



THE GOVERNMENT OF KADUNA STATE

KADUNA STATE CIVIL SERVICE COMMISSION

VACANCIES IN THE PLANNING AND BUDGET COMMISSION, KADUNA

The Kaduna State Civil Service Commission hereby calls for applications from qualified persons for vacant positions in the Planning and Budget Commission. The vacant positions are listed below.

- A. JOB TITLE - PLANNING OFFICER GRADE II**
Placement - Grade Level 08
Nature of Appointment - Permanent and Pensionable

EDUCATIONAL REQUIREMENTS

- v Interested candidates must possess a minimum Degree of Second Class Lower Division (2:2) in Economics, Statistics, Business Administration, Development Studies or related subjects from a recognized University.
- v Plus NYSC Discharge/Exemption Certificate.
- v Possess a testimonial of good conduct from the last Institution attended or employer.

- B. JOB TITLE - BUDGET OFFICER GRADE II**
Placement - Grade Level 08
Nature of Appointment - Permanent and Pensionable

EDUCATIONAL REQUIREMENTS

- v Interested candidates must possess a minimum Degree of Second Class Lower Division (2:2) in Economics, Statistics, Accounting, Business Administration or related subjects from a recognized University.
- v Plus NYSC Discharge/Exemption Certificate.
- v Possess a testimonial of good conduct from the last Institution attended or employer.

KEY DUTIES:

- Carrying out routine economic analysis.
- Collecting and collating data required for economic analysis.

- C. JOB TITLE - PLANNING OFFICER GRADE I**
Placement - Grade Level 09
Nature of Appointment - Permanent and Pensionable

EDUCATIONAL REQUIREMENTS

- v Interested candidates must possess an Advanced University Degree (Master's degree or equivalent) in Economics, Statistics, Development Planning or related discipline from a recognized University plus at least 3 years post qualification cognate experience.
- v Plus NYSC Discharge/Exemption Certificate.
- v Possess a testimonial of good conduct from the last Institution attended or employer.

KEY DUTIES

- Undertaking data and project analysis.
- Undertaking general planning duties at the sub-sectorial level.
- Assisting in examining planning policies.

- D. JOB TITLE - BUDGET OFFICER GRADE I**
Placement - Grade Level 09
Nature of Appointment - Permanent and Pensionable

EDUCATIONAL REQUIREMENTS:

- v Interested candidates must possess an Advanced University Degree (Master's degree or equivalent) in Economics, Business Administration, Accounting, Statistics or related discipline from a recognized University plus at least 3 years post qualification cognate experience.
- v Plus NYSC Discharge/Exemption Certificate.
- v Possess a testimonial of good conduct from the last Institution attended or employer.

KEY DUTIES:

- Undertaking data and budgetary analysis.
- Undertaking general budgetary duties.
- Assisting in examining and analysis budgetary policies.

E. JOB TITLE - SENIOR PLANNING OFFICER
Placement - Grade Level 10
Nature of Appointment - Permanent and Pensionable

EDUCATIONAL REQUIREMENTS:

- v Interested candidates must possess an Advanced University Degree (Master's degree or equivalent) in Economics, Business Administration, Accounting, Statistics or related discipline from a recognized University plus at least 3 years post qualification cognate experience.
- v Doctorate Degree in relevant field plus at least one year post qualification cognate experience.
- v Plus NYSC Discharge/Exemption Certificate.
- v Possess a testimonial of good conduct from the last Institution attended or employer.

KEY DUTIES:

- Formulating planning policies at a sub-sectorial level.
- Devising methods for the collection and analysis of sectoral economic and statistical data.
- Initiating projects and programmes.
- Undertaking policy formulation and analysis and project evaluation.

F. JOB TITLE - SENIOR BUDGET OFFICER
Placement - Grade Level 10
Nature of Appointment - Permanent and Pensionable

EDUCATIONAL REQUIREMENTS:

- v Interested candidates must possess an Advanced University Degree (Master's degree or equivalent) in Economics, Business Administration, Accounting, Statistics or related discipline from a recognized University plus at least 3 years post qualification cognate experience.
- v Doctorate Degree in relevant field plus at least one year post qualification cognate experience.
- v Plus NYSC Discharge/Exemption Certificate.
- v Possess a testimonial of good conduct from the last Institution attended or employer.

KEY DUTIES:

- Formulating Budget policies on sub-sectorial basis.
- Devising methods for the collection and analysis of budget and statistical data.
- Initiating budget programmes.
- Undertaking policy formulation and analysis and budget evaluation.

METHOD OF APPLICATION

Interested Candidates are to submit a Handwritten Application with all relevant documents to:

**The Chairman,
 Civil Service Commission,
 No.15, Kanta Road,
 Kaduna.**

All applications must be submitted not later than Thursday, 22nd March 2018.

Only shortlisted candidates will be contacted.

Signed
Alhaji Sule Shehu Allahbamuafiya
Chairman,
Kaduna State Civil Service Commission