

Job Title	Principal Finance Officer
Grade/Level	PBORA 4
Reference	PBORA/4/PFO/2025
Positions	1

a) Job Specification

Duties and responsibilities at this level will entail: -

- i. Review and ensure timely and accurate preparation of management accounting reports on monthly, quarterly and annual basis
- ii. Ensuring timely and accurate preparation of annual budgets and revised budgets based on approved work plans.
- iii. Provide technical support to technical and other departments during the budget making process
- iv. Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action
- v. Interpreting of financial policies for sound financial principles, practices procedures for effective internal control
- vi. Assist other departmental and sectional managers in the management of their budgets through regular provision of reliable up to date financial information;
- vii. Carry out financial planning and consolidate department work plans
- viii. Participate in Resource Mobilization initiatives of the Authority.
- ix. Verification of payroll, payment cheques, EFTs and bank transfers;
- x. Approval of Purchase orders, Sales & Purchase invoices and staff imprests
- xi. Review the coding of ledger and store items in the system to ensure that is accurate and sufficient;
- xii. Review all purchase requisition to ensure the estimate given by users are reasonable and within budget;
- xiii. Review revenue reconciliation i.e Projection Vs Actual collection;
- xiv. Ensure timely collection of revenue;
- xv. Ensure records and data on revenue are properly maintained;
- xvi. Liaise internally with other departments on matters related to revenue;
- xvii. Advice on review of services rates whenever necessary;
- xviii. Advise on appropriate technology/system to be used for projection, collection and reconciliation of revenue; and
- xix. Ensure timely production of accurate monthly, quarterly and annual reports on revenue collections;
- xx. Any other duties as assigned from time to time

b) Person Specifications

For appointment to this grade, an officer must have:

- i. A minimum of ten (10) years' work experience and at least five (5) in a supervisory role in the Public Service or Private Sector;
- ii. Master's Degree in any of the following disciplines: - Business Administration preferably in Finance or equivalent qualifications from a recognized University or institution;

- iii. Bachelor's degree in Commerce (Finance option), Economics, and Business Administration, Business Management or other relevant and equivalent qualifications from a recognized institution;
- iv. Minimum KCSE C+ (plus) or its equivalent
- v. Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- vi. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- vii. Certificate in Management Course lasting not less than six (6) weeks from a recognized institution;
- viii. Proficiency in computer applications;
- ix. Demonstrated results in work performance
- x. Fulfilled the requirements of Chapter Six of the constitution;

Job Title	Senior Compliance Officer
Grade/Level	PBORA 5
Reference	PBORA/5/SCO/2025
Positions	8

a) Job Specification

An officer at this level will work under the guidance and supervision of Principal Compliance Officer or Manager, Compliance whichever is applicable.

Duties and responsibilities

- i. Specific duties and responsibilities will entail: -
- ii. Receiving recording, scrutinizing and acknowledging all PBOs Annual Returns;
- iii. Advising PBOs on Registration Services;
- iv. Conducting risk and proportionally based analysis of annual returns;
- v. Liaising and maintaining with relevant sections to generate notices and reminders for compliance; developing a list of non-compliant PBOs;
- vi. Developing a list of all PBOs due dates for submission of annual returns in order to enforce compliance;
- vii. Maintaining a comprehensive data base of PBOs and their Annual Returns status including a list of all PBOs who have been penalized/with outstanding returns and follow-up on the expired notices;
- viii. Preparing the monthly report on annual returns and submit the same to Data Management Unit;
- ix. Enhancing compliance in the submission of annual returns;
- x. Convening meetings to discuss request for waiver by PBOs;
- xi. Guiding PBOs and prepare the guidance materials;
- xii. Review annual returns to detect and highlight instances of non-compliance;
- xiii. Receiving and document complaints received;
- xiv. Maintaining accurate records and files of cases under investigations and those that have been concluded;
- xv. Regularly update the risk management data base; developing and maintaining a database of all PBOs officials including those who are blacklisted;
- xvi. Ensuring compliance notices are issued efficiently as provided for in the Operations Manual and administrative guidelines;
- xvii. Any other duties as assigned from time to time

b) Person Specifications

For appointment to this grade, an officer must have:

- i. Must have at least four (4) years work experience or served as Compliance Officer for at least three (3) years;
- ii. Master's Degree in any of the following disciplines: - Development Studies, Project Management, Social Sciences and Business Administration preferably in Strategic Management or equivalent qualifications from a recognized institution;
- iii. Bachelor's Degree in any of the following fields: Development Studies, Project Management, Social Sciences, Commerce, Business Administration or Business

- Management (Strategic Management option) or other relevant and equivalent qualifications from a recognized institution;
- iv. Minimum KCSE C+ (plus) or its equivalent
 - v. Certificate in a Supervisory Course lasting not less than two (2) weeks from a recognized institution;
 - vi. Membership and in good standing of a relevant professional body/Institution;
 - vii. Proficiency in computer applications;
 - viii. Fulfilled the requirements of Chapter Six of the Constitution.

Job Title	Internal Auditor
Grade/Level	PBORA 6
Reference	PBORA/6/ADT/2025
Positions	1

An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specification

The duties and responsibilities of the officer will entail: -

- i. Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control;
- ii. Performing substantive and compliance testing of accountable records and documents and prepare working papers;
- iii. Providing input in preparation of audit reports for audit engagements executed; and
- iv. Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits.
- v. Reviewing financial statements, operational processes, and compliance with regulations and internal policies.
- vi. Assessing the effectiveness of controls in place to mitigate risks and prevent fraud.
- vii. Identifying potential risks and recommending strategies to manage or mitigate them.
- viii. Documenting findings, conclusions, and recommendations for management.
- ix. Effectively communicating audit results and recommendations to management and other relevant parties.
- x. Tracking the implementation of recommended actions to address identified issues.
- xi. Investigating potential fraud and recommending preventative measures.
- xii. Any other duties as assigned from time to time.

b) Person Specification

For appointment to this grade, an officer must: -

- i. Have Bachelor's Degree in Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- ii. Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA);
- iii. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
- iv. Minimum KCSE C+ (plus) or its equivalent
- v. Be proficient in computer application skill; and
- vi. Fulfilled the requirements of Chapter 6 of the Constitution.

Job Title	Office Administrator
Grade/Level	PBORA 6
Reference	PBORA/6/OA/2025
Positions	1

a) Job Specifications

An officer at this level will work under direct supervision of a senior officer.

Duties and Responsibilities

- i. Attending to visitors/clients;
- ii. Handling telephone calls and enquiries;
- iii. Handling customer inquiries and complaints;
- iv. Ensuring security of office records, equipment and documents;
- v. Ensuring confidentiality of office information;
- vi. Record keeping for correspondences and file movement;
- vii. Managing office protocol and etiquette;
- viii. Managing petty cash for the respective office;
- ix. Maintaining an up to date file movement register;
- x. Coordinating the general administration of the respective department/office;
- xi. Coordinating schedule of meetings and appointments for the respective departments/office;
- xii. Coordinating travel arrangements for the respective departments/office;
- xiii. Coordinating appointments and travel itineraries for the ED/Deputy Director/ Manager;
- xiv. preparing responses to simple routine correspondence for the ED/Deputy Director/Manger; and
- xv. Monitoring procedures for record keeping for correspondences.
- xvi. Ensuring security, integrity and confidentiality of data; and
- xvii. Undertaking any other office administrative services duties that may be assigned.
- xviii. Any other duties as assigned from time to time

b) Person Specifications

For appointment to this grade a candidate must have: -

- i. Bachelor's degree in Secretarial Studies or any other equivalent from a recognized institution;
- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Have passed the following examinations from the Kenya National Examinations Agency (KNEC);
 - a. Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - b. Shorthand III (120 w.p.m);
 - c. Business English III/Communications I;
 - d. Office Management III/Office Administration and Management III;
 - e. Secretarial Duties II;
 - f. Commerce II;
- iv. Proficiency in computer applications;
- v. Demonstrated results in work performance;
- vi. Meet the provision of Chapter Six of Constitution.

Job Title	Registration Officer
Grade/Level	PBORA 6
Reference	PBORA/6/RO/2025
Positions	4

a) Job Specification

An officer at this level will work under the guidance and supervision of Senior Registration Officer.

Duties and responsibilities

Specific duties and responsibilities will entail: -

- i. Advising PBOs on registration services;
- ii. Receiving recording and scrutinizing all PBOs Annual Returns;
- iii. Developing a list of all PBOs due dates for submission of annual returns;
- iv. Preparing weekly summaries on registration services comprehensive data base of PBOs and their Annual Returns status;
- v. Preparing monthly reports on registration and post-registration services;
- vi. Compiling applications on registration of PBOs;
- vii. Conducting record searches with relevant government departments;
- viii. Receiving and scrutinizing requests for post registration services such as request for work permits, change of officials, recommendation letters and all other post registration services
- ix. Any other duties as assigned from time to time

b) Person Specifications

For appointment to this grade, an officer must have:

- i. Must have served as a Senior Assistant Registration officer for at least three (3) years;
- ii. Bachelor's Degree in any of the following fields: Development Studies, Project Management, Social Sciences, Commerce, Business Administration or Business Management (Strategic Management option) or other relevant and equivalent qualifications from a recognized institution.
- iii. Minimum KCSE C+ (plus) or its equivalent;
- iv. Membership and in good standing of a relevant professional body/Institution;
- v. Proficiency in computer applications;
- vi. Fulfilled the requirements of Chapter Six of the Constitution

Job Title	Investigations & Enforcement Officer
Grade/Level	PBORA 6
Reference	PBORA/6/IEO/2025
Positions	1

a) Job Specification

An officer at this level will work under the guidance of a Senior Officer.

Duties and responsibilities

Specific duties and responsibilities will entail: -

- i. Participating in undertaking investigations;
- ii. Collecting, tabulating and recording of data concerning compliance on PBOs to the code of conduct and other regulations;
- iii. Preparing reports on investigations;
- iv. Making follow ups on implementation of recommendations to PBOs;
- v. Generating notices and reminders for non-compliant PBOs.
- vi. Performing any other task as directed by the supervisors
- vii. The officer will handle and document complaints related to PBO activities, assessing their validity and potential for further investigation.
- viii. Conducting Investigations through gathering evidence, interviewing witnesses, and analyzing data related to potential violations.
- ix. Ensure PBOs adhere to relevant regulations, codes of conduct, and other legal frameworks.
- x. Issuing warnings, imposing penalties, or recommending further actions.
- xi. Preparing detailed reports on investigations, including findings, analysis, and recommendations for action. Accurate record-keeping of all cases and investigations is essential.
- xii. The officer will collaborate with other government agencies, relevant PBOs, and other stakeholders to share information, coordinate efforts, and promote compliance within the PBO sector.
- xiii. Contribute to the development of enforcement strategies and procedures, ensuring a consistent and effective approach to regulatory oversight.
- xiv. Risk Assessment:
- xv. Participate in risk assessments to identify potential areas of non-compliance and develop strategies to mitigate risks.
- xvi. Any other duties as assigned from time to time

b) Person Specifications

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Criminology or related discipline from a recognized Institution;
- ii. Minimum KCSE C+ (plus) or its equivalent
- iii. Membership and in good standing of a relevant professional body/Institution where applicable;
- iv. Proficiency in computer applications;
- v. Fulfilled the requirements of Chapter Six of the Constitution

Job Title	Supply Chain Management Officer
Grade/Level	PBORA 6
Reference	PBORA/6/P.SCO/2025
Positions	1

An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specification

The duties and responsibilities of the officer will entail assisting in: -

- i. Sourcing for goods, works and services as per the procurement law;
- ii. Raising purchase orders for goods and services for approval;
- iii. Liaising with suppliers to ensure timely delivery of goods and services;
- iv. Maintaining and update a list of prequalified suppliers;
- v. Assisting in undertaking market surveys to ensure the Authority obtains value for money;
- vi. Ensuring safe custody of all procurement records; and
- vii. Participating in the opening quotations.
- viii. Develop and implement procurement strategies and plans aligned with the organization's needs and budget.
- ix. Prepare and manage procurement documents, including requests for proposals (RFPs), purchase orders, and contracts.
- x. Ensure procurement processes are fair, transparent, and compliant with relevant regulations (e.g., Public Procurement and Asset Disposal Act, 2015 in Kenya
- xi. Establish and maintain an efficient inventory management system.
- xii. Monitor stock levels, track inventory movements, and minimize stock outs or excess inventory.
- xiii. Ensure proper storage and handling of goods to maintain quality and prevent loss or damage.
- xiv. Conduct regular stock takes and reconcile inventory records.
- xv. Ensure all supply chain activities comply with relevant regulations and organizational policies.
- xvi. Prepare regular reports on supply chain performance, including procurement, inventory, and logistics.
- xvii. Maintain accurate records of all supply chain transactions
- xviii. Any other duties as assigned from time to time.

b) Person Specification

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- ii. Proficiency in computer applications
- iii. Minimum KCSE C+ (plus) or its equivalent
- iv. Member of professional body either KISM or CIPS; and
- v. Fulfilled the requirements of Chapter 6 of the Constitution.

Job Title	Communications Officer
Grade/Level	PBORA 6
Reference	PBORA/6/CO/2025
Positions	2

An officer at this level will work under supervision of a senior officer.

Duties and responsibilities

- i. Assist in drafting press releases and responding to media inquiries about the Authority.
- ii. Assist in arranging speaking engagements for the Authority 's leadership and maintaining contacts within the media.
- iii. Assist in writing branding/marketing materials or coordinating promotional events
- iv. Assist in Media monitoring and maintaining relations with various entities, including the press, the government, stakeholders or interest groups representing the PBOs sector
- v. Assist in events management and other stakeholder sensitization programs to develop charitable sector knowledge
- vi. Assist in managing digital and media relations, including regularly updating the Authority's website and social media handles, information sharing and invitations for PBORA events.
- vii. Assist in Responding to all queries in respect of PBORA from the general public, media, special interest groups etc;
- viii. Assist in collecting, receiving and communicating information that may inform PBORA strategic direction.
- ix. Assist in preparing and submitting weekly, monthly and periodic reports within schedule and up to standard.
- x. Assist in developing and distributing information, Education and Communication materials
- xi. Assist in maintaining and regularly updating the database and stakeholder contacts
- xii. Assist in preparing public relations materials to be used in various Authority events
- xiii. Assist in monitoring communication trends and other pertinent PBO issues
- xiv. Assist in organizing events, including press conferences, exhibitions, open days, workshops and trade-fairs
- xv. Assist in keeping calendars and diarize events (editorial, press conferences, events)
- xvi. Proper filing, folioing and maintain Corporate Communication Division registry
- xvii. Take newsworthy videos and photographs for the Authority 's media gallery
- xviii. Assist in compiling, receiving and resolving all complaints and updating the Authority's complaints register
- xix. Assist in compiling CSR and publicity reports and preparing proposals for Committee meetings
- xx. Assist in organizing and execution of Public Relations campaigns and events
- xxi. Assist in conducting customer satisfaction surveys
- xxii. Assist in editing publicity and communication materials as advised
- xxiii. Any other duties as assigned from time to time

a) Person specification

For appointment to this grade an officer must have at least:

- i. Bachelor's degree in Public Relations, Communications, Journalism or any other equivalent qualifications from a recognized institution
- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Proficiency in computer applications;
- iv. Fulfill the requirements of Chapter Six of the Constitution.

Job Title	ICT Officer
Grade/Level	PBORA 6
Reference	PBORA/6/ICTO/2025
Positions	2

An officer at this level shall work under supervision of a senior officer.

Duties and responsibilities will entail: -

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Verifying, enhancing and testing simple computer programs according to instructions and specifications;
- iii. Installing and configuring computer systems; networks (LAN, WAN), and software;
- iv. Providing user support; troubleshooting hardware and software problems, and training staff on ICT systems.
- v. Repairing and maintaining ICT equipment and associated peripherals;
- vi. Maintaining an up-to-date ICT equipment register and issuance register;
- vii. Providing end user support and training users on effective and efficient use of ICT facilities; and
- viii. Assist in updating and maintaining the Authority's website.
- ix. Ensuring data security, implementing security protocols, and adhering to relevant ICT policies and regulations.
- x. Managing ICT projects, including upgrades, installations, and new system implementations.
- xi. Performing routine maintenance on ICT equipment, keeping hardware and software registers, and maintaining network documentation.
- xii. Staying up-to-date with new technologies and recommending improvements to the ICT infrastructure.
- xiii. Any other duties as assigned from time to time.

a) Person Specifications

For appointment to this grade an officer must have:

- i. Bachelor's degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- ii. KCSE C+ or its equivalent;
- iii. Fulfilled the requirements of Chapter Six of the Constitution

Job Title	Partnership Resource Mobilization Officer
Grade/Level	PBORA 6
Reference	PBORA/6/PRMO/2025
Positions	1

An officer at this level will work under the guidance of a Senior Officer.

Duties and Responsibilities

Specific duties and responsibilities will entail: -

- i. Participating in the development resource mobilization policies, strategies and programs;
- ii. Review and implementation of resource mobilization policies, strategies and programs;
- iii. Identifying, research and mapping out potential donor of resource mobilization;
- iv. Coordinating and participating in proposals writing for funding of the Authority's programs;
- v. Meetings with development partners;
- vi. Compiling data on the implementation of donor funded projects/programs;
- vii. Participating in conducting research on business growth opportunities; and
- viii. Creating awareness of the products available at the Authority through pamphlets, advertisements, publications etc.
- ix. Prepare compelling proposals, concept notes, and other fundraising materials.
- x. Organize and participate in fundraising events and donor cultivation activities.
- xi. Any other duties as assigned from time to time

a) Person Specifications

For appointment to the grade of Resource Mobilization Officer a person must have: -

- i. A Bachelor's degree in social sciences or in Communications, Marketing, Public Relations, Business Development, Development Studies, International Relations, Public Administration and Business Administration or equivalent qualifications from a recognized institution;
- ii. Minimum KCSE C+ (plus) or its equivalent
- iii. Be a member of a relevant professional body where applicable;
- iv. Shown merit and ability as reflected in work performance and results;
- v. Proficiency in computer applications; and
- vi. Fulfill the requirements of Chapter Six of the Constitution

Job Title	Senior Customer Care Assistant
Grade/Level	PBORA 7
Reference	PBORA/7/SCCA/2025
Positions	1

Duties and Responsibilities

- i. Maintaining calls register;
- ii. Answering and directing telephone calls;
- iii. Updating institutional telephone directory; attending to physically challenged visitors and staff;
- iv. Verifying telephone bills before payments; reporting promptly any switchboard defects to the supervisor;
- v. Directing and guiding visitors; liaising with telephone service providers; providing good customer care service;
- vi. Supervising and guiding junior staff;
- vii. Collecting customer information, analyzing customer needs and giving recommendations to the management.
- viii. Any other duties as assigned from time to time

a) Person Specifications

For appointment to this grade a candidate must have: -

- i. At least four (4) years relevant Experience;
- ii. A Diploma Certificate in Public Relations, Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- iii. Minimum KCSE C- (minus) or its equivalent
- iv. Certificate in Telephone Operation, Reception and Front Office or its equivalent from a recognized institution;
- v. Telephone Occupational Test II from a recognized institution;
- vi. Certificate in Customer Care from a recognized institution;
- vii. Demonstrated merit and shown ability as reflected in work performance and results;
- viii. Proficiency in computer applications; and
- ix. Fulfill the requirements of Chapter 6 of the Constitution.

Job Title	Driver
Grade/Level	PBORA 9
Reference	PBORA/9/DRV/2025
Positions	2

Duties and Responsibilities: -

- i. Driving the Authority vehicle as authorized;
- ii. Maintaining cleanliness of the vehicle;
- iii. Carrying out minor mechanical adjustments;
- iv. Recognizing and reporting mechanical defaults of the vehicles;
- v. ensuring security and safety of the vehicle on and off the road;
- vi. Monitoring and reporting expiry of insurance policies for motor vehicles;
- vii. Overseeing transport management;
- viii. Preparing and submitting reports on transport when need arises; and
- ix. Ensuring safety of passengers and/or goods therein.
- x. Any other duties as assigned from time to time

a) Person Specifications

For appointment to this grade a candidate must have: -

- i. At least served as a Driver for at least four (4) years;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. The Occupational Trade Test II Certificate OR its equivalent
- iv. A valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- v. A defensive Driving Certificate from the Automobile Association of Kenya (AA) or its equivalent qualification from any other recognized institution;
- vi. A valid Certificate of Good Conduct;
- vii. A First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- viii. An accident-free driving period of 5 years.
- ix. Fulfill the requirements of Chapter 6 of the constitution.