



THE NATIONAL LAND COMMISSION

ADVERTISEMENT

National Land Commission (NLC) is a Constitutional Commission established under Article 67 of the Constitution of Kenya, 2010 and operationalized by the National Land Commission (NLC) Act, 2012, the Land Act, 2012 and the Land Registration Act, 2012. The broad mandates of the Commission are inter-alia to; manage public land on behalf of the National & County Governments, recommend a National Land Policy to the National Government, advise the National Government on a Comprehensive program for the registration of title to Land throughout Kenya, conduct research related to land & the use of natural resources & make recommendations to appropriate authorities and initiate investigations on its own initiative or on a complaint into present or historical land injustices & recommend appropriate redress. Pursuant to Article 252 1(c) of the Constitution of Kenya and Section 22 of the NLC Act, which provides that the Commission shall have the power to appoint its own staff, the Commission invites applications from suitable candidates for the following vacant positions:

1. DIRECTORATE OF FINANCE AND CORPORATE PLANNING

DEPUTY DIRECTOR FINANCE AND ACCOUNTS -- (GRADE NLC 3) – ONE (1) POST-JOB REF: NLC/FCP/1/2023

Terms of Appointment

The appointment will be on a Permanent and Pensionable terms

Personal Emolument for the position of Deputy Director Finance and Accounts;

Basic Salary Scale	:	Kshs Min 148,000 – Max 263,000 Per month
House Allowance	:	Kshs. 60,000 Per month
Commuter Allowance	:	Kshs. 18,000 Per month
Entertainment Allowance	:	Kshs. 20,000 Per month
Leave Allowance	:	Kshs. 30,000 Per annum
Medical Cover	:	As provided by the Commission

Job Purpose

This position provides strategic leadership in effective coordination of Finance and account activities to maintain a compliant financial management system and efficient utilization of Commission resources and assets

Duties and Responsibilities;

1. Develops and implements internal financial and accounting policies, strategies, standards, programmes and regulations;
2. implements financial management and accounting regulations, systems and procedures as per the PFMA;
3. Provides technical advice on financial management and accounting for the Commission's financial resources;
4. Maintains books of accounts relating to income and expenditure as well as assets and liabilities of the Commission;
5. Monitors budget and reporting; ensuring statutory deductions are remitted to relevant authorities;
6. Prepares budgets for the recurrent and development votes;
7. Prepares quarterly expenditure forecasts;
8. Initiates proposals seeking funds for additional expenditure and reallocations during the year;
9. Prepares management and statutory reports to aid in decision making;
10. Implements approved annual budget;
11. Compiles budget estimates, expenditure proposals, budget outputs and Outcomes and fiscal returns and reports;
12. Updates records on financial and accounting operations;
13. Determines controls to ensure the integrity of financial procedures and records;
14. Monitors expenditure and projects on a periodic basis and ensure timely disbursement of funds;
15. Monitors and evaluating performance of the Directorate;
16. Plans and prepares budgets for the Directorate; and
17. Prepares progress reports of the Directorate.

Job Competencies (Knowledge, Experience and Attributes / Skills):

Academic Qualifications;

1. Master's Degree in Business Management, Administration, Finance, Commerce or Economics from a recognized institution
2. Bachelor's Degree in Business Management, Administration, Finance, Commerce or Economics from a recognized institution

Professional Qualifications / Membership to professional bodies;

1. Certified Public Accountant (CPA K)
2. Member of the Institute of Certified Public Accountants of Kenya (ICPAK).
3. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks.

Previous relevant work experience required.

Must have served for twelve (12) years, three (3) years of which must be experience in comparable positions in Public Service or from any reputable organization.

Applicants must possess level of knowledge and skills in the following areas;

1. Analytical Skills
2. Organizational skills
3. Strategic leadership skills
4. Transformational leadership skills
5. Financial management skills
6. Knowledge of PFM (Act)
7. Decision Making Skills

MODE OF APPLICATION:

- i. Candidates should attach all documents to the application form (download from the website).
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included,

- iii. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates, transcripts and testimonials during interviews.
- iv. Please note that it is a criminal offence to present fake certificates.

If you possess or meet the above qualifications, please send;

- i. Your application letter together with detailed Curriculum Vitae including names of three referees and their full contacts (Name, post office box number, email address, and telephone/mobile phone contact)
- ii. Copies of academic certificates and testimonials:

Applicants are advised to visit our [website www.landcommission.go.ke](http://www.landcommission.go.ke) for instructions on how to apply. Applicants **MUST apply both online and submit hard copies** of their applications.

In case you do not hear from us, please consider your application as unsuccessful.

Please note that canvassing for this position will lead to automatic disqualification.

All applicants must meet the requirements of Chapter Six (6) of the Constitution of Kenya.

The National Land Commission is an equal opportunity employer; women, people from marginalized areas and Persons living with disabilities are encouraged to apply.

All hardcopy applications should be submitted to:

**THE SECRETARY/CEO
NATIONAL LAND COMMISSION
316 UPPERHILL CHAMBERS
20TH FLOOR
P.O BOX 44417-00100, NAIROBI.**

The applications should reach the office of the Secretary/ CEO, National Land Commission **on or before 18th September 2023 by 5.00pm.**