



JOB DESCRIPTIONS FOR ADVERT OF APRIL 2022

1. DIRECTOR, CORPORATE SERVICES

GRADE KEPROBA 2

Basic Salary Scale: Ksh. 190,000 x 8,100 – 198,200 x 8,100 – 206,400 x 8,100 – 214,600 x 8,100 - 231,100 x 8,200 – 239,400 x 8,200 – 247,700 x 8,200 – 256,000

House Allowance: Ksh.60,000

Commuter Allowance: Ksh. 20,000

Job Specification

The duties and responsibilities of the officer will entail: -

- a) Overseeing all issues regarding the financing of the Agency's activities and advise the Agency on financial planning strategies and policies;
- b) Developing and implementing sound financial management policies and procedures;
- c) Planning and coordinating timely preparation of annual budget estimates for the Agency;
- d) Developing and implementing internal controls and compliance;
- e) Overseeing preparation of the final Annual Statement of Accounts in accordance with accounting standards and procedures;
- f) Monitoring and evaluating funds applications and accountability;
- g) Ensuring prudent and optimal utilization of Agency funds and Assets;
- h) Providing timely and accurate management accounts and reports to the management and the Agency;
- i) Providing oversight to the Agency's human capital affairs, ensuring that the Agency has the right and sufficient human resource to meet its objectives;
- j) Providing oversight for effective records management operations;
- k) Participating in the development and review of the Institution's strategic plan;
- l) Reviewing the Corporate Services business plans in line with the overall strategic objectives and government performance contract;
- m) Overseeing operations of Human Resources, Administration and Finance & Accounting departments;
- n) Overseeing development and implementation of the Agency's corporate communication strategy;
- o) Managing risk and ensuring effective implementation and compliance with all legislative requirements relating to corporate services.

Person Specifications

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

- a) Master's Degree in any of the following: Commerce, Accounting, Business Administration, Human Resource or their equivalent qualification from a recognized institution;
- b) Bachelor's Degree in either Commerce, Accounting, Business Administration, Finance, Communications, Public Relations, Human Resource or any other equivalent qualification from a recognized institution;
- c) Minimum KCSE C+ (plus) or its equivalent;
- d) A minimum of twelve (12) years relevant work experience five (5) of which must have been in a senior management position in the public or private sector;
- e) Professional qualification and membership to a professional body;
- f) Leadership course lasting not less than four (4) weeks from a recognized institution;
- g) Fulfilled the requirement of Chapter Six of the Constitution.

Key Competencies

- a) Strategic Leadership and innovative thinking;
- b) Results oriented;
- c) Ability to build an effective team;
- d) Excellent analytical, communication and interpersonal skills;
- e) Demonstrate a proven track-record of personal initiative, enthusiasm, and ability to multitask;
- f) Proficiency in computer applications;
- g) Project planning and management skills;
- h) Demonstrates competence in work performance.

2. CORPORATION SECRETARY

GRADE KEPROBA 3

Basic Salary Scale: Ksh. 157,600 x 8,100 - 165,700 x 8,100 - 173,800 x 8,100 - 181,900 x 8,100 - 190,000 x 8,200 - 198,200 x 8,200 - 206,400 x 8,200 - 214,600 x 16,500 - 231,100

House Allowance: Ksh. 50,000

Commuter Allowance: Ksh. 16,000

Job Specification

The duties and responsibilities of the officer will entail: -

- a) Coordinate litigation matters for the Agency
- b) Act a liaison between Agency and the office of the Attorney General
- c) Act as Secretary to the Agency's Board
- d) Provide guidance to the Agency's Board on their responsibilities
- e) Assist the Agency in carrying out Agency's Board induction and training, updating the Agency's Board and Committee charters, preparation of Agency's Board work-plans, Agency's Board evaluation and governance
- f) Coordinate the implementation of the Agency Code of Conduct and Ethics
- g) Ensure that Agency's Board and Committee papers are circulated in advance of any meeting
- h) Provide guidance on governance and adherence to statutory obligations

- i) Prepare all Agency contracts, handle all litigation and conveyance matters of the Agency
- j) Provide legal guidance on contractual and statutory obligations binding to the institution and legal duties for the Agency
- k) Provide legal guidance on nation branding and trade related standards and legislation
- l) Facilitate development of all bills and policies for the Agency
- m) Act as custodian of Agency's legal documents including the register, seal, leases and contracts
- n) Review Agency's legal and regulatory framework to ensure compliance
- o) Coordinate Agency's integrity programs

Person Specifications

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

- a) Master's Degree in Law, Business Administration/Management, Public Policy/Public Policy and Governance or Diplomacy/International Studies from a recognized university
- b) Bachelor's Degree in Law from a recognized university
- c) Advocate of the High Court of Kenya
- d) Member to the Law Society of Kenya
- e) Hold current LSK practicing certificate
- f) Member, Institute of Certified Public Secretary of Kenya (ICPSK) in good standing
- g) Post Graduate Diploma in Law from the Council of Legal Education
- h) Minimum KCSE C+ (plus) or its equivalent
- i) A minimum of ten (10) years relevant work experience three (3) of which must have been in a management position in the public or private sector
- j) Professional qualification and membership to a professional body
- k) Management course lasting not less than four (4) weeks from a recognized institution
- l) Fulfilled the requirement of Chapter Six of the Constitution.

Key Competencies

- a) Strategic Leadership and innovative thinking
- b) Results oriented
- c) Ability to build an effective team
- d) Excellent analytical, communication and interpersonal skills
- e) Proficiency in computer applications
- f) Project planning and management skills
- g) Demonstrates competence in work performance.

3. SENIOR FINANCE OFFICER

GRADE KEPROBA 5

Basic Salary Scale: 89,000 x 4,500 - 93,500 x 6,000 - 99,500 x 6,000 - 105,500 x 6,000 - 111,500 x 6,000 - 117,500 x 8,000 - 125,500 x 8,000 - 133,500

House Allowance: Ksh. 35,000

Commuter Allowance: Ksh. 8,000

Job Specification

The duties and responsibilities of the officer will entail: -

- a) Preparing annual budgets and provide technical support to technical departments during the budget making process
- b) Assisting other departmental and sectional managers in the management of their budgets through provision of reliable up-to-date financial information
- c) Preparing monthly, quarterly and annual management reports to management
- d) Managing the commitments and Expenditures within available budgetary provisions
- e) Monitoring expenditure of projects and programmes on a periodic basis
- f) Preparing fiscal reports and follow up disbursement of funds from National treasury and other financing agencies
- g) Participating in Resource Mobilization initiatives of the Agency.

Person Specifications

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

- a) A minimum of four (4) years relevant work experience in a position in the Public Service or Private Sector
- b) Bachelor's Degree in Commerce Business Administration, Business Management (Finance option) or other relevant and equivalent qualifications from a recognized institution
- c) Minimum KCSE C+ (plus) or its equivalent
- d) Certified Public Accountant (CPA) or Associate of Certified Chartered Accountant (ACCA); v. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body
- e) Supervisory course lasting not less than 2 weeks
- f) Proficiency in computer applications; viii. Fulfilled the requirements of Chapter Six of the Constitution
- g) Demonstrated competence in work performance

Key Competencies

- a) Proficiency in IT
- b) Strong analytical skills
- c) Strong communication and reporting skills
- d) Team player
- e) Demonstrated competence in work performance

4. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER

GRADE KEPROBA 5

Basic Salary Scale: 89,000 x 4,500 - 93,500 x 6,000 - 99,500 x 6,000 - 105,500 x 6,000 - 111,500 x 6,000 - 117,500 x 8,000 - 125,500 x 8,000 - 133,500

House Allowance: Ksh. 35,000

Commuter Allowance: Ksh. 8,000

Job Specification

The duties and responsibilities of the officer will entail: -

- a) Implementing the annual procurement and disposal plans
- b) Providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets
- c) Ensuring procured goods, services and works are as per specifications
- d) Drafting contract documents for goods, works and services
- e) Initiating request for payment for goods, works and services rendered and follow up to ensure settlement
- f) Carrying out market surveys to ensure the Agency obtains value for money
- g) Offering secretarial services to procurement committees
- h) Being the custodian of the tender box
- i) Handling routine enquiries from suppliers
- j) Ensuring proper maintenance of inventory
- k) Employing best storage methods
- l) Carrying out annual and periodic stock taking exercise;

Person Specifications

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

- a) Have four (4) years relevant work experience in public or private institution
- b) Have Bachelor's Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution
- c) Minimum KCSE C+ (Plus) or its equivalent
- d) Be a Member of KISM with a practicing license
- e) Supervisory Course lasting not less than two (2) weeks
- f) Be proficient in Computer applications; and
- g) Fulfil the requirements of Chapter Six of the Constitution.

Key Competencies

- f) Proficiency in IT
- g) Strong analytical skills
- h) Strong communication and reporting skills
- i) Team player
- j) Demonstrated competence in work performance

5. SENIOR RESOURCE MOBILIZATION OFFICER

JOB GRADE KEPROBA 5

Basic Salary Scale: 89,000 x 4,500 - 93,500 x 6,000 - 99,500 x 6,000 - 105,500 x 6,000 - 111,500 x 6,000 - 117,500 x 8,000 - 125,500 x 8,000 - 133,500

House Allowance: Ksh. 35,000

Commuter Allowance: Ksh. 8,000

Job specifications:

Duties and responsibilities at this level will entail

- a) Conducting research on potential donors/partners

- b) Developing data collection tools
- c) Preparing project proposals for funding agencies
- d) Updating donor databases to record their contacts and preference information
- e) Maintaining a network of donor contacts
- f) Collecting information, data, market research, and analysis of donor trends
- g) Sensitizing and training team members on fund raising, communications skills and strategies
- h) Organizing events for partnership building between implementers and potential partners
- i) Drafting business plan and writing reports.

Person Specification

- a) A Bachelor's Degree in any of the following disciplines: Communications, Marketing, Public Relations, Business Development, Development Studies, International Relations, Public Administration, Economics, Social Sciences, and Business Administration, Finance, Accountancy, Commerce or equivalent qualifications from a recognized institution;
- b) At least four (4) years' work experience in Resource Mobilization in either public service or private sector;
- c) Minimum KCSE C+ (Plus) or its equivalent
- d) Supervisory Course lasting not less than two (2) weeks;
- e) Be proficient in Computer applications; and
- f) Fulfil the requirements of Chapter Six of the Constitution.

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