



REPUBLIC OF KENYA

VACANT POSITIONS IN THE NEPAD/APRM KENYA SECRETARIAT

The NEPAD/APRM Kenya Secretariat is a Semi-Autonomous Government Agency under the National Treasury and Planning. It was established through a Presidential Executive Order Gazette Notice No. 6225 of 2002 and was further reconstituted in June 2016 by merging the NEPAD National Steering Committee and the Africa Peer Review Mechanism (APRM) Governing Council into one body. The Secretariat is responsible for the overall coordination and monitoring of the African Union Programmes and projects in Kenya on sustainable development and good governance.

In order to fulfil its mandate, the Secretariat seeks to temporarily fill the existing vacant post in its establishment as follows:

S/No.	Designation	NEP/APRM Grade	No. of Posts	Advert No. NEPAD/APRM/
1	Corporate Services Officer III	NEP.7	1	1/2023

Details of specific job requirements are in the next page.

Interested and qualified persons are required drop their applications in the designated Box at the Secretariat's offices, Liaison House 4th Floor during working hours (8am-5.00pm). Applicants may also send through post office as per the address provided below so as to reach the Secretariat on or before **24th February 2023**.

The applications should be properly indicated on top of the envelope reference No. for the position applied for.

Candidates must submit the following documents alongside the application:

Note:

- Applications containing false information shall be disqualified;
- Details of academic and professional certificates not obtained by closure of the advert shall not be considered;
- Applicants should indicate daytime telephone number, postal address, current salary, names and contacts of 3 referees;
- Only shortlisted candidates and successful candidates shall be contacted; and
- Canvassing in any form will lead to automatic disqualification.

Applications and comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to:

**The Chief Executive Officer
NEPAD/APRM KENYA SECRETARIAT
LIAISON HOUSE, 4TH FLOOR
STATEHOUSE AVENUE
P.O. BOX 46270-00100
NAIROBI.**

ADVERT NO. 1/2023

CORPORATE SERVICES OFFICER III, NEP: 7- One (1) Post

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

Terms of Service: Two (2) Year Non Renewable Contract

House Allowance, Commuter Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- (i) Plan and organize security initiatives;
- (ii) Coordinate the Secretariat's administrative functions;
- (iii) Mitigate disaster;
- (iv) Handle conflict resolution and deal with complaints and customer-care issues; and
- (v) Prepare management reports for the division.

(b) Requirements for Appointment

- (i) A Diploma in any Social Science or any other equivalent qualification from a recognized institution; and
- (ii) Demonstrable computer literacy.