



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

Centre for Advanced Training & Consultancy Services



VACANCIES

The Kenya School of Government is a State Corporation founded under an Act of Parliament. The mandate of the School is to provide support for the transformation of the public service through development of professional expertise and public service values; problem-solving research that informs public policy; and consultancy services for organizational reengineering to achieve sophistication, adaptability and responsiveness for competitive advantage.

Our Client, the National Government Affirmative Action Fund (NGAAF) is a Semi-Autonomous Government Agency under the Ministry of Public Service, Youth and Gender Affairs. The Fund was established under Legal Notice No.24 of the Public Finance Management Act, No. 18 of 2012 and is governed by the Public Finance Management (National Government Affirmative Action Fund), Regulations 2016. The objective of the Fund is to empower women, youth, Persons with Disabilities (PWDs) and other vulnerable groups at county level by enhancing access to financial facilities, promoting enterprise development and providing social services.

The Fund now seeks to hire highly motivated, visionary, dynamic, and results-oriented persons to fill the positions listed below.

1. **Chief Executive Officer**
2. **County Coordinators**
3. **Programs Manager**
4. **Monitoring and Evaluation Manager**
5. **Finance Manager**
6. **Human Resource Manager**
7. **Supply Chain Manager**
8. **Office Administrator**
9. **Information Communication Technology Officer, and**
10. **Subordinate Staff.**

RESPONSIBILITIES AND REQUIRED QUALIFICATIONS

1. Ref. no. NGAAF/01/2017: Chief Executive Officer (1 Post)

Duties and Responsibilities

The Chief Executive Officer shall be responsible for:

- a) Provision of strategic leadership for realization of the mandate of the Fund
- b) High level staff performance and productivity
- c) Budgetary discipline and expenditure control
- d) Formulation and implementation of annual work plans with a focus on realization of Kenya Vision 2030
- e) Appropriate policy and technical management advice to the Board
- f) Implementation of Board decisions and guidelines
- g) Establishment and operation of efficient administrative structure and processes
- h) Promotion of integrity and good governance
- i) The duties and obligation of Accounting Officer
- j) The function of Secretary to the Board
- k) Preparation and submission of operational reports to the Board
- l) Compliance with applicable statutory and regulatory requirements
- m) Formulation and application of risk mitigation measures
- n) Positive corporate image and establishment of harmonious relationship with stakeholders
- o) Review and formulation of mechanism for monitoring and evaluation.

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least five years of experience in the field of social development
- c) Hold a Bachelor's degree from a recognized university in Business Administration, Economics and Social Science. Master's degree qualification will be an added advantage
- d) Have undertaken a leadership course lasting not less than six weeks from a recognized institution
- e) Demonstrate knowledge and understanding of Kenya development agenda in respect to social and economic empowerment of communities and groups
- f) Have excellent communication, organizational and interpersonal skills
- g) Be a strategic thinker and results oriented
- h) Demonstrate proficiency in computer applications

2. Ref. no. NGAAF/2/2017: County Coordinators (39 Posts)

Duties and Responsibilities

The County Coordinator shall be responsible for:

- a) Coordination of activities of the Fund
- b) Safe custody of equipment and records of operation
- c) Performance and productivity of staff at the County level
- d) The function of Secretary to the NGAAF County Committee
- e) Preparation and submission of operational reports to the NGAAF County Committee

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least three years of experience in the field of public finance management and/or social development
- c) Hold a Bachelor's degree from a recognized university in Business Administration, Economics and Social Science. A course in project planning shall be an added advantage
- d) Have undertaken a management course lasting not less than four weeks from a recognized institution
- e) Have excellent communication, organizational and interpersonal skills
- f) Be computer literate

3. Ref. no. NGAAF/03/2017: Programs Manager (1 Post)

Duties and Responsibilities

Reporting to the Chief Executive Officer, the Programs Manager shall be responsible for:

- a) Formulation and implementation of programs that enhance Government affirmative action
- b) Development and implementation of work plans aligned to the Fund objectives
- c) Coordination, supervision, monitoring and evaluation of public awareness programs
- d) Program reviews to inform development of appropriate policies
- e) Teamwork approach in development of program proposals
- f) Preparation and implementation of program budgets
- g) Program appraisal
- i) Resource mobilization.

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least five (5) years of experience in project management
- c) Have a Bachelor's degree from a recognized university in social sciences, project management
- d) Demonstrate knowledge in project management
- e) Have excellent communication, organizational and interpersonal skills
- f) Be computer literate

4. Ref. no. NGAAF/04/2017: Monitoring and Evaluation Manager (1 POST)

Duties and Responsibilities

Reporting to the Chief Executive Officer, the Monitoring and Evaluation Manager shall be responsible for:

- a) Development and implementation of Monitoring, Evaluation and Reporting system
- b) Studies and preparation of reports on baseline surveys; and program implementation, performance, impact and outcomes
- c) Implementation of the Management Information System for data collection and analysis
- d) Safe custody of operational records and data in the Management Information System
- e) Staff training in Monitoring, Evaluation and Reporting
- f) Compliance with reporting requirements on ME&R

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least five (5) years of experience in monitoring and evaluation of programs and projects
- c) Have a degree from a recognized university in social sciences, or project management
- d) Be computer literate especially in the application of advanced computer packages for quantitative and qualitative analysis and data base storage
- e) Have excellent communication, organizational and interpersonal skills

5. Ref. no. NGAAF/05/2017: Finance Manager (1 Post)

Duties and Responsibilities

Reporting to the Chief Executive Officer, the Finance Manager shall be responsible for:

- a) Budget preparation, revisions and execution
- b) Expenditure and systems control
- c) Preparation of appropriate and accurate financial statements and reports in compliance with Public Finance Management Act and the International Public Sector Accounting Standards
- d) Development and implementation of chart of accounts
- e) Safe custody of accountable documents and financial records
- f) Facilitation of financial audits
- g) Bank reconciliations
- f) Be computer literate

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least five (5) years of experience in financial management
- c) Have a Bachelor's degree from a recognized university in commerce, accounting, business administration, Sfinance, and economics
- d) Demonstrate knowledge of accounting procedures in the public sector
- e) Be computer literate especially in accounting applications
- f) Be a member of a professional body

6. Ref. no. NGAAF/06/2017: Human Resource Manager (1 Post)

Duties and Responsibilities

Reporting to the Chief Executive Officer, the Human Resource Manager shall be responsible for:

- a) Development and implementation of human resource management strategy
- b) Formulation of human resource management policies and plans
- c) Regular job analysis, job descriptions and development of competency profiles
- d) Hiring and training of staff
- e) Providing guidelines development of individual work plans
- f) Training needs assessment to guide human resource development
- g) Implementation of the performance management system

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least five (5) years of experience in Human Resource Management
- c) Have a Bachelor's degree from a recognized university in human resource management or social science. A Diploma in Human Resource Management will be an added advantage
- d) Have excellent communication, organizational and interpersonal skills
- e) Be computer literate

7. Ref. no. NGAAF/07/2017: Supply Chain Manager (1 Post)

Duties and Responsibilities

Reporting to the Chief Executive Officer, the Supply Chain Manager shall be responsible for:

- a) Preparation of professional opinion for the attention of the CEO
- b) Efficient performance of the procurement function
- c) Compliance with Public Procurement and Disposal Act and attendant regulations in the procurement process
- d) Maintenance of procurement and asset disposal records
- e) Maintenance of the Asset Register
- f) Periodic stock taking.

Qualifications and Requirements

For appointment to this position, a candidate should:

- a) Be a citizen of Kenya
- b) Have at least five (5) years of experience in public procurement
- c) Have a Bachelor's Degree from a recognized university in Accounting, Commerce, Law, Public Administration, Purchasing and Supplies Management, and Supply Chain Management. A Diploma in Purchasing and Supplies Management or Supply Chain Management will be an added advantage
- d) Demonstrate knowledge of Public Procurement Regulations;
- e) Have excellent communication, organizational and interpersonal skills
- f) Be computer literate