

VACANT POSITION 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	Programme Officer II, APRM & Governance	NEP.6	1	2/2023

Details of specific job requirements are in the next page.

Interested and qualified persons are required to drop their applications in the designated Box at the Secretariat's offices, Liaison House 4th Floor during working hours (8.00 am-5.00 pm). Applicants may also send through post office as per the address provided below so as to reach the Secretariat on or before **19th July 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:

- i. Applications containing false information shall be disqualified;
- ii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered;
- iii. Applicants should indicate daytime telephone number, postal address, current salary, names and contacts of 3 referees;
- iv. Only shortlisted candidates and successful candidates shall be contacted; and
- v. Canvassing in any form will lead to automatic disqualification.
- vi. Copy of National ID Card (both sides)

Applications and comprehensive Curriculum Vitae, Copy of national ID Card 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. 2/2023

Programme Officer II, APRM & Governance- NEPAD: 6 - One (1) Post

The Programme Officer II, APRM & Governance will report to the Deputy Director, APRM & Governance and have the Director APRM & Governance 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) Participate in policy advocacy of APRM & Governance Programme at the National, Regional and Continental level;
- (ii) Facilitate engagements with MCDAs on implementation of APRM & Governance Programmes.
- (iii) Participate in knowledge management networking systems that support programme design, evaluation and policy at the regional and continental level;
- (iv) Participate in monitoring and evaluation on the implementation of APRM & Governance programmes in Kenya and Eastern Africa region;
- (v) Implement departmental work plan;
- (vi) Collect and collate data on policy issues on APRM & Governance Programme at the Regional and Continental levels; and
- (vii) Draft Information, Education Communication materials for National Regional and Continental workshops, and meetings.

(b) Requirements for Appointment

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