



REPUBLIC OF KENYA

**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES
STATE DEPARTMENT FOR LIVESTOCK**

VACANCIES

Kenya Livestock Commercialization Project (KeLCoP) is a six-year project that is jointly funded by the Government of Kenya (GOK) and the International Fund for Agricultural Development (IFAD) and beneficiary communities. The Financing Agreement entered into force on 5th March 2021. The completion date of the project shall be 31st March 2027 and the Financing Closing Date shall be 30th September 2027. The Project Goal is to Contribute to the Government's agriculture transformation Agenda of increasing rural small-scale farmers' incomes, food and nutrition security whereas the project development objective is to increase incomes of 110,000 poor livestock and pastoralist households, especially youth and women, in an environmentally friendly manner, in selected project areas of the 10 participating counties. The 10 participating counties are namely: Busia, Bungoma, Kakamega, Siaya, Nakuru, Trans Nzoia, Elgeyo Marakwet, Baringo Marsabit and Samburu. The project is expected to directly benefit 110,000 households with a total number of 495,000 people. Of the total beneficiaries, direct women beneficiaries will be 54 per cent and 30 per cent will be youth beneficiaries. In addition, those specifically targeted for nutrition interventions will include 30 per cent of total households.

The State Department for Livestock wishes to recruit suitable candidates to fill the following positions in Kenya Livestock Commercialization Project (KeLCoP) :

VACANCY NO: 1/2021: LIVESTOCK PRODUCTION SPECIALIST (1 POST)

The Livestock Production Specialist will be in charge of the technical coordination and oversight of KeLCoP activities for animal production. S/he will be coordinating and leading the implementation of Component 1 of the project, "Climate-smart production enhancement for small livestock", but also contribute to the implementation of Component 2, on technical aspects linked to production, in collaboration with the livestock marketing specialist. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance.

He/she will be answerable to the Project Coordinator for the following duties and responsibilities:

- I. Provide expertise and support the implementation of KeLCoP activities in livestock production (particularly small ruminants, poultry, honey and dairy goats);
- II. Contribute to the production of technical training manuals and related capacity building materials, coaching and mentoring on animal production;
- III. Coordinate with relevant project partners, service providers, NGOs and other stakeholders on the plan and implementation of livestock production activities;
- IV. Evaluate the technical soundness of activities on livestock designed to improve productivity;
- V. Provide technical advice on issues raised of livestock production and related activities;
- VI. Establish strategic partnerships with pertinent public institutions, implementing partners, private sector, national and regional civil society organizations for enhancing effectiveness, and efficiency in veterinary service delivery and disease control;
- VII. Coordinate the sourcing, multiplication and dissemination of improved animal breeds;
- VIII. Ensure that the livestock production activities are aligned with the activities in different Counties Integrated Development Plans(CIDPs);
- IX. Establish partnership with relevant stakeholders in production and distribution of indigenous pasture species and coordinate wider rangeland management activities;
- X. Support the implementation of climate-smart technologies (solar-powered boreholes, water harvesting technologies);

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- I. Master's Degree in Animal Sciences, Animal Production and Veterinary sciences or related field with complementary knowledge in rural development;
- II. At least ten (10) years practical experience in animal resource management and good knowledge of the livestock sector in Kenya;
- III. Must have established professional and practical work experience in donor-funded livestock or animal production projects in Kenya or the region;
- IV. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- I. Must be familiar with Kenya's diverse agro-ecological zones including the ASALs, their different agricultural systems and development needs;
- II. Fluent in English (written and spoken) and Kiswahili languages;
- III. Excellent communication skills and proven writing ability;
- IV. High level of computer proficiency in Microsoft Office Suite;
- V. Willing to undertake regular field visits in project areas and interact with different stakeholders;
- VI. Prepare any documents required to mobilize climate finances.
- VII. Any other official duty as may be assigned by the Project Coordinator.

VACANCY NO: 2/2021: SOCIAL INCLUSION SPECIALIST (1 POST)

The Social Inclusion Specialist will be in charge of the technical coordination and oversight of KeLCoP activities for social inclusion. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Project Coordinator for the following duties and responsibilities:

- I. Serving as the focal point and facilitate the project to follow the targeting strategy for mainstreaming of the poor, women, youth and marginalized communities in project activities.
- II. Ensuring that PMCU staff and those in the Counties understand the rationale and the targeting strategy for mainstreaming of the poor, women, youth and marginalized communities in the project, and their specific role and responsibility in implementing it.
- III. Involving the Directors of Youth and Gender, and Nutrition Officers at the County level, keeping them informed about the projects targeting strategy and progress and identifying any opportunities for complementary support for the project's beneficiaries from other government or donor interventions
- IV. Reviewing and Monitoring the Social Mobilization Service Providers' plans for community mobilization including the Socio-Economic Assessments, community entry, situation analysis, social and institutional mapping, wealth ranking, and assessment of existing community groups and beneficiary selection process, as well as capacity building of Group and Graduation Mentors, ensuring the inclusion of the project's target group.

- V. Overseeing and monitoring the implementation of GALS including contracting consultants or service providers for technical assistance, reviewing the TORs and coordinating between the SMSP and GALS technical assistance.
- VI. Overseeing and monitoring the Graduation of Ultra-Poor households and the Integration of GALS with the Graduation approach specifically, methodology for selection of beneficiaries, quality assurance of manuals developed for Graduation and Group Mentors, quality of services provided to ultra-poor households and the level of beneficiary satisfaction.
- VII. Overseeing the implementation of the indigenous people's action plans and their integration into the project delivery mechanisms, and the budget allocated to implement them.
- VIII. Tracking the project's effectiveness in mainstreaming poverty, gender, youth, indigenous peoples and vulnerable groups in collaboration with the Monitoring and Evaluation Specialist, to make recommendations for course correction highlighting challenges, achievements and lessons learnt in social inclusion in progress reports.
- IX. Oversee the set-up and implementation of the project's social safeguards including grievance redress mechanism.
- X. Any other official duty as may be assigned by the Project Coordinator.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- I. Master's Degree in Social Sciences, or related field to Rural Development/Gender/Social Inclusion
- II. Minimum of ten (10) years experience in Community Development and applied gender mainstreaming at project or institutional level
- III. Minimum of five (5) years experience with social safeguards, poverty, gender and youth targeting in agriculture-based rural development programmes
- IV. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- I. Must have practical work experience in donor-funded agriculture projects in Kenya or the region especially at least 5 years in social safeguards;
- II. Must be familiar with Kenya's diverse agro-ecological zones including the ASALs, their different agricultural systems and development needs;

- III. Knowledge and experience of PRA techniques
- IV. Knowledge of the graduation approach and household methodologies especially GALS
- V. Fluent in English (written and spoken)
- VI. Excellent communication skills and proven writing ability;
- VII. High level of computer proficiency in Microsoft Office Suite;

VACANCY NO: 3/2021: ENVIRONMENT CLIMATE AND SAFEGUARDS SPECIALIST (1 POST)

The Environment Climate And Safeguards Specialist will work closely with the PMCU and respective component leads as well as county governments and implementing partners, to cover the entire project's environmental, climate and safeguards oversight. The position will provide support to the project to comply with environmental, climate and safeguards issues. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Project Coordinator for the following duties and responsibilities:

- I. Technical backstopping and advising the PMCU, implementing partners and counties in addressing a variety of environmental and climate issues at all the stages of implementation;
- II. Coordinate environment and climate-related training/awareness-raising and coordination activities;
- III. Ensure that environment and climate issues are mainstreamed into project interventions and in the application of project documents e.g. the PDR, PIM, AWPBs etc.;
- IV. Ensure environment and climate safeguards as outlined in the ESMF, ESMPs, in-depth climate risk analysis, grievance redress mechanism, and in the integrated pesticides management plan are adhered to, and oversee the capacity building and training activities as required.

The following are the specific tasks of the specialist:

- I. Ensure that he/she guides the project in mainstreaming environment, climate and NRM considerations in all interventions and implementation processes.
- II. Ensure the project investments and each activity under the project is subjected to appropriate environmental, climate and safeguards processes and procedures.
- III. Prepare guidelines, tools and notes for use in the project based on

- relevant environmental policies, acts and regulations/ directives of the Government of Kenya and relevant safeguard policies of IFAD
- IV. Ensure that national and IFAD's SECAP guidelines and procedures are complied with at all times and all stages of project implementation.
 - V. Oversee and provide technical support towards the development of the indicators, tools, guidelines on the environment and climate aspects of the project's baselines, and that the progress is monitored at mid-term and end line.
 - VI. Develop relevant training and capacity building materials and organize the environment and climate awareness creation activities; and training of local institutions, implementing partners and farmers/agro-pastoralists/beneficiaries.
 - VII. Prepare related knowledge products and materials and help the project in disseminating the information to the relevant stakeholders and audiences.
 - VIII. Develop implementation strategies of AWP&B activities related to the environment, climate and NRM activities and ensure AWPB targets are met on time.
 - IX. Review activity plans and bid documents of implementing partners and contractors, to ensure environmental, climate issues are mainstreamed and mitigation measures are incorporated and ensure all project documents and environmental documents are in harmony.
 - X. Ensure that project intervention are guided by the safeguards documents (ESMF, ESMP, in-depth climate risk analysis, grievance redress mechanism, integrated pesticides management plan) developed for the project and that mitigation actions proposed are embedded into all relevant activities.
 - XI. Coordinate with relevant agencies for obtaining appropriate environmental permits and or certification/licenses e.g. NEMA, WRA; etc.
 - XII. Implement and promote the environment and climate agenda of the project.
 - XIII. Communicate with IPs and contractors for necessary environmental compliance.
 - XIV. Support Project M&E through data collection and writing of required reports.
 - XV. Prepare any documents required to mobilize climate finances.
 - XVI. Any other official duty as may be assigned by the project coordinator.

a) Academic qualifications and other requirements for the Position:

Minimum Requirements:

- I. Master's Degree in Environmental Sciences; Natural Resource Management and NRM or any related field.
- II. At least ten (10) years of relevant and progressive experience at community, national or international level in providing environmental management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing interrelationships among international organizations and national governments.
- III. At least ten (10) years of full-time and documented experience in similar assignments, with broad knowledge of environmental conservation and management, including in the area of solid waste management and similar;
- IV. Be registered with NEMA or an international environmental body and demonstrated knowledge of the regulatory body's (NEMA) compliance procedures will be an advantage;
- v. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- I. Sound knowledge of policy and regulatory frameworks for environmental, climate assessments and natural resource management in the agricultural/livestock context of Kenya.
- II. Demonstrated capacity to develop environmental and social management plans, execute safeguards, prescribe solutions to natural resource management problems, manage budgets and programs, as well as prepare reports;
- III. Excellent skills in written and spoken English and good computer skills, knowledge of local languages such as Swahili will be an added advantage;
- IV. Creative, innovative system thinker, with the ability to catalyze change.

VACANCY NO: 4/2021: LIVESTOCK MARKETING SPECIALIST (1 POST)

The Livestock Marketing Specialist will work as the Lead of the Marketing component to oversee implementation of all marketing activities in Component 2 specifically on marketing infrastructure and capacity development; building inclusive value chains; and the value chain management information system. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Project Coordinator for the following duties and responsibilities:

- I. Familiarize with the IFAD Project documents as well as each County Integrated Development Plans.
- II. Map the targeted value chains and institutional support.
- III. Oversee the building of graphic maps of the value chains and understanding the targeted value chains and providing public and visual documentation.
- IV. A deep understanding of targeted value chains represented in visual maps will facilitate the identification of constraints, specifically financial, technological, infrastructural, marketing, regulatory, policy-related, institutional, and human resource constraints.
- V. Contribute to investor forums and MSPs (Multi-Stakeholder Platforms), and recommend public and private investments and policies that will help to develop the value chains.
- VI. Produce physical poster-board maps of the value chains
- VII. Prepare an annual and monthly work plan in line with the PIM and the AWP&B.
- VIII. Identify and establish contact with implementing partners and inform them of upcoming activities.
- IX. Take responsibility for grant programs
 - X. Take the lead in creating and maintaining a program for internships for youth trained in the KeLCoP project;
- XI. Map out key entrepreneurship opportunities.
- XII. Prepare quarterly reports that summarize all activities accomplished by the financial quarter and project scheduled activities and meeting of beneficiary targets.
- XIII. Oversee the conclusion and verify deliverables for all the Service Provider activities defined above and in the PIM.
- XIV. Any other official duty as may be assigned by the project coordinator.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- I. Master's degree in Agricultural Economics, Agricultural Marketing, Agricultural Development or Development Economics with a specialization in Agriculture with an emphasis on livestock or in relevant field
- II. At least ten (10) years of practical experience in the field of agricultural marketing and rural development.
- III. At least five (5) years of experience in a donor project.
- IV. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other requirements:

- I. Must be highly proficient in Word, Excel, Power-Point etc,
- II. Must have a solid working knowledge of basic statistics and sampling theory.
- III. Must also have experience with value chain analysis and assessments, and private sector operations in agribusiness.
- IV. Experience in ICT and/or programming is an advantage.
- V. Must have strong skills and experience in donor-funded projects.
- VI. Must have excellent English reading, writing and speaking and be fluent in Swahili.

VACANCY NO: 5/2021: KNOWLEDGE MANAGEMENT SPECIALIST (1 POST)

The Knowledge Management specialist will coordinate and facilitate the collection, sharing, and dissemination of various project-related information. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Monitoring and Evaluation Specialist for the following duties and responsibilities:

- I. Oversee the development of a strategy and plans to ensure systematic, continuous learning, improvement, and knowledge sharing;
- II. Develop and implement processes to ensure that lessons learned and good practice are captured systematically, shared, and used to improve project implementation, including in the development of the AWPB;

- III. Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management and communication activities;
- IV. Coordinate the development and implementation of capacity building Project for Project Management and Coordination Unit staff, the counties and implementing partners, including coaching and mentoring;
- V. Provide technical backstopping and guidance to county and implementing partner staff on KM&L;
- VI. Develop or adapt relevant tools and processes for implementing staff to collect, process/analyze, store and share information and knowledge, and ensure relevant staff can use them;
- VII. Ensure that innovative experiences, learning, and good practices are captured, synthesized, documented, and shared continuously within the project, within the counties, with in-country partners, IFAD, and other regional and international partners, including through a project website, documentation centre, communities of practice, etc;
- VIII. Oversee communication support to awareness-raising and sensitization of project participants, including building an understanding of the project's objectives, benefits;
- IX. Any other official duty as may be assigned by the Monitoring and Evaluation Specialist and project coordinator.

Academic qualifications and other requirements for the position

Minimum Requirements:

- I. Bachelor's degree in Agricultural Economics, Rural Development, Information Communication Technology, Communications, Design or other relevant fields.
- II. Postgraduate qualification in M&E, Communications, knowledge management, or related field
- III. Proficient in the use of databases, spreadsheets, modern information, and communication technology (ICT) in development, and other computer applications; have demonstrated skills in quantitative and qualitative analysis and data management;
- IV. Have at least five (5) years relevant work experience, three (3) of which should be in the field of KM, M&E, MIS, project management, facilitation of learning processes, or a related field;

- V. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- I. Have proven experience in designing and implementing successful communication and knowledge management strategies for sustainable development, or in planning and implementing strategies at the management level;
- II. Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- III. Ability to work and interact with people from diverse, professional, social, and cultural backgrounds;
- IV. Good interpersonal and communication skills, excellent planning, organizing, and record-keeping skills;
- V. Ability to work as a team player, self-motivated and creative thinker, good analytical skills and report writing, and excellent coordination and negotiation skills;
- VI. Fluent in English (written and spoken);

VACANCY NO: 6/2021: DATA PROGRAMMER (1 POST)

The Data Programmer task is to support the ICT Specialist in developing applications. This includes ethnographic strategies that the ICT Specialist uses for documenting user experience journeys, prototyping and evaluating the target users, and running and evaluating pilots using machine learning/AI to better understand usage patterns and improve the interactive designs). The Data Programmer will program the applications and then participate in piloting, deploying and refitting them. He/she will also participate in training beneficiaries in the use of the applications. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the ICT Specialist for the following duties and responsibilities:

- i. crowdsource market prices to make real-time price information available to buyers and sellers
- ii. Maintain a platform for open purchase and sales orders
- iii. crowdsource the availability of transport as when a truck is loading for transport to or from and market destination
- iv. crowdsource the availability, purchase and sale of feed and fodder and water

- v. crowdsource the availability, purchase and sale of livestock vaccinations
- vi. crowdsource the availability, purchase and sale of AI breeding services
- vii. provide purely graphic user interface for E-extension services
- viii. provide a platform for identification of available and appropriate financial services
- ix. crowdsource incidences of disease among livestock
- x. crowdsourcing climactic conditions for real-tracking impending drought
- xi. create an ICT platform for communication and feedback from project beneficiaries
- xii. Any other official duty that may be assigned by the ICT Specialist and Project Coordinator

Academic qualifications and other requirements for the position

Minimum Requirements:

- i. Bachelor's Degree in information systems, Information Management, Computer Science or related discipline.
- ii. Five (5) year experience programming mobile phone applications in Java or HTML5.
- iii. Experience creating crowdsourcing apps as well as GIS.
- iv. Have educational background in Graphic Communication, Graphic Design or Art the medium, which the project intends to use, create the interface for the ICT applications.
- v. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- i. Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- ii. Ability to work and interact with people from diverse, professional, social, and cultural backgrounds;
- iii. Good interpersonal and communication skills, excellent planning, organizing, and record-keeping skills;
- iv. Ability to work as a team player, self-motivated and creative thinker, good analytical skills and report writing, and excellent coordination and negotiation skills;
- v. Fluent in English (written and spoken);

VACANCY NO: 7/2021: MONITORING AND EVALUATION ASSISTANT (1 POST)

The Monitoring and Evaluation Assistant will liaise with component heads to develop management information systems on financial, procurement and other technical areas. He/she will assist the M&E Specialist in compiling and distributing the project's periodic progress reports, coordinate M&E reporting in the Counties, liaise with the M&E division

of the State Department for Livestock for effective linkages and information exchange, update and administrate local area network, project website and internet facility. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Monitoring and Evaluation Specialist for the following duties and responsibilities:

- I. Develop management information system on financial, procurement and other technical areas.
- II. Coordinate M&E reporting in all Counties in the project area.
- III. Compiling and distributing the project periodic progress reports.
- IV. Organizing and facilitating AWPB workshops, Supervision mission, implementation support and Annual review workshops.
- V. Support the M&E division of the State Department for Livestock for effective linkages and information exchange.
- VI. Developing and implementing processes and guidelines for lessons learnt and good practices to improve implementation.
- VII. Supporting advocacy efforts through providing evidence of project impact gathered through the M&E system.
- VIII. Forster partnerships for broader knowledge sharing and learning
- IX. Any other official duty as may be assigned by the Monitoring and Evaluation Specialist and the Project Coordinator.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- i. A Bachelor's degree in Information Technology, Computer or any other relevant discipline.
- ii. At least five (5) years' experience in a similar position in a Government donor-funded project.
- iii. Proficiency in the use of Geographical Information Systems (GIS) will be an added advantage
- iv. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- i. Practical knowledge in Project Cycle Management, use of the Log Frame & results-based Management.

- ii. Knowledge in the development of performance management plans based on results-based work plan, activity & resource schedule as drawn from the objective hierarchy.
- iii. Have extensive experience in participatory planning methodologies (including methods, strategies and tools) & their applications at the project and Community level.
- iv. Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- v. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- vi. Good interpersonal and communication skills, excellent planning, organizing and recordkeeping skills;
- vii. Ability to work as a team player, self-motivated and creative thinker, good analytical skills and report writing and excellent coordination and negotiation skills;
- viii. Fluent in English (written and spoken);

VACANCY NO: 8/2021: PROJECT ACCOUNTANT (1 POST)

The Project Accountant shall deputize the Financial Controller and will be responsible for ensuring a proper accounting filing system; follow up of accountabilities from Counties, staff, and other implementers, data entry and reconciliations. The workstation will be at PMCU Nakuru but he/she travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Financial Controller for the following duties and responsibilities:

- I. Preparation of source documents, e.g. payment vouchers, journal vouchers, data entry into the accounting system and preparation of reconciliations for review by the financial controller.
- II. Chronological filing of documents with adequate cross-reference to ensure ease of retrieval and Follow up of accountabilities, maintaining a detailed log of outstanding accountabilities.
- III. Facilitate; both internal and external auditors to audit the project's financial transactions and reports to meet the required submission dates by IFAD;
- IV. Support the financial controller in preparation of reports to enable the withdrawal of funds from IFAD and GoK;

- V. Proactive support to the County designated project support accountants;
- VI. Maintain key registers such as fixed assets; inputs into the contracts register, contract monitoring forms.
- VII. Support the financial controller in the preparation of informative management accounts in the form of monthly, quarterly, semi-annual and annual reports regarding aspects of project financial monitoring bringing out variances and advising implementers as to the limits of expenditure;
- VIII. Any other official duty as may be assigned by Financial Controller and the Project Coordinator.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- I. Bachelor's degree in Commerce (Accounting option), or Finance, or Bachelor's degree in Business Administration; Accounting or Finance options from a recognized University.
- II. Must have full CPA-K qualification or its equivalent.
- III. Have at least five (5) years of experience working in a similar field out of which three (3) years in a government donor-funded project.
- IV. Computer-literate including accounting packages and well versed in the use of Excel, Word and basic database set-ups.
- V. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- i. Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- ii. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- iii. Good interpersonal and communication skills, excellent planning, organizing and recordkeeping skills;
- iv. Ability to work as a team player, self-motivated and creative thinker, good analytical and quantitative skills, report writing and excellent coordination and negotiation skills;
- v. Fluent in English (written and spoken);

VACANCY NO: 9/2021: PROCUREMENT ASSISTANT (1 POST)

The Procurement Assistant will be part of the procurement team working on the implementation of the project's activities. He/she would be responsible for supporting the procurement activities needed for project implementation. The workstation will be

at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Procurement Specialist for the following duties and responsibilities:

- i. Consolidate requests for procurement of goods, works, technical and consulting services;
- ii. Design, implement a database of service providers and ensure the update;
- iii. Prepare tender notices and advertisements in appropriate national and international papers and websites as required;
- iv. Preparing procurement documents (e.g., invitations to bid, standard bidding documents, bid clarification and eventual amendments, bid evaluation reports, etc.); obtain timely relevant approval for procurement documents;
- v. Organizing and managing pre-bid conferences; conduct the bid opening process and prepare the minutes of bid opening; in due time for bid evaluations, support evaluation committees; ensure proper documentation of committees' deliberations and findings;
- vi. Ensure timely notification of results of tenders to all successful and unsuccessful bidders;
- vii. Tracking the progress of procurement activities against the plans; highlight variations in progress, record reasons and identify remedial actions; report this to the Procurement Specialist and Project Coordinator monthly;
- viii. Drafting contracts for signature by Accounting Officer and Vendors;
- ix. Compiling and confidentially keeping up-to-date procurement files containing high quality and readily available information, ensuring proper documentation, transparency and ease of reference;
- x. Handle procurement-related correspondences with pertinent authorities;
- xi. Keeping an effective system for monitoring of procurement process and contract (recording the dates of all important approvals, contract awards, amounts etc.), as well as an adequate system record-keeping system to ensure the quick finding of procurement information;
- xii. Maintain the contract register and regularly update the same with monitoring data on the progress of all contracts;
- xiii. Maintain regular communication with Procurement Specialist to ensure that procurement tracking information is well coordinated with other project planning, project budgeting and other projects financial reporting information
- xiv. Monitoring the administrative implementation of contracts;
- xv. Any other official duty as may be assigned by the Procurement Specialist and the Project Coordinator.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- i. Bachelor's degree in procurement or supply chain management or business administration or any other relevant field;
- ii. Must have advanced diploma in procurement and supply management, and should be a member of a professional body in procurement and supply management
- iii. Minimum five (5) years relevant working experience, of which (3) years experience is in procurement management at Government/donor-funded projects;
- iv. Must meet the requirements of chapter six (6) of the Constitution of Kenya, 2010

Other Requirements:

- i. Comprehensive knowledge of the Public Procurement and Asset Disposal Act 2015 and the Public Procurement and Asset Disposal Regulations 2020.
- ii. Familiarity with the IFAD Procurement Guidelines will be an added advantage;
- iii. Computer literacy and competence, Microsoft Word, Excel, Access, PowerPoint;
- iv. Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- xvi. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- xvii. Good interpersonal and communication skills, excellent planning, organizing and recordkeeping skills;
- xviii. Ability to work as a team player, self-motivated and creative thinker, good analytical skills and report writing, excellent coordination and negotiation skills;
- xix. Fluent in English (written and spoken);

VACANCY NO: 10/2021: ADMINISTRATIVE ASSISTANT (1 POST)

The Administrative Assistant will ensure the right staff with relevant skills are brought on board, adequately oriented and contract of employment signed, supervise the secretaries, drivers and support staff, develop and implement an effective staff performance evaluation system, manage logistics and security. The workstation will be at PMCU Nakuru but he/she will travel extensively within the Project area, as may be required. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based

on satisfactory annual performance. He/she will be answerable to the Project Coordinator for the following duties and responsibilities:

- i. Coordinating staff recruitment and selection and manage orientation programmes for the newly recruited staff of the Project.
- ii. Interpreting and implementing human resource policies, and other statutes that impact the human resources;
- iii. Developing and implementing an effective system of staff performance evaluation;
- iv. Developing and carrying out customer satisfaction survey;
- v. Management of staff leave, training and development staff and welfare activities.
- vi. Ensure health and safety regulations are in place and adhered to in the Project.
- vii. Supervising the secretaries, drivers, support staff to ensure compliance with their terms of reference;
- viii. Developing welfare policy and handling complaints, disputes and grievances of employees.
- ix. Developing staff Contracts of Employment and organizing renewal of staff contracts, payment of staff service gratuity and pension;
- x. Administering and maintaining employee records;
- xi. Management of logistics and security of the office block and compound.
- xii. Collecting, organizing and storing information on motor vehicle usage and managing fuel.
- xiii. Any other official duty as may be assigned by the Project Coordinator.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- I. Bachelor's degree in Business/Public Administration (HRM, Public Relations & Strategic Management options) or any other relevant field from a recognized University.
- II. Minimum of five (5) years' work experience in a similar position and out of which three (3) years in a donor-funded project.
- III. Must meet the requirements of chapter SIX (6) of the Constitution of Kenya, 2010

Other Requirements:

- I. Ability to work under pressure and meet strict deadlines and work with minimum supervision and sometimes work outside normal working hours;

- II. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- III. Good interpersonal and communication skills, excellent planning, organizing and recordkeeping skills;
- IV. Ability to work as a team player, self-motivated and creative thinker, good analytical skills and report writing, excellent coordination and negotiation skills;
- V. Good public relations qualities;
- VI. Fluent in English (written and spoken);
- VII. Knowledge of Computer packages.

VACANCY NO: 11/2021: OFFICE SECRETARY (1 POST)

The secretary will be responsible for providing secretarial support to the Project Coordinator and other PMCU Technical staff. The workstation will be at PMCU Nakuru. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Administrative Assistant for the following duties and responsibilities:

- i. Typing standard letters and composing the content of letters on routine matters as directed by the Administrative Assistant or the Programme Coordinator;
- ii. Combining material from several sources to produce word-processed reports in an established format using some discretion in final presentation;
- iii. Screening telephone calls, answering routine questions, taking accurate messages and referring the caller to an appropriate alternative source;
- iv. Receiving visitors and may be required to establish their requirements and check the availability of the required staff member where no appointment has been made;
- v. Maintaining the diary, arranging appointments, meetings, travel and accommodation as specified by the Administrative Assistant or Programme Coordinator;
- vi. Undertake routine administrative duties as delegated by the Administrative Assistant or Programme Coordinator;
- vii. Maintaining strict confidentiality in all duties and establishing reliable filing and record systems;
- viii. Maintain a full understanding of the functionality of PC word processing software and excel, and
- ix. Any other official duty as may be assigned by the Administrative Assistant or Programme Coordinator

Qualifications and other requirements:

Minimum Requirements:

- i. A mean grade C- with a minimum grade C- in English or equivalent;
- ii. Must have Higher National Diploma or equivalent in secretarial management
- iii. Appropriate secretarial training;
- iv. Typing speed 50 words per minute;
- v. Shorthand 100 wpm/ 120wpm;
- vi. Office Practice II;
- vii. Office Management III;
- viii. Business English III;
- ix. Secretarial Duties II;
- x. Should have a certificate in computer applications (Ms Word, Excel, E-mail, PowerPoint, Access etc);
- xi. At least five (5) years work experience in a busy organization;
- xii. At least four (4) years of work experience in donor-funded projects will be an added advantage
- xiii. Must meet the requirements of chapter SIX (6) of the Constitution of Kenya, 2010

Other Requirements:

- i. Ability to work under pressure and meet strict deadlines and work with minimum supervision and sometimes work outside normal working hours;
- ii. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;

VACANCY NO: 12/2021: MOTOR VEHICLE DRIVERS (6 POSTS)

The motor vehicle driver will be responsible for driving project vehicles in the project area. The workstation will be at PMCU Nakuru. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Administrative Assistant for the following duties and responsibilities:

- i. Ensuring the timely planned maintenance for the vehicle;
- ii. Ensuring the entries of all repairs, faults repaired are written in the Vehicle's Log Book;
- iii. Ensuring that the vehicle is regularly serviced, kept clean and maintained at all times by;
- iv. Carrying out daily check of oil, water, fuel, battery, tyres etc;
- v. Maintaining work tickets of mileage and fuel and oils are drawn;

- vi. Reporting faults and ensuring that they are rectified by the authorized mechanic or as otherwise directed by the Programme Coordinator and ensure that they are recorded in the relevant section of the work ticket and logbook;
- vii. Ensuring that the vehicles are serviced as and when due for service by the authorized mechanic or otherwise directed by the Programme Coordinator;
- viii. Ensure that road licenses are renewed at due dates where applicable;
- ix. Ensuring that details of all journeys completed are entered into the work ticket and duly authorized;
- x. Perform office deliveries as and when directed by the Administrative Assistant or Programme Coordinator;
- xi. Ensuring that all journeys are authorized by the Administrative Assistant or Programme Coordinator;
- xii. Ensuring that the assigned project vehicles are always safe and parked only in authorized, secured and designated parking areas;
- xiii. Ensuring that the assigned programme vehicles are parked in a secure compound overnight;
- xiv. Ensuring that all duties are performed efficiently and in a punctual manner; and
- xv. Ensuring that only authorized programme personnel use the assigned vehicles unless otherwise instructed by the Administrative Assistant or the Programme Coordinator.

Qualifications and other requirements:

Minimum Requirements:

- i. Minimum academic qualification of the grade of D+ or equivalent;
- ii. A certificate in computer applications;
- iii. A valid clean driving license in classes B, C, E or equivalent which must have been held for at least three (3) years;
- iv. At least five (5) years uninterrupted driving experience in a busy office;
- v. A certificate of good conduct from the Criminal Investigation Department which shall not be more than 6 months old;

Other Requirements:

- i. Knowledge of mechanics/preventive maintenance will be an added advantage;
- ii. Excellent oral and written communication skills in English and Kiswahili;
- iii. Dependable, responsible and reliable.
- iv. Ability to work under pressure and meet strict deadlines and work with minimum supervision and sometimes work outside normal working hours;

- v. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;

VACANCY NO: 13/2021: OFFICE MESSENGER (1 POST)

The office Messenger will be responsible for general maintenance of the office block and the compound. The workstation will be at PMCU Nakuru. He/she will sign a six (6) year Contract of Employment with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance. He/she will be answerable to the Administrative Assistant for the following duties and responsibilities:

- i. Dust and wipe tables, chairs, computers, copiers, doors, glass windows and glass partitions;
- ii. Empty all dustbins and ensure that materials are disposed of under PMCU procedures;
- iii. Ensuring care is taken on all documents and personal effects on PMCU working surfaces;
- iv. Sweeping and mopping floors;
- v. Cleaning windows;
- vi. Reporting any damage of property immediately to Administrative Assistant;
- vii. General groundworks;
- viii. On daily basis shall collect mail from and deliver outgoing mails to the Post Office;
- ix. Distribute through hand delivery all letters for PMCU;
- x. Ensure the timely delivery of mail and parcels to various couriers;
- xi. Ensure that the environmental sanitation of the PMCU is maintained to the highest standard and any other duty as may be assigned by the Administrative Assistant or Programme Coordinator.

Qualifications and other requirements:

Minimum Requirements:

- i. Minimum academic qualification of D+ or equivalent;
- ii. A certificate in computer applications;
- iii. Excellent oral and written communication skills in English and Kiswahili;
- i. A certificate of good conduct from the Criminal Investigation Department which shall not be more than 6 months old;

Other requirements:

- ii. Dependable, responsible and reliable;
- iii. Demonstrated ability to work as a team;

- iv. Ability to work under pressure and meet strict deadlines and work with minimum supervision and sometimes work outside normal working hours;
- v. Ability to work and interact with people from diverse, professional, social and cultural backgrounds;

HOW TO APPLY

Interested applicants who meet the qualification requirements should send their applications along with copies of their academic and professional certificates, testimonials and detailed Curriculum Vitae. They must also state their present employer, current position and names and addresses of two referees and daytime telephone and email contacts. **Only short-listed candidates will be contacted.**

Applications should be clearly marked quoting the reference number of the position applied for on the letter and envelope and addressed to :

The Principal Secretary
State Department for Livestock,
Kilimo House, Cathedral Road,
P. O. Box 34188-00100,
Nairobi, Kenya

To reach on or before 9th March 2022 at 17:00 hours local time