

CAREER OPPORTUNITIES

The Public Sector Accounting Standards Board (PSASB) is a Semi-Autonomous Government Agency under the Ministry of National Treasury and Economic Planning, established by the Public Finance Management (PFM) Act No.18 of 2012. The Board is mandated to provide frameworks and set standards for the development and management of accounting, financial and internal audit systems for all state organs and public entities. The Board invites applications from competent individuals to fill the following vacant positions.

1. REF: PSASB/1/2026 DIRECTOR ACCOUNTING STANDARDS ASB 2 - ONE (1) POSITION

Terms of Service	5 Year Contract Renewable Subject to Satisfactory Performance
Job Purpose	To provide strategic leadership in the development, harmonisation and oversight of public sector accounting and financial reporting standards by steering the setting of national accounting frameworks, guiding compliance and capacity building, advising on emerging issues and policy reforms, and strengthening transparency, accountability and consistency in financial reporting across all public sector entities.
Reports to	Chief Executive Officer
Job Specification	<p>For appointment to this position, an applicant must have: -</p> <ul style="list-style-type: none"> i) A cumulative period of fifteen (15) years relevant work experience, three (3) of which must have been in the grade of Deputy Director Accounting Standards and above or in an equivalent or comparable position; ii) Bachelor's degree in any of the following disciplines:- Finance, Accounting, or equivalent qualifications from a recognized and accredited institution; iii) Master's degree in any of the following disciplines: - Finance, Accounting, Business Administration, or its equivalent from a recognized and accredited institution; iv) Hold a professional qualification such as CPA (K) or ACCA or any other relevant professional qualifications; v) Be a member of ICPAK in good standing or any other recognised professional body. vi) Certification in IFRS and/or IPSAS. vii) Certificate in leadership Course lasting not less than four (4) weeks from a recognized institution; viii) Proficiency in Computer applications; and ix) Shown merit and ability as reflected in work performance and results



Duties and Responsibilities	<ul style="list-style-type: none">i) Oversee setting and review of generally accepted accounting and financial standards for all Public Sector Entities.ii) Coordinate alignment of accounting and financial frameworks to the National policies.iii) Oversee the process of prescribing the minimum standards of maintenance of proper books of accounts for all levels of Government.iv) Oversee the process of developing templates and formats for financial statements and reporting by all State Organs in compliance with prescribed standards.v) Advise the Board on gazettment and the effective dates of implementation of Accounting Standards, Frameworks & Guidelines.vi) Support in fostering partnerships and collaborations with local and international stakeholders such as The National Treasury Kenya, ICPAK, International Public Sector Accounting Standards Board International Accounting Standards Board and Pan African Federation of Accountants on development of International Public Sector Accounting Standards and International Financial Reporting Standards.vii) Advice on best practices and emerging issues on development of National Policies relating to Accounting and Financial Reporting for all Public Sector Entities.viii) Oversee the provision of technical guidance on transitioning to accrual accounting by all Public Sector Entities and monitor its implementation.ix) Oversee the provision of responses to Exposure drafts issued by the International Public Sector Accounting Standards Board (IPSASB) and International Accounting Standards Board (IASB).x) Oversee the development of learning materials and lead in training and capacity building of accounting standards in compliance with the set frameworks, standards, & guidelines.xi) Spearhead public participation in the development of guidelines and manuals.xii) Oversee the development of an online repository of learning materials and publications for Accounting Standards.xiii) Coordinate performance management in the Directoratexiv) Oversee supervision, mentorship, and coaching of staff within the Directorate.xv) Provide leadership on the day-to-day operations
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2. REF: PSASB/2/2026 DEPUTY DIRECTOR HUMAN RESOURCE AND ADMINISTRATION ASB 3 - ONE (1) POSITION

Terms of Service	Permanent and Pensionable
Job Purpose	To provide strategic leadership in development, implementation and review of policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on human resource management and Administration.
Reports to	Director Corporate Services
Job Specification	<p>For appointment to this position, an applicant must have:</p> <ul style="list-style-type: none"> i) A cumulative period of fifteen (15) years relevant work experience, three (3) of which must have been in the grade of Assistant Director, Human Resource and Administration or in an equivalent or comparable position. ii) Bachelor's degree in any of the following disciplines:- Human Resource Management, Human Resource Development, Business Administration, Public Administration, or equivalent qualifications from an accredited and recognized institution. iii) Master's degree in any of the following disciplines:- Human Resource Management, Human Resource Development, Business Administration Public Administration, or equivalent qualification from an accredited and recognized institution; iv) Postgraduate/Higher National Diploma in Human Resource Management; v) Certified Human Resource Professional of Kenya; vi) Be a member of the Institute of Human Resource Management in good standing; vii) Valid practicing certificate from the institute of Human Resource Management; viii) Leadership course lasting not less than four (4) weeks from a recognized institution; ix) Proficiency in computer applications; and x) Shown merit and ability as reflected in work performance and results
Duties and Responsibilities	<ul style="list-style-type: none"> i) Coordinate the development/review and implementation of human resources and administration policies, regulations and procedures. ii) Coordinate Management of staff recruitment, selection, placement, induction, and employee separation. iii) Spearhead the development/review and implementation of Performance Management systems, staff training and development



	<p>programs, skills inventory management and career progression in the organization.</p> <ul style="list-style-type: none">iv) Advise the management on development and review of the organizational structure to maximize on organizational effectivenessv) Undertake Forecasting and human resource planning in line with the strategic goals of the organization.vi) Oversee the development and implementation of the HRM & Administration Department Annual Budget and Procurement Plan.vii) Comply with relevant legislation, rules, regulations and policy frameworks on human resource management matters.viii) Manage the human resource information in the Enterprise Resource Planning System.ix) Provide professional leadership in the management of labour and industrial relations, staff grievances and disciplinary processes.x) Coordinate the management of staff medical scheme, GPA, Group Life, WIBA, Pension, wellness programs and other staff benefits.xi) Coordinate the development and implementation of strategies to ensure occupational safety and health of all employees in the organization.xii) Oversee leave management.xiii) Oversee staff payroll management.xiv) Coordinate employee satisfaction and work environment surveys and implement the findings of the surveys.xv) Oversee administration services including acquisition and maintenance of assets, transport, security, records management, cleaning and office space allocation.xvi) Supervise the management of departmental risks/opportunities and Business Continuity Management; andxvii) Mentoring and coaching departmental staff.
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3. REF: PSASB/3/2026 ASSISTANT DIRECTOR INTERNAL AUDIT ASB 4 – ONE (1) POSITION

Terms of Service	Permanent and Pensionable
Job Purpose	Oversee the provision of independent and objective assurance on governance, risk management and internal controls and advisories to ensure the Board complies with statutory regulations and internal policies and procedures.
Reports to	Deputy Director Internal Audit
Job Specification	<p>For appointment to this position, an applicant must have:</p> <ul style="list-style-type: none"> i) A cumulative period of twelve (12) years' relevant work experience, three (3) of which must have been in the grade of Principal Internal Auditor or in an equivalent or comparable position. ii) Bachelor's Degree in any of the following disciplines: - Finance, Accounting, or its equivalent from a recognized and accredited institution; iii) Master's Degree in any of the following disciplines: - Finance, Accounting, or its equivalent from a recognized and accredited institution; iv) Certified Internal Auditor v) Certified Public Accountants (K) or Association of Chartered Certified Accountants (ACCA); or any other equivalent and relevant professional qualifications vi) Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) and IIA in good standing vii) Leadership Course lasting not less than four (4) weeks from a recognized institution. viii) Proficiency in Computer applications and CAATs. ix) Shown merit and ability as reflected in work performance and results.
Duties and Responsibilities	<ul style="list-style-type: none"> i) Coordinating development and implementation of the audit committee charter, internal audit charter, strategies, plans, policies and procedures. ii) Coordinating preparation of papers for presentation to the Audit, Risk and Assurance Committee iii) Assist in providing secretarial services to the Audit and Risk Assurance Committee iv) Coordinating internal audit, risk assurance activities and provide assurance on risk management, control and governance processes.



	<ul style="list-style-type: none">v) Coordinating implementation of quality assurance and improvement program for the internal audit.vi) Implementing fraud investigation strategy, executing forensic audits and other special assignments.vii) Developing and implementing coordination and reliance framework with other assurance providers to ensure optimal efficiency and audit coverage.viii) Coordinating follow-ups on internal and external audit recommendations.ix) Facilitating statutory audit processx) Coordinating performance of audit engagements and review working papers to assess whether audit objectives have been achieved and findings are supported with audit evidence.xi) Maintaining the Division's Risk Register and implement risk management strategies.xii) Complying with the International Professional Practice Framework, PFM Act, regulations and guidelines in relation to internal audit and audit committees.xiii) Promoting confidentiality of audit files.xiv) Reviewing draft audit programs.xv) Reviewing draft audit reports and taking up queries and observations that need further interrogation and follow-up.
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4. REF: PSASB/4/2026 ASSISTANT DIRECTOR ACCOUNTING STANDARDS ASB 4 – ONE (1) POSITION

Terms of Service	Permanent and Pensionable
Job Purpose	To provide technical leadership in the development, dissemination and implementation of public sector accounting standards by coordinating formulation of reporting templates and guidelines, supporting capacity building and compliance, guiding responses to international exposure drafts, and ensuring consistent application of IFRS and IPSAS across all public sector entities.
Reports to	Deputy Director Accounting Standards
Job Specification	<p>For appointment to this position, an applicant must have: -</p> <ul style="list-style-type: none"> i) A cumulative period of twelve (12) years relevant work experience three (3) of which must have been in the grade of Principal Accounting Standards Officer or in an equivalent or comparable position ii) Bachelor's degree in any of the following disciplines:- Finance, Accounting, or equivalent qualifications from a recognized and accredited institution; iii) Master's degree in any of the following disciplines: - Finance, Accounting, Business Administration, or its equivalent from a recognized and accredited institution; iv) Hold a professional qualification such as CPA (K) or ACCA or any other relevant professional qualifications; v) Be a member of ICPAK in good standing or any other recognised professional body. vi) Certification in IFRS and/or IPSAS. vii) Certificate in leadership Course lasting not less than four (4) weeks from a recognized institution; viii) Proficiency in Computer applications; and ix) Shown merit and ability as reflected in work performance and results
Duties and Responsibilities	<ul style="list-style-type: none"> i) Coordinate formulation of accounting standards for public sector entities under the IPSAS and IFRS frameworks; ii) Coordinate development of formats for financial statements and reporting to enable all state organs and public sector entities to comply with the prescribed standards; iii) Coordinate preparation of responses to the consultation papers and exposure drafts issued by the international standard setting bodies. iv) Coordinate capacity building programs and standards dissemination activities in the directorate.



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	<ul style="list-style-type: none">v) Coordinate preparation of guidelines on accounting standards and best practicesvi) Coordinate provision of technical assistance to public sector entities to comply with the set standardsvii) Supervise dissemination of standards, guidelines, and other materials;viii) Coordinate publishing and publicizing prescribed Accounting Frameworks, Standards, & guidelines for all public sector entities.ix) Prescribe the minimum standards of maintenance of proper books of accounts for National and County Government entitiesx) Coordinate the gazettelement and the effective dates of implementation of IPSAS and IFRS Standards, Frameworks & guidelines.xi) Coordinate public participation in the development of guidelines and manuals for Government entities reporting under IPSAS and IFRS Standards.xii) Prepare responses on technical enquiries from Public Sector Entities on the implementation of IFRS and IPSAS.xiii) Review and monitor implementation of the Directorate budget and work-plansxiv) Coordinate preparation of Board papers.
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5. REF: PSASB/5/2026 ASSISTANT DIRECTOR INTERNAL AUDIT STANDARDS ASB 4 – ONE (1) POSITION

Terms of Service	Permanent and Pensionable
Job Purpose	To provide technical leadership in the development, implementation and monitoring of internal audit standards across the public sector by guiding research, supporting implementing entities, coordinating capacity-building and compliance initiatives, and strengthening governance, internal controls and adherence to the PFM framework.
Reports to	Deputy Director Internal Audit Standards
Job Specification	<p>For appointment to this position, an applicant must have: -</p> <ul style="list-style-type: none"> i) A cumulative period of twelve (12) years' relevant work experience, three (3) of which must have been in the grade of Principal Internal Audit Standards Officer or in an equivalent or comparable position. ii) Bachelor's Degree from a recognized and accredited institution in any of the following disciplines:- Finance, Accounting, Economics or its equivalent. iii) Master's Degree from a recognized and accredited institution in any of the following fields: Finance, Accounting, Auditing or equivalent qualification. iv) Certificate in Leadership Management Course lasting not less than four (4) weeks from a recognized institution; v) Hold a professional qualification such as CPA (K) or CIA or any other relevant professional qualifications; vi) Certified Internal Auditor vii) Be a full member of the Institute of Internal Auditors (IIA) or a relevant professional body in good standing; viii) Proficiency in computer applications and Computer Assisted Audit Techniques (CAATs); ix) Shown merit and ability as reflected in work performance and results
Duties and Responsibilities	<ul style="list-style-type: none"> i) Identify and guide internal audit areas of research and development of guidelines, frameworks, manuals, templates, and programs in collaboration with stakeholders for all public sector entities in compliance with PFM Act (2012); ii) Lead the internal audit standards officers in undertaking technical support to implementing entities including compiling responses to the technical queries and recommendations for review to address identified gaps in implementation by public sector entities on internal audit standards, guidelines, frameworks; iii) Establish and report on the scope of capacity building programs to be undertaken to enhance compliance with the prescribed



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	<p>Standards, guidelines, frameworks, manuals and templates across public entities;</p> <ul style="list-style-type: none">iv) Engage stakeholders in obtaining responses on exposure drafts to inform development and review of internal audit standards strategies, policies and procedures in executing the Directorate's mandate;v) Implement monitoring compliance strategies to assess compliance with prescribed internal audit standards, guidelines, manuals, and templates across public sector and inform interventions on areas of non-conformance;vi) Mentor and coach internal audit standards officers;vii) Coordinate preparation of Directorate's reports and board papersviii) Coordinate implementation of the directorate's budget and work-plans; andix) Undertake risk assessment in the directorate and the implementation of risk mitigating strategies.
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6. REF: PSASB/6/2026 PRINCIPAL INTERNAL AUDIT STANDARDS OFFICER ASB 5 – TWO (2) POSITIONS

Terms of Service	Permanent and Pensionable
Job Purpose	To support the development, implementation and monitoring of internal audit standards by conducting research, providing technical guidance to public sector entities, delivering capacity-building initiatives, and contributing to compliance monitoring and continuous improvement of governance and internal control practices across the public sector.
Reports to	Assistant Director Internal Audit Standards
Job Specification	<p>For appointment to this position, an applicant must have:</p> <ul style="list-style-type: none"> i) A cumulative period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Internal Audit Standards Officer or in an equivalent or comparable position. ii) Bachelor's Degree from a recognized and accredited institution in any of the following disciplines: - Finance, Accounting, Economics or its equivalent; iii) Hold a professional qualification such as CPA (K) or CIA or any other relevant professional qualifications; iv) Be a full member of the Institute of Internal Auditors (IIA) or a relevant professional body in good standing; v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; vi) Proficiency in computer applications; and vii) Shown merit and ability as reflected in work performance and results
Duties and Responsibilities	<ul style="list-style-type: none"> i) Undertake research and development of guidelines, manuals, templates, and programs in collaboration with stakeholders for all public sector entities in compliance with PFM Act (2012). ii) Provide technical support to implementing entities including drafting responses to technical queries and recommendations for review to address identified gaps in implementation by public sector entities on internal audit standards, and guidelines. iii) Undertake capacity building programs to enhance compliance with the prescribed Standards, guidelines, manuals and templates across public entities. iv) Engage stakeholders to obtain responses on exposure drafts to inform development and review of internal audit standards strategies, policies and procedures in executing the Directorate's mandate.



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	<ul style="list-style-type: none">v) Implement monitoring compliance strategies to assess compliance with prescribed internal audit standards, guidelines, manuals, and templates across public sector to inform interventions on areas of non-conformance.vi) Mentor and coach of internal audit standards officersvii) Assist in preparation of directorate's reports and board papersviii) Implement the directorate's budget and work-plans.ix) Conduct risk assessment in the directorate and the implementation of risk mitigating strategies
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7. REF: PSASB/7/2026 PRINCIPAL ACCOUNTING STANDARDS OFFICER ASB 5 – FOUR (4) POSITIONS

Terms of Service	Permanent and Pensionable
Job Purpose	To support the formulation, implementation and dissemination of public sector accounting standards by conducting technical research, developing reporting templates and guidelines, providing technical assistance and training to entities, and contributing to compliance, capacity building and continuous improvement of financial reporting practices across the public sector.
Reports to	Assistant Director Accounting Standards
Job Specification	<p>For appointment to this position, an applicant must have: -</p> <ul style="list-style-type: none"> i) A cumulative period of nine (9) years' relevant work experience, three (3) of which in the grade of Senior Accounting Standards Officer or in an equivalent or comparable position ii) Bachelor's degree in any of the following disciplines:- Finance, Accounting, or equivalent qualifications from a recognized and accredited institution; iii) Hold a professional qualification such as CPA (K) or ACCA or any other relevant professional qualifications; iv) Be a member of ICPAK in good standing or any other recognised professional body. v) Certification in IFRS and/or IPSAS. vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution. vii) Proficiency in computer applications; and viii) Shown merit and ability as reflected in work performance and results
Duties and Responsibilities	<ul style="list-style-type: none"> i) Formulate accounting standards for public sector entities under the IPSAS and IFRS frameworks; ii) Develop formats for financial statements and reporting to enable all state organs and public sector entities to comply with the prescribed standards; iii) Conduct research towards standard setting activities in the Directorate; iv) Prepare responses to the consultation papers and exposure drafts issued by the international standard setting bodies; v) Review draft reports, letters, circulars and other communication materials to the public sector entities; vi) Review training materials for the dissemination of accounting standards in the public sector;



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	<ul style="list-style-type: none">vii) Plan capacity building programs and standards dissemination activities in the directorate;viii) Participate in capacity building of public sector entities on standards, templates, guidelines and accounting best practices;ix) Participate in implementation of accrual accounting for public sector entities;x) Prepare guidelines on accounting standards and best practices;xi) Provide technical assistance to public sector entities to comply with the set standards;xii) Supervise dissemination of standards, guidelines, and other materials;xiii) Maintain and update database for all public sector entities from time to time.xiv) Implement risk management strategies and business continuity plans in the Accounting Standards Directorate;xv) Participate in publishing and publicizing prescribed Accounting Frameworks, Standards, & guidelines for all public sector entities;xvi) Participate in the process of prescribing the minimum standards of maintenance of proper books of accounts for National and County Government entities;xvii) Provide input on gazettelement and the effective dates of implementation of IPSAS and IFRS Standards, Frameworks & guidelines;xviii) Develop learning materials for use in capacity building programs for public sector entities;xix) Participate in public participation in the development of guidelines and manuals for Government entities reporting under IPSAS and IFRS Standards;xx) Assist in preparation responses on technical enquiries from Public Sector Entities on the implementation of IFRS and IPSAS;xxi) Assist in preparation directorate's reports and board papersxxii) Mentor and coach staff within the section;
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8. REF: PSASB/8/2025 PRINCIPAL OFFICE ADMINISTRATOR ASB 5 – ONE (1) POSITION

Terms of Service	Permanent and Pensionable
Job Purpose	To coordinate managing the daily operations of the office.
Reports to	Deputy Director Human Resource and Administration
Job Specification	<p>For appointment to this position, an applicant must have-</p> <ul style="list-style-type: none"> i) A cumulative period of nine (9) years' relevant work experience, three (3) of which in the grade of Senior Office Administrator or in an equivalent or comparable position; ii) Bachelor's Degree in Secretarial Studies/Business Office Management or equivalent qualifications from an accredited and recognized Institution; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> iii) Bachelor's degree in Social Sciences plus a Diploma in Secretarial Studies from an accredited and recognized institution or Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council; iv) Certificate in Secretarial Management course lasting not less than four (4) weeks from a recognized institution; v) Membership to a relevant professional body and in good standing; vi) Certificate in management course lasting not less than four (4) weeks from a recognized institution; vii) Certificate in Public relations course from a recognized institution. viii) Proficiency in computer application skills; and ix) Shown merit and ability as reflected in work performance and results. x)
Duties and Responsibilities	<ul style="list-style-type: none"> i) Taking oral dictation; ii) Using e-office to research and process data; iii) Operating office equipment; iv) Attending to visitors and clients; v) Managing office protocol and etiquette; vi) Handling telephone calls; vii) Handling customer inquiries and complaints; viii) Coordinating and scheduling meetings and appointments; ix) Coordinating travel arrangements; x) Maintain security of office records, equipment and documents, including classified materials; xi) Maintaining security, integrity and confidentiality of data;

	<ul style="list-style-type: none"> xii) Maintaining an up-to-date filing system in the office; xiii) Preparing responses to routine correspondence; and xiv) Guiding and supervising other office administrative personnel.
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9. REF: PSASB/9/2025 DRIVER I ASB 9 – ONE (1) POSITION

Terms of Service	Permanent and Pensionable
Job Purpose	To maintain vehicles in a good working order and provide safe and timely transportation of authorized passengers and goods of the Board and complying with legal requirements
Reports to	Senior Driver
Job Specification	<p>For appointment to this position, an applicant must have: -</p> <ul style="list-style-type: none"> i) A cumulative period of six (6) years' relevant work experience three (3) of which should have been at the grade of Driver II or in an equivalent or comparable position; ii) Minimum of Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent; iii) Valid driving license free from any current endorsements for the classes authorized to drive; iv) Passed Occupational Trade Test grade II for Drivers; v) Refresher First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; vi) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution; vii) Refresher driving Course lasting not less than one (1) week from a recognized institution; viii) Proficiency in computer applications. and ix) Shown merit and ability as reflected in work performance and results
Duties and Responsibilities	<ul style="list-style-type: none"> i) Carry out checks on the vehicle's cooling, oil, electrical and brake systems, tyres pressure and other related routine checks; ii) Supervise, detect and report malfunctioning of vehicle systems; iii) Supervise maintenance of work tickets for vehicles assigned; iv) Supervise maintenance services and fuelling schedules for allocated motor vehicles; v) Maintain security and safety for the vehicle on and off the road; vi) Maintain safety of the passengers and/or goods therein;

	<ul style="list-style-type: none">vii) Adhere to traffic highway code and safety precautions in order to avoid accidents and violations;viii) Prepare quarterly report on the assigned vehicle including servicing, incidences, and accidents, fuel consumption and repairs;ix) Report any accidents and incidents related to the allocated vehicles; andx) Supervise maintenance of cleanliness of the vehicle.
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HOW TO APPLY

Qualified and interested applicants who meet the specified criteria should submit their job applications, through jobs.pasb.go.ke

All applications should be received on or before **Monday, 4th May, 2026 at 5.00 pm**

IMPORTANT NOTICE:

1. PSASB is an equal opportunity employer and **DOES NOT** charge any fee at any stage in the recruitment process.
2. It is a criminal offence to present fake certificates and documents.
3. Women, Youth, and Persons with Disabilities are encouraged to apply.
4. Only shortlisted candidates will be contacted.
5. Shortlisted candidates shall be required to meet the requirements of Chapter 6 of the Constitution of Kenya on leadership and integrity by submitting clearance certificates from the relevant institutions.
6. Canvassing will lead to automatic **DISQUALIFICATION**.

**CHIEF EXECUTIVE OFFICER
PUBLIC SECTOR ACCOUNTING STANDARDS BOARD**