget Policy and Policy analysis and the overall financial management and control of voted funds.

4. GRADING STRUCTURE

(a) Grading Structure

The Scheme of Service establishes ten (10) grades of Finance/Budget Officers who will be designated and graded as follows: -

Designation	J/G
Finance Officer III	J
Finance Officer II	K
Finance Officer I	L
Senior Finance Officer/Senior Budget Officer	M
Principal Finance Officer	N
Senior Principal Finance Officer/Assistant Director Budget	P
Deputy Chief Finance Officer/Senior Assistant Director of Budget	Q
Chief Finance Officer/Deputy Director of Budget	R
Senior Chief Finance Officer/Senior Deputy Director of Budget	S
Director of Budget	T

(b) Conversion to the New Grading Structure

Designation	J/G	Designation	J/G
Finance Officer III	J	Finance Officer III	J
Finance Officer II	K	Finance Officer II	K
Finance Officer I	L	Finance Officer I	L
Senior Finance Officer/Senior Budget Officer	M	Senior Finance Officer/Senior Budget Officer	M
Principal Finance Officer/Principal Budget Officer	N	Principal Finance Officer/Principal Budget Officer	N
Senior Principal Finance Officer/Assistant Director of Budget	P	Senior Principal Finance Officer/Assistant Director Budget	P
Deputy Chief Finance Officer/Senior Assistant Director of Budget II	Q	Deputy Chief Finance officer/Senior Assistant Director of Budget	Q
Chief Finance Officer/Senior Assistant Director of Budget I	R	Chief Finance Officer/Deputy Director of Budget	R
Deputy Director of Budget	S	Senior Chief Finance Officer/Senior Deputy Director of Budget	S
Director of Budget	T	Director of Budget	T

Notes:

- (i) The grades of Finance Officer III/II, Job Groups J/K' for officers in possession of a Bachelors degree in Economics, Commerce, Business Administration, Finance or any other Bachelors Degree with Certified Public Accountant Part II (CPA II) qualification will form a common establishment.*
- (ii) The grades of Finance Officer II/I, Job Groups 'K/L' for officers in possession of a Bachelors Degree in the above fields plus Certified Public Accountant (CPA) (K) **OR** Association of Chartered Accountant (ACCA) **OR** Chartered Financial Analyst (CFA), will form a common establishment for the purpose of this Scheme of Service .*
- (iii) Budget Officers will be deployed in the Ministry of Finance Headquarters whereas Finance Officers will be deployed in Ministries/Departments.*
- (iv) The current grade of Deputy Director of Budget, Job Group 'S' will convert to that of Senior Deputy Director of Budget, Job Group 'S'.*
- (v) Posts of Senior Chief Finance Officer Job Group 'S' will be limited in number and officers occupying the posts will be deployed to large Ministries/Departments.*

5. PROVISION OF POSTS

A scheme of service is not an authority for creation of posts. Any additional posts required under the new grading structure for the normal expansion of the service or for implementation of new posts must be submitted to the Permanent Secretary, Ministry of State for Public Service for consideration and approval.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of Finance Officer III, Job Group 'J' and Finance Officer II, Job Group "K" provided that the candidate is in possession of qualifications stipulated for that particular grade. However, direct appointment beyond these grades may be made by Public Service Commission on the recommendation of Permanent Secretary administering the Scheme in consultation with Permanent Secretary, Ministry of State for Public Service.

(b) Incremental Credit

Incremental credits will be awarded for approved experience acquired after obtaining the prescribed minimum qualification at the rate of one increment per each completed year of approved experience provided the maximum of the scale is not exceeded. In granting incremental credits, any period of service or experience stipulated as the basic requirement for appointment or promotion to a particular grade shall be excluded.

7. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (i) Bachelors Degree in any of the following: Economics, Commerce (Finance Option) Business Administration, Business Management, Finance, Accounts; or any other equivalent qualification from a recognized university;
- (ii) Certified Public Accountant (CPA) or its equivalent;
- (iii) Association of Certified Chartered Accountant (ACCA);
- (iv) Chartered Financial Analyst (CFA);

- (v) Master's Degree in any of the following: Business Administration (MBA), Economics, Finance or in a related discipline from a recognized university;
- (vi) A Certificate Course in Public Sector Financial Management lasting not less than four (4) weeks from a recognized university/institution;
- (vii) A Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) A Certificate Course in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Computer Applications

8. ADVANCEMENT WITHIN THE SCHEME

It is emphasized that the qualifications and other conditions set out in this Scheme of Service are the basic minimum requirements entitling an officer to be considered for appointment or promotion. In addition, advancement from one grade to another will depend on:

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 1st April, 2009. On implementation, all serving Finance/Budget Officers will automatically become members of this Scheme of Service.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. FINANCE OFFICER III, JOB GROUP 'J'

(a) Duties and Responsibilities

This is the entry and training grade for the Finance/Budget Officers Cadre. An officer at this level will work under a more senior officer. Specific duties and responsibilities at this level shall include:-

- (i) compiling and formatting financial estimates;
- (ii) taking initial action on budget monitoring; and
- (iii) preparing reports and briefs on budgetary policy issues.

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of either:-

- (i) Bachelors degree in any of the following areas: Commerce (Finance option), Economics, Business Administration, Business Management or Finance

OR

- (ii) Any other Bachelor's degree with Certified Public Accountant II (CPA II) qualification.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialisation
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

II. FINANCE OFFICER II, JOB GROUP 'K'

(a) Duties and Responsibilities;

Duties and responsibilities at this level entail: -

- (i) Gathering, compiling and analysing information on commitment and expenditure trends and initiating appropriate corrective action as may be required;
- (ii) Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- (iii) Initial processing of reallocations within the budget.

(b) Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must be in possession of a Bachelors Degree in Commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant (CPA) K or Association of Chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA).

Promotion

For promotion to this grade, an officer must:-

- (i) have served in the grade of Finance Officer III or a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) have shown merit and ability in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- Organisational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.

- Interpersonal skills including being a team player.
- Good communication skills.

Core Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

III. FINANCE OFFICER I, JOB GROUP ‘L’

(a) Duties and Responsibilities;

Duties and responsibilities at this level will entail:

- (i) control of expenditure commitments in the Ministries/Departments;
- (ii) initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary processes;
- (iii) processing of Medium Term Expenditure Framework and revised estimates budget; and
- (iv) taking initial action for the budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Finance Officer II or a comparable and relevant position in the Public Service for at least three (3) years ; and
- (ii) shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- Organisational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.
- Interpersonal skills including being a team player.
- Good communication skills.

Core Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

IV. SENIOR FINANCE OFFICER/SENIOR BUDGET OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities.

Ministries/Departments

Duties and responsibilities at this level shall entail:-

- (i) preparing District Budgets for the recurrent and development votes;
- (ii) preparing quarterly expenditure forecasts as a basis for discussions with the Treasury for release of funds;
- (iii) initiating proposals seeking funds for additional expenditure and reallocation of voted funds during the year; and
- (iv) monitoring expenditure and projects including programme implementation on a periodic basis and ensuring timely disbursement of funds.

Budgetary Supply Department

Within the Budgetary Supply Department, duties at this level will entail;

- (i) compiling of budget estimates;
- (ii) compiling of Fiscal returns;
- (iii) preparing of Fiscal reports;
- (iv) compiling of expenditure proposals; and
- (v) compiling of Budget outputs and outcomes.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Finance Officer I or comparable and relevant position in the Public Service for at least three (3) years;
- (ii) a certificate in Public Financial Management from a recognised institution lasting not less than four (4) weeks;
- (iii) attended a Senior Management course lasting not less than four (4) weeks; and
- (iv) shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- Organisational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.
- Interpersonal skills including being a team player.
- Good communication skills.

Core Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

V. PRINCIPAL FINANCE OFFICER/PRINCIPAL BUDGET OFFICER, JOB GROUP ‘N’

(a) Duties and Responsibilities;

Ministries/Departments:

An officer at this level will be responsible for:

- (i) co-ordinating and analysing Medium Term Expenditure Framework (MTEF) Budget;
- (ii) assisting the Ministerial Departments in costing of Programmes;
- (iii) incorporating the district’s inputs into the budget process;
- (iv) communicating approved annual estimates to various departments and ensuring that there is a timely adjustment of work plans commensurate with the resources voted in the budget;
- (v) determining performance indicators for programmes; and
- (vi) initial preparation of responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees.

Budgetary Supply Department

Duties at this level will entail;

- (i) assisting Desk Officers to coordinate the preparation of budget estimates for various ministries;
- (ii) analysing project proposals;
- (iii) analysing budget Estimates;

- (iv) analysing fiscal returns;
- (v) preparing fiscal reports; and
- (vi) preparing technical briefs on Financial Management.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served satisfactorily in the grade of Senior Finance Officer/Senior Budget Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) attended and successfully completed a Senior Management course lasting not less than four (4) weeks;
- (iii) attended and successfully completed a certificate course in Public Financial Management; and
- (iv) demonstrated professional competence in the field of Financial Management.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- Organisational, managerial and administrative skills.
- Positive working attitude and ability to give and take instructions.
- Ability to work with minimum supervision.
- Creativity and innovativeness.
- Professionalism and integrity.
- Interpersonal skills including being a team player.
- Good communication skills.

Core Skills

- Supervisory management
- Policy implementation
- Oral/Written Communication skills
- Target setting
- Administration skills
- Team leadership
- Problem solving

VI. SENIOR PRINCIPAL FINANCE OFFICER/ASSISTANT DIRECTOR OF BUDGET, JOB GROUP 'P'

(a) Duties and Responsibilities.

Ministries/Departments

Duties and Responsibilities at this level will entail:-

- (i) consolidating district budgets for the recurrent and development votes;
- (ii) preparing quarterly expenditure forecast as a basis for discussions with the Treasury for release of funds;
- (iii) initiating proposals seeking funds for additional expenditures and reallocation of voted funds during the year;
- (iv) monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken;
- (v) co-ordinating activities and work of all officers handling donor financed projects, monitoring implementation of such projects and review of reimbursements; and
- (vi) co-ordinating the design and financial aspects for all new donor projects and agreements with donor agencies.

Budgetary Supply Department

An officer at this level will be required to coordinate the budget supply matters. Specific duties and responsibilities will entail;

- (i) coordinating budget preparation for various Ministries/Departments
- (ii) analysing Budget Estimates;
- (iii) analysing project proposals;
- (iv) developing budget systems;
- (v) team leader in resource allocation; and
- (vi) analysing programme performance targets.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Principal Finance Officer /Principal Budget Officer or a comparable and relevant position in the Public Service for at least three (3) years ;
- (v) Masters Degree in Business Administration(MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- (vi) attended and successfully completed a strategic leadership course lasting not less than four (4) weeks from a recognised institution; and
- (vii) shown merit and ability in related work performance.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

VII. DEPUTY CHIEF FINANCE OFFICER/ SENIOR ASSISTANT DIRECTOR OF BUDGET, JOB GROUP 'Q'

(a) Duties and Responsibilities;

Ministries/Departments

A Deputy Chief Finance Officer will be responsible for the preparation of budget and ensuring ministry's/departments adherence to budget ceilings. Specific duties and responsibilities at this level shall entail: -

- (i) control of budgetary commitments;
- (ii) financial evaluation and processing of major policy changes (i.e. changes with substantial financial implications) within a Ministry/Department
- (iii) incorporation of State Corporations budgets and other agencies funded in the parent Ministry/Departments budget, release of funds for State Corporations and monitoring the use of their financial resources;
- (iv) monitoring and servicing of guaranteed loans by State Corporations and taking follow up action on the recovery of funds owed to the Government;
- (v) monitoring and review of programme implementation and taking corrective measures;
- (vi) timely issuance of Authority-to-Incur Expenditure (AIE) to various spending points, particularly to the districts and ensuring that AIEs are consistent with quarterly ceilings; and
- (vii) undertaking risk management for the Ministry/Department.

Budgetary Supply Department

Duties and responsibilities at this level shall entail:

- (i) coordinating overall Budget preparation at Sector and Ministerial levels;
- (ii) developing improved budgetary practices and systems within the Public Service;

- (iii) monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action;
- (iv) initiating policy changes with regard to the overall expenditure patterns; and co-ordination of the proposals from Ministries/Departments to Treasury for release of exchequer; and
- (v) undertaking risk analysis in budget Management.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) have served in the grade of Senior Principal Finance Officer/Assistant Director of Budget or an equivalent position in the Public Service for at least three (3) years;
- (ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- (iv) attended a Strategic Leadership Course lasting not less than four (4) weeks; and
- (v) shown outstanding capability in Financial Management.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

VIII. CHIEF FINANCE OFFICER / DEPUTY DIRECTOR BUDGET, JOB GROUP 'R'

(a) Duties and Responsibilities.

Ministries/Departments

Chief Finance Officer will head and coordinate activities of the Finance Department at a Ministry level. An officer at this level will be required to develop budgetary requirements for the Ministry/Departments and will be responsible to the Accounting Officer for the overall financial management of the Ministry/Department including risk management.

Specific duties will entail:

- (i) systematic scheduling of expenditures consistent with work plans;
- (ii) contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- (iii) budget planning, preparation and implementation at the ministry level; coordinating the preparation of annual work plans, procurement plans and cash management;
- (iv) advising the accounting Officer on financial management matters; and
- (v) coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports.

Budgetary Supply Department

An officer at this level will be required to:

- (i) coordinate: the allocation of resources among a number of ministries through the sector process;

- (ii) provide leadership in budget management to a number of Desk officers who are in charge of ministries;
- (iii) take charge of all matters pertaining to the budget, including preparation, printing and submission of the estimates to Parliament;
- (iv) deal with parliamentary questions and issues pertaining to expenditure, monitoring and control;
- (v) advise the Treasury on Budget management; and
- (vi) assess the risks involved in new and existing budget policies.

(b) Requirements for Appointment

For appointment to this grade, an officer must have;

- (i) served in the grade of Deputy Chief Finance Officer/Senior Assistant Director Budget or a comparable and relevant position in the Public Service for at least three years (3);
- (ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- (iii) shown outstanding capability in Financial Management; and
- (iv) attended Strategic Leadership Development Programme course lasting not less than from a recognised institution.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate and implement Ministerial/Departmental Mandates.
- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.

- Leadership, advocacy, relationship building and collaboration, result oriented, self driven.
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

SENIOR CHIEF FINANCE OFFICER, / SENIOR DEPUTY DIRECTOR OF BUDGET, JOB GROUP ‘S’

(a) Duties and Responsibilities

Ministries/Departments

A Senior Chief Finance Officer will head a Finance Department in a large Ministry/Department with large budget outlay. The officer will be required to develop budgetary requirements for the Ministry and coordinate the activities of the Department. The Specific duties will include:-

- (i) scheduling of expenditures consistent with work plans; and contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- (ii) providing leadership in the Budget management;
- (iii) Budget planning, preparation and implementation at the ministry level;
- (iv) coordinating the preparation of annual work plans, procurement plans and cash management;
- (v) advising the Accounting Officer on financial management matters;
- (vi) coordinating the preparation of the Ministerial Public Expenditure Reviews and the sector reports; and

- (vii) undertaking risk assessment and management of the Budget.

Budgetary Function Department

As the Deputy Director of Budget at the Treasury, the officer will deputise the Director of Budget. Specific duties include;

- (i) coordinating the overall resource allocation in line with national policy;
- (ii) undertaking the risk assessment on overall Budget policy;
- (iii) coordinating the linkage of the overall budget to the sectoral and ministerial cash plans;
- (iv) coordinating the capacity building in the Finance/Budget function government; and
- (v) coordinating the development of budget policy, budget systems and reforms;

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Finance Officer/Deputy Director of Budget for at least three (3) years;
- (ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
- (iii) attended Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognised institution;
- (iv) shown exemplary leadership qualities; and
- (v) shown outstanding capability in Financial Management.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- Ability to articulate, interpret and implement National and International Policies and Development Goals.
- Organizational, conceptual and analytical, managerial and decisive skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, self drive and initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy formulation and implementation
- Planning
- Organizing
- Directing
- Controlling
- Coordinating
- Strategy formulation

VIII. DIRECTOR OF BUDGET, JOB GROUP ‘T’

(a) Duties and Responsibilities

This is the highest grade in this cadre and the officer will be based at the Treasury. The Director of Budget will be in-charge of the entire budget process of the Government. The officer will be responsible to the Permanent Secretary/Treasury for co-ordinating all matters pertaining to the budget including preparation, printing and submission of the estimates to Parliament; and dealing with parliamentary questions and issues pertaining to expenditure management including monitoring and control. The officer will liaise with the Economic Secretary on revenue projections and with the Accountant General on exchequer issues.

Specifically, the Director of Budget will carry out the following duties and responsibilities:

- (i) co-ordinating the preparation of the National budget;
- (ii) co-ordinating the Accounting Units on preparation of the annual estimates and Medium Term Expenditure Framework;

- (iii) Stakeholder Consultations;
- (iv) results based planning and performance measurement;
- (v) risk management in the public finance sector;
- (vi) development of reforms in the budget process;
- (vii) formulation of budget policies;
- (viii) review of the Budget implementation to ensure it is in line with the overall policy and macro economic and fiscal framework; and
- (ix) assisting the Permanent Secretary in the administration of this scheme.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Chief Finance Officer/Senior Deputy Director of Budget for a minimum period of three (3) years;
- (ii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university
- (iii) financial management and administrative skills;
- (iv) attended Strategic leadership development Programme from a recognised institution;
- (v) have shown exemplary leadership qualities; and,
- (vi) demonstrated a clear understanding of National Development Policies, goals and objectives.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to articulate, interpret and implement National and International Policies and Development Goals.
- Organizational, conceptual and analytical, managerial and decisive skills.
- Creativity and innovation.

- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, self drive and initiative to achieve expected results.

Core Skills

- People management
- Financial management
- Policy formulation and implementation
- Planning
- Organizing
- Directing
- Controlling
- Coordinating
- Strategy formulation