



**MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT
STATE DEPARTMENT FOR LIVESTOCK DEVELOPMENT
KENYA LIVESTOCK COMMERCIALIZATION PROJECT (KeLCoP)**

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 Development wishes to recruit suitable candidates to fill the following positions in Kenya Livestock Commercialization Project (KeLCoP):

VACANCY NO: 1/02/2023: INFORMATION AND COMMUNICATION TECHNOLOGY ASSISTANT (1 POST)

The ICT Assistant will be tasked with overseeing the development and integration of all ICT4D activities. The ICT Assistant acts as a critical focal node for the entire project and will develop interactive digital applications in collaboration with the Data programmer. He will also be in charge of implementing the project's Information Technology Implementation Strategy. The workstation will be at PMCU Nakuru but he/she will be expected to travel extensively within the Project area, as may be required. He/she will sign a five (5) year

Contract of Employment with the initial six months on probation. The contract will be renewed thereafter based on satisfactory performance. He/she will be answerable to the Monitoring and Evaluation Specialist for the following duties and responsibilities:

- i. Implementation of ICT strategies and introduction/implementation of new technologies, system design development and maintenance;
- ii. Manage project hardware and software packages and efficient networks administration;
- iii. ICT infrastructure budgeting, and quality assessment;
- iv. Update and maintain the IT/communication systems in both the Project Management and Coordination Unit (PMCU) and all the project counties;
- v. Update and maintain the developed Website, Web/ Mobile Applications;
- vi. Maintain Data Center, management of Application Servers, ensure data security;
- vii. Advise project staff members including those at county level on IT-related issues;
- viii. Undertake trouble shooting of the IT system of the project;
- ix. Advise the project on the procurement of hardware and software;
- x. Design develop platform for open purchase and sales orders;
- xi. Advise the project on recruitment of external IT service providers;
- xii. Will work in collaboration with the component heads in charge of implementing all the ICT4D interventions which include e-extension, e-voucher and Value Chain Management information system;
- xiii. Maintain project data management;
- xiv. Manage and maintain the Management Information System and the Accounting Software for the project;
- xv. Train and facilitate PMCU and county staff to properly upload data on the Management Information System;
- xvi. Produce necessary reports using the online application and reporting systems.

Academic qualifications and other requirements for the Position:

Minimum Requirements:

- i. Bachelor's degree in Computer Science/ Applied Computer Science, Computer Science and Engineering, Information Technology from a reputable university;
- ii. The candidate must have minimum 5 years' experience of working in Information Technology sector out of which 3 years must be in government donor-funded development project;
- iii. Programming knowledge or experience in languages like Java Script, PHP, HTML5, and relation databases like Microsoft SQL, MySQL and others;
- iv. Experience in system development cycle inclusive data flow, work flow and to generate project specific reports;
- v. Graphic Communication, Graphic Design or Art (the medium which the project intends to use create the interface for the ICT applications);

- vi. Experience in Geographical Information Systems.

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: 2/02/2023: 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 five (5) year Contract of Employment with the initial six months on probation. The contract will be renewed thereafter based on satisfactory 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. Should have a certificate in computer applications (MS Word, Excel, E-mail, PowerPoint, Access etc.);
- v. At least five (5) years' work experience in a busy organization;
- vi. At least two (2) years of work experience in donor-funded projects will be an added advantage;

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 management of office protocol and etiquette
- iv. Ensure security of office records
- v. Coordinate travel arrangements and scheduling of meetings
- vi. Attending to visitors and handling phone calls

VACANCY NO: 3/02/2023: 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 five (5) year Contract of Employment with the initial six months on probation. The contract will be renewed thereafter based on satisfactory 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.

Academic qualifications and other requirements for the Position:

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;

Other requirements:

- i. Dependable, responsible and reliable;
- ii. Demonstrated ability to work as a team;
- iii. Ability to work under pressure and meet strict deadlines and work with minimum supervision and sometimes work outside normal working hours;
- iv. Ability to work and interact with people from diverse, professional, social and cultural backgrounds.

VACANCY NO : 4/02/2023 : MOTOR VEHICLE DRIVER (1 POST)

The motor vehicle driver will be responsible for driving project vehicles in the project area. The work station will be at PMCU Nakuru. He/she will sign a five (5) 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 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 relevant section of the work ticket and log book;
- 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:

The following academic qualifications and other requirements are required:

Minimum Requirements:

- i. Minimum academic qualification of 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 not less than 2 years;
- iv. Not less than 2 years uninterrupted driving experience in a busy office;
- v. A certificate of good conduct from the Kenya Police which shall not be more than 6 months old;

Other Requirements:

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

KeLCoP is an equal opportunity employer. Persons with Disabilities are encouraged to apply.

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

The Principal Secretary
State Department for Livestock Development,
Kilimo House, Cathedral Road, **2nd floor Room 219.**
P. O. Box 34188-00100,
Nairobi, Kenya

To reach on or before Monday, 16th February 2023 at 17:00 hours local time.

Please note that electronic applications **shall not** be accepted. **Hard copies only.**