1. ADVERT NO.PAK-PACC/001/2026-Principal Accountant -PAK-5-01 post

Renumeration

Salary Scale : 67,500x4,000-75,000x4,500-93,500x6,000-99,500

Commuter Allowance :8,000

House Allowance :35,000

Other Benefits:

Medical Cover: (as per the Agency's cover)

Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

i. Cumulative service period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Finance and Accounts Officer or in comparable position;
ii. Bachelor's degree in commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
iii. Passed Part III of the Certified Public Accountants (CPA) Examination/ACCA affiliate Exams;
iv. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body;
v. Management Course lasting not less than four (4) weeks from a recognized institution;

vi. Proficiency in computer applications;

vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

The duties and responsibilities of the officer will entail: -

i. Monitoring expenditure based on approved budgets;

ii. Ensuring safe custody of Agency's financial records and assets;

iii. Reviewing the accounting of special funds including donor and project funds;

iv. Managing Agency cash flows;

v. Ensuring security of cheques and cheque books and other accountable documents;

vi. Verifying statutory accounts;

vii. Verifying submission of statutory deductions and taxes;

viii. Preparing responses to audit queries;

ix. Reviewing quarterly and annual reports and financial statements for the Agency and ensuring timely submission;

x. Reviewing monthly, quarterly and annual management reports;

xi. Ensuring timely preparation, review of bank reconciliation statements;

xii. Interpreting financial policies and regulations of the Agency pertaining to financial controls for sound accounting principles, practices and control;

xiii. Reviewing annual budget estimates and providing technical support to technical departments during the budget making process;

xiv. Providing accurate, timely and reliable financial information;

xv. Overseeing verification of payment vouchers and Staff imprests in accordance with the laid down financial procedures, policies and regulations;

xvi. Preparing, maintaining and updating asset registers on a quarterly basis to the National Treasury Collection of Performance Contract Evidence;

xvii. Monitoring expenditure of projects and programmes on a periodic basis;

xviii. Preparing fiscal reports and follow up disbursement of funds from National treasury and other financing agencies;

xix. Participate in resource mobilization negotiations, implementation and reviewing of reports;

Key competencies and skills

- Good interpersonal skills and good verbal and written communication skills.
- Strong analytical skills, data-driven thinking and problem solving
- Organisation and planning skills
- Financial management skills

2. ADVERT No.– PAK-SOA/002/2026 - SENIOR OFFICE ADMINISTRATOR-PAK 6 - 01 POST

Remuneration

Salary Scale : 56,000x4,000-75,500x4500-84,500

Commuter Allowance : 6,000

House Allowance : 28,000

Other Benefits:

Medical Cover: (as per the Agency's cover)

Leave Allowance :(at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

i. Cumulative service period of six (6) years' work experience, three (3) of which must have been at the grade of Office Administrator I or in a comparable position.

ii. Bachelor's degree in any of the following disciplines: - Secretarial Studies; Business and Office Management or equivalent qualification from a recognized institution;

OR

iii. Bachelor's degree in social sciences plus Diploma in Secretarial Studies from a recognized institution;

iv. Certificate in Secretarial Management Course lasting not less than three (3) weeks from a recognized institution;

v. Membership of a relevant professional body;

vi. Proficiency in Computer Applications

vii. Shown merit and ability as reflected in work performance and results.

Job description

Duties and responsibilities at this level will entail: -

i. Coach, mentor and develop staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Department's mandate.

ii. Coordinate day-to-day office administrative operations to ensure smooth workflow and service delivery.

iii. Manage e-office systems and oversee digital records and document workflows.

iv. Oversee preparation of correspondence, reports and official documentation.

v. Coordinate scheduling of meetings, appointments and travel itineraries.

vi. Supervise front office services including handling of visitors, calls and inquiries.

vii. Oversee recording of minutes and preparation of official meeting records.

viii. Ensure proper maintenance of filing systems and records management processes.

ix. Ensure security, confidentiality and integrity of records, documents and information.

x. Monitor operation and maintenance of office equipment and administrative resources.

xi. Oversee management of office protocol, etiquette and customer service standards.

xii. Identify, assess and report risks within administrative operations.

xiii. Facilitate stakeholder engagement and support customer service initiatives.

xiv. Prepare periodic reports on administrative operations and performance.

3.ADVERT NO. PAK-SPO/003/2026 -SENIOR PROGRAMMES OFFICER -PAK 6- 01 POST

Remuneration

Salary Scale : 56,000x4,000-75,500x4500-84,500

Commuter Allowance : 6,000

House Allowance :28,000

Other Benefits:

Medical Cover: (as per the Agency's cover)

Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent & Pensionable

Requirements for Appointment

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

i. Cumulative service period of six (6) years' relevant work experience, three (3) of which must have been at the grade of programme Officer I or in a comparable position.
ii. Bachelor's degree in any of the following fields: Education, Sociology, Development studies, Business Administration, Economics & Statistics, Commerce, Finance, Project Planning and Management, Business Management/Administration, Political Science/ Government, International Relations and Diplomacy or an equivalent qualification from a recognized institution;
iii. Membership to a professional body where applicable.
iv. Proficiency in computer applications.

v. Shown merit and ability as reflected in work performance and results

The duties and responsibilities of the officer will entail: -

i. Executing the recruitment of Award Centers and participants from academic institutions, correctional facilities, faith-based organizations, and community-based programs.
ii. Supervise outreach strategies to ensure equitable access to the Award, particularly in underserved communities.
iii. Providing day-to-day technical and operational support to Award Centers and participants.
iv. Undertaking tracking of participant activities to ensure adherence to the Award framework across all sections and levels.
v. Conducting regular field visits and monitoring exercises to assess program implementation and impact.
vi. Reviewing and approving participant submissions on the Online Record Book (ORB) and manual record books.
vii. Ensuring accuracy and compliance of logged activities with PA-K standards and guidelines.
viii. Preparing periodic monitoring and evaluation reports to assess program performance, impact, and areas for improvement.
ix. Utilizing data and insights to inform decision-making and enhance programme effectiveness.
x. Organizing and executing training sessions for Award leaders, mentors, and volunteers to ensure effective program delivery.
xi. Conducting activities with the Award Holder's Alumni-Kenya (AHA-K).
xii. Updating training materials to enhance capacity-building initiatives.

xiii. Addressing challenges faced by implementing institutions and offer solutions to improve program efficiency

xiv. Aligning PA-K's Award activities with key government priority areas, including youth development, non-formal education, and skills training.

xv. Strengthen collaboration with the Ministry of Education, Teachers Service Commission, Kenya Prisons, and other key stakeholders at both national and county levels.

xvi. Drafting reports, policy documents, and proposals to support programme sustainability and expansion.

xvii. Providing content for PA-K's marketing, social media platforms, and Information, Education, and Communication (IEC) materials to enhance visibility.

xviii. Collaborating with the communications team to promote PA-K initiatives and success stories.

xix. Facilitating partnerships and stakeholder meetings to advance program implementation.

xx. Support the day-to-day monitoring of donor-funded projects, ensuring compliance with grant agreements and reporting requirements.

xxi. Organizing workshops to educate stakeholders and participants on PA-K's impact and opportunities.

Key competencies and skills

i. Communication skills
ii. Financial management skills
iii. Interpersonal and analytical skills
iv. Team player
v. Numerical skills

4. ADVERT No PAK-PO/004/2026– PROGRAMMES OFFICER II – PAK 8- 02 POSTS

Remuneration

Salary Scale : 36,500x3,000-45,500x3,500-59000

Commuter Allowance :4,000

House Allowance : 10,000

Other Benefits:

Medical Cover: (as per the Agency's cover)

Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

i. Bachelor's degree in any of the following fields: Education, Sociology, Development studies, Business Administration, Economics & Statistics, Commerce, Finance, Project Planning and Management, Business Management/Administration, Political Science/ Government, International Relations and Diplomacy or an equivalent qualification from a recognized institution and;
ii. Proficiency in Computer Applications.

Duties and responsibilities at this level will entail;

i. Assist in organizing and coordinating programme activities.
ii. Support data entry and record-keeping for programme participants.

iii. Facilitate communication with Award Leaders, volunteers, and participants.
iv. Assist in distributing programme materials and resources.
v. Participate in basic monitoring of programme activities and reporting.
vi. Provide logistical support for training, events, and field activities.
vii. Support the use of digital platforms like the Online Record Book.
viii. Maintain and update programme records and documentation.
ix. Perform administrative tasks related to programme operation

5.ADVERT NO. PAK-ACC/005/2026 – ACCOUNTANT II -PAK 8 -O1 POST

Remuneration

Salary Scale : 36,500x3,000-45,500x3,500-59000

Commuter Allowance : 4,000

House Allowance : 10,000

Other Benefits:

Medical Cover: (as per the Agency's cover)
Leave Allowance: (at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

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

i. Bachelor's Degree in Commerce, Business Administration, Business Management (Finance option) or other relevant and equivalent qualifications from a recognized institution;
ii. Proficiency in computer applications.

Duties and responsibilities at this level entail:

i. Preparing payment vouchers for staff and suppliers in accordance with the laid down rules and regulations;
ii. Preparing staff imprests, surrenders and claims;
iii. Preparing revenue receipts
iv. Preparation of sales invoices for approvals and prompt dispatch of the invoices;

v. Participating in stock take;
vi. Participating in Preparing books of accounts;
vii. Participating in the budget making process and during revision of the same;
viii. Filing of Documents.