



ADVERT NO. 1/2021

DIRECTOR, NEPAD PROGRAMMES, NEP: 2 - One (1) Post

The Director, NEPAD Programmes reports to the Chief Executive Officer on day-to-day operations; and to the Chairperson of the Technical Committee of the Council as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Coordinate implementation of African Union (AU) resolutions on AUDA-NEPAD programmes;
- ii. Coordinate monitoring and analysis of policies, trends and practices in the country and Eastern Africa region in line with implementation of programmes in the AUDA-NEPAD thematic area;
- iii. Customize the AUDA-NEPAD Continental Programmes to make them relevant to the country's Development Priorities and facilitate Piloting of various emerging African Union/AUDA-NEPAD programmes and policies;
- iv. Update the CEO on the Implementation of AUDA-NEPAD programmes in Kenya;
- v. Advise in preparation of Memorandum of Understanding (MOU's) and agreements for collaboration on AUDA-NEPAD programmes with external and internal partners;
- vi. Coordinate regional meetings on the formulation of AU Short Term Action Plans as may be requested by the AUDA-NEPAD office;
- vii. Set performance targets for the Directorate and supervise the preparation of Directorate's and individual's work plans;
- viii. Supervise the Directorate's staff on their respective duties and responsibilities;
- ix. Spearhead resource mobilization for NEPAD programmes;
- x. Appraise the performance of the Directorate's staff based on performance measures/targets;
- xi. Collaborate with partners in the Eastern Africa Region to develop common monitoring and evaluation tools for the Secretariat's projects and programmes;
- xii. Forge a sustainable mechanism for strengthening coordination between AUDA-NEPAD Office, RECs and National Offices in the sub region;

- xiii. Engage with State and Non-State Actors to ensure collaborative approach and feedback on Implementation of AU programmes/projects in Kenya and Eastern Africa region; and
- xiv. Ensure the execution of the Departmental budget.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director NEPAD Programmes in the Secretariat or in a comparable and relevant position in the Public Service for a minimum period of three (3) years or in the private sector for not less than fifteen (15) years and must have served in a senior management position for a minimum period of five (5) years;
- ii. Bachelor's Degree in any of the following areas: Economics, Economics and Sociology, Finance, Statistics, Economics and Mathematics, Economics and Statistics, Development Studies, International Relations and Diplomacy or any other relevant qualification from a recognized institution;
- iii. Master's Degree in any of the following areas: Economics, Economics and Sociology, Finance, Statistics, Economics and Mathematics, Economics and Statistics, Project Planning and Management, Development Studies, Public Administration, International Relations and Diplomacy or any other relevant qualification from a recognized institution;
- iv. Certificate in Strategic Leadership Development Course for a minimum period of six (6) weeks from a recognized institution;
- v. Satisfy the requirements of Chapter Six of the Constitution on Leadership and Integrity (Applicable to external applicants);
- vi. Demonstrable computer literacy; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

ADVERT NO. 2/2021

DIRECTOR, CORPORATE SERVICES, NEP: 2 One (1) Post

The Director, Corporate Services reports to the Chief Executive Officer on day-to-day operations; and to the Chairperson of the National Governing Council as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Co-ordinate the formulation, implementation of budget and to ensure compliance with the Constitution, Public Finance Management Act, regulations and budget circulars;
- ii. Coordinate the implementation of Human Resource Management and Development, strategies and plan, and ensure the enforcement of statutory guidelines;
- iii. Ensure prudent utilization of resources and timely reporting in accordance with International Public Sector Accounting Standards (IPSAS);
- iv. Ensure proper records management in the Secretariat;
- v. Ensure development and implementation of ICT and public relations, policies and standards;
- vi. Ensure proper records, safe custody and maintenance of the Secretariat's assets;
- vii. Provide logistical support for the implementation of the Secretariat's operations;
- viii. Maintaining corporate relationships;
- ix. Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints; and
- x. Coordinate the preparation and implementation of the Secretariat Procurement Plan in compliance with laid down rules and regulations.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director in the Secretariat or in a comparable and relevant position in the Public Service for a minimum period of three (3) years or in the private sector for not less than fifteen (15) years and must have served in a senior management position for a minimum period of five (5) years;
- ii. Bachelor's Degree in Public Administration, Business Administration, Human Resources Management, Human Resource Development, Finance, Accounts, ICT, Records Management or any other equivalent qualification from a recognized institution;
- iii. Master's degree in Public Administration, Business Administration, Human Resources Management, Human Resource Development, Finance, Accounts, ICT, Records Management or any other equivalent qualification from a recognized institution;
- iv. Strong communication, interpersonal and analytical skills;
- v. Ability to work with and supervise multi-generational staff;

- vi. Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity (Applicable to external applicants);
- vii. Certificate in Strategic Leadership Development Course for a minimum period of six (6) weeks from a recognized institution;
- viii. Current and valid member of a relevant professional body;
- ix. Demonstrable computer literacy; and
- x. Demonstrated merit and ability as reflected in work performance and results.

ADVERT NO. 3/2021

SENIOR ACCOUNTANT – NEP: 4 One (1) Post

The Senior Accountant will report to the Deputy Director, Accounts and have the Director, Corporate Services as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

a) Duties and Responsibilities

- i. Provision of quality and timely accounting services in the Secretariat including maintenance of appropriate and up to date accounting records;
- ii. Preparation of management financial reports which include monthly expenditure returns, monthly bank reconciliations, quarterly financial reports, annual financial reports etc;
- iii. Safeguarding Government Assets and records under the role;
- iv. Authorizing payments and signing cheques subject to limit set;
- v. Certifying and verifying returns, documents and vouchers; and
- vi. Processing payments, reimbursements and disbursements.

b) Requirements for Appointment

- i. Served in the grade of Accountant I at Secretariat or in a comparable and relevant position in the public service for a minimum of three (3) years or in an equivalent position in the private sector for not less than nine (9) years;
- ii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other relevant qualification from a recognized institution;
- iii. Passed Part III (Final) of the Certified Public Accountants (CPA) examination or its recognized equivalent qualification;
- iv. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Demonstrable computer literacy; and

- vii. Demonstrated merit and ability as reflected in work performance and results.

ADVERT NO. 4/2021

INTERNAL AUDITOR I - NEP: 5 One (1) Post

The Internal Auditor I will report to the Senior Internal Auditor and have the Manager, Internal Audit as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

a) Duties and Responsibilities

- i. Verify payments to enhance validity and accuracy;
- ii. Verify periodical financial returns that are required to be submitted from time to time such as, expenditure returns, imprest returns, revenues and appropriation in aid, staff returns, vehicles returns, etc;
- iii. Verify that the Secretariat's physical assets and equipment, supplies and stores etc, are properly recorded in the relevant registers and are kept under safe custody;
- iv. Verify that revenue, Appropriation-In-Aid and other receipts due to NEPAD/APRM Kenya Secretariat are collected promptly, banked immediately and accounted for; and
- v. Carry out audit assignments in line with Audit Standards and make appropriate recommendations.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in any of the following disciplines; Economics Commerce (Accounting/Finance Option), business Administration (Accounting Option) or any other relevant qualification from a recognized institution;
- ii. A pass in Part III of Certified Internal Auditor (CIA) Examination or, A pass in Part II of Certified Public Accountants (CPA) Examination or its approved equivalent; and
- iii. Demonstrable computer literacy.

ADVERT NO. 5/2021

PROGRAMME OFFICER II, NEPAD - NEP: 6 One (1) Post

The Programme Officer II, NEPAD Programmes reports to the Deputy Director, NEPAD Programmes; with the Director NEPAD Programmes as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Support policy advocacy of AUDA-NEPAD Programme at the National, Regional and Continental level;
- ii. Support engagement with MDA&C's on implementation of AUDA-NEPAD Programmes;
- iii. Support knowledge management networking systems that support programme design, evaluation and policy at the regional and continental level;
- iv. Support monitoring and evaluation on the implementation of AUDA-NEPAD programmes in Kenya and Eastern Africa region and preparation of the M&E reports;
- v. Participate in the implementation and execution of departmental and individual work plans; and
- vi. Support collection of data on policy issues on AUDA-NEPAD Programme at the National, Regional and Continental level

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in any area from a recognized institution; and
- ii. Demonstrable computer literacy.

ADVERT NO. 6/2021

RECORDS MANAGEMENT OFFICER III NEP: 7 One (1) Post

The Records Management Officer III will report to the Senior Records Management Officer and have the Deputy Director, Administration as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Ensure records are easily accessible when needed;
- ii. Receive, sort and distribute incoming and outgoing mails;
- iii. Receive, sort and distribute incoming and outgoing files;
- iv. Filing documents; and
- v. Arrange files in the respective cabinets.

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A diploma in Records Management/Information Science/library Science/Archives Management or any relevant discipline from a recognized institution; and
- ii. Demonstrable computer literacy.