



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING

VACANCIES

Rural Kenya Financial Inclusion Facility (RK-FINFA) is a six-year development project financed jointly by the International Fund for Agricultural Development (IFAD) and the Government of Kenya (GoK). RK-FINFA supports the transformation of rural and smallholder agriculture sector through private sector-led development by improving the access of the smallholder farmers and rural micro, small and medium enterprises to appropriate financial services. The Project will operate nationwide in Kenya. It consists of three interlinked components: (a) Component 1: Technical Support and Innovation Services (TSIS); (b) Component 2: Rural Investment Instruments; and Component 3: Enabling Rural Finance Environment and Project Coordination. RK-FINFA activities include pro-active co-operations with the private sector, including financial institutions, the farming community as well as micro, small and medium enterprises and larger processing and marketing companies in key agricultural value chains.

The National Treasury and Economic Planning wishes to recruit suitable candidates to fill the following positions in Rural Kenya Financial Inclusion Facility (RK-FINFA) on a three-year renewable contract to be based in Nairobi:

VACANCY NO: 1/PPCMS/2023: PROJECT PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST

The Project Procurement and Contract Management Specialist reports directly to the project coordinator and is responsible for managing procurement processes and contract administration aspects. As head of the Procurement Unit of the PMU, the incumbent will be tasked to ensure compliance with Kenyan Public Procurement and Disposal Act, 2015 and its attendant regulations and ensure due diligence to comply with IFAD Procurement Guidelines and handbook.

- a) Installation of appropriate procurement systems and procedures for effective planning and monitoring of procurements under the project
- b) Oversee preparation and consolidation of inputs to the Annual Procurement Plan.
- c) Finalize, within three months after start of duty, a draft manual on procurement by partners, which sets the minimum standards of compliance for the procurement of goods and services under RK-FINFA financing.
- d) Train continuously the implementers in the preparation of Terms of Reference and specifications and proactive follow-up of these inputs in the bidding processes.
- e) Prepare bidding documents based on acceptable bidding standards.

- f) Ensure all prior review requirements such as obtaining of the No Objections from IFAD are complied with in a timely manner.
- g) Ensure that all the due tendering processes are adhered to sufficient publications, strict adherence to deadlines, transparency in communications with bidders and publication of bid results.
- h) Ensure acceptable record keeping in procurement with a complete procurement file for each procurement from start to contract finalization. Maintain all procurement records in a form appropriate for regular auditing and spot checks by supervision missions.
- i) Communicate to all implementing entities and service provider their responsibilities and requirements with respect to procurement in keeping with prevailing government practices which are acceptable to IFAD.
- j) Oversee the contracting process, including ensuring that Evaluation Committees have people with appropriate expertise.
- k) Monitor implementation of contracts: report status and problems to the PC on a monthly basis and intervene to address problem upon request by the PC.
- l) Ensure that goods and services financed have been procured in accordance with the loan agreement and the Kenyan Public Procurement and Disposals Act.
- m) Work with the Financial Controller to ensure where applicable, tax exemptions for the procurement of goods for the project are secured at the appropriate time.
- n) Prepare quarterly reports of progress with implementation of the Procurement Plan, and regularly inform the PC of problems and make proposals to overcome bottlenecks.
- o) Contribute to the preparation of the project workplans, budgets and financial reports.
- p) Carry out any other activities that are assigned by the PC.

Minimum Requirements

- a) A relevant masters degree, a Bachelor's degree in Procurement and Supplies, Commerce, Public Administration, Law, Accounting, or any other related field and a full CIPS (Chartered Institute of Procurement and Supply). A post graduate qualification will be an added advantage
- b) A minimum of 10 years' experience dealing with procurement of civil works, goods and services, 5 of which should be in donor funded project environment.
- c) A comprehensive knowledge of Public Procurement Regulations, as well as procurement guidelines for IFAD and/or World Bank
- d) Membership to professional body required
- e) Appropriate computer literacy
- f) Fluency in both English and Kiswahili

Other Requirements

- a) Good interpersonal and communication skills.
- b) Exceptional organizational and coordination skills;
- c) Experience in preparing tender and contract documents for national and international competitive bidding

VACANCY NO: 2/SIGO/2023: SOCIAL INCLUSION AND GENDER OFFICER

Reporting to the Senior Monitoring and Evaluation Specialist, the Social Inclusion Officer will be responsible for the successful implementation of the social inclusion strategies of RK-FINFA. The specific duties of the Social Inclusion Officer will include:

- a) Be responsible for the implementation of the RK-FINFA gender equality and women empowerment, youth, and social inclusion strategies in project interventions to ensure results for gender transformation and youth sensitive programming are achieved and on track.
- b) Liaise with the PMU to work with the other project officers and County Gender and Youth Officers, 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 initiatives.
- c) Review and monitor the Service Providers' plans for community mobilization including the socio-economic, youth and gender assessments, community entry, situation analysis, social and institutional mapping, wealth ranking, and assessment of individuals, community groups and beneficiary selection processes to ensure inclusion of the project's key target groups.
- d) Oversee and monitor the implementation of the youth empowerment, gender transformative approaches, women empowerment and GALS approach including contracting consultants or service providers for technical assistance, reviewing the TORs, and coordinating between the project and the required technical assistance.
- e) Track the project's effectiveness in targeting strategy, gender equality and women empowerment, youth and vulnerable groups in collaboration with the Monitoring and Evaluation Specialist, to ensure that gender, age and vulnerable-groups' disaggregated data is collated and reported.
- f) Document best practices and emerging issues for course correction highlighting challenges, achievements and lessons learnt in the gender, youth and social inclusion aspects in progress reports.
- g) Carry out any other relevant duties as may be assigned by the Senior Monitoring and Evaluation Specialist.

Minimum Requirements

- a) A Master's degree and a bachelors degree in social science or a field related to rural community development.
- b) A minimum of 7 years of experience in community development and applied gender mainstreaming at project or institutional level, 3 of which in Development Partner funded project.
- c) Knowledge of participatory and household methodologies, especially GALS.
- d) Demonstrated experience in the techniques of data collection, data entry, data analysis and design of management information systems to facilitate the planning and decision-making processes within the institution/s.
- e) Good communications and IT skills as required for the SIO position.

Other Requirements

- a) Experience in rural development project management and implementation.
- b) Experience with poverty, gender and youth targeting in agriculture- based rural development programmes.

VACANCY NO: 3/ECAO/2023: ENVIRONMENT AND CLIMATE ASSESSMENT OFFICER

Reporting to the Senior Rural Finance Specialist, the Environment and Climate Assessment Officer will be responsible for the successful implementation of the social, environment and climate strategies of RK-FINFA. Specifically, the Officer will be required to ensure that the project interventions are in line with IFAD and Government Social, Environmental and Climate Assessment Procedures (SECAP). The specific duties of the Environment and Climate Assessment Officer will include:

- a) Supporting project implementation partners to integrate environment and climate dimensions in the project design and implementation.
- b) Monitoring the application of IFAD SECAP in pipeline and active projects, reporting on high-risk and/or sensitive projects,
- c) Contributing to project staff understanding of SECAP requirements over the entire project cycle; and
- d) Ensure that environmental/climate risks and management measures are tracked on a continuous basis.
- e) Developing SECAP knowledge products, including contributing to the SECAP bi-annual compliance reports; Monitoring SECAP compliance and risk management. This includes reviewing selected project documents at the concept and design phases to: (a) liaise with project teams to support consistency in the integration of Environment, Social and Climate safeguard requirements (b) ensure the alignment of project designs with the safeguards of key partners; (c) make recommendations for risk management measures (d) populate the project watch list to ensure that environmental/climate risks and management measures are tracked on a continuous basis.
- f) Monitoring RK-FINFA SECAP watch list to ensure that SECAP risk rating during project implementation is at minimum moderately satisfactory and provide support to implementation teams where necessary to improve performance.
- g) Learning and knowledge management on safeguard issues.
- h) Carry out any other relevant duties as may be assigned by the Project Coordinator.

Minimum Requirements

- a) A relevant Masters Degree and a bachelors university degree from an accredited university in the field of specialization, e.g. Agriculture, Rural Development, Natural Resource Management, Environment, or Social Sciences.
- b) Minimum 7 years of relevant experience in and demonstrated understanding of development initiatives in the field of specialization, 3 of which in Development Partners funded project.
- c) Practical knowledge of Information Communication Technology (ICT) skills.

- d) Excellent written and oral communication skills in English. A mastery of Kiswahili is desirable.

Other Requirements

- a) Strong organizational and interpersonal skills.
- b) Demonstrated technical understanding and ability to interpret environmental assessment documents.
- c) Experience in environment and social impact assessments and management plans.
- d) Experience in fieldwork and international policy frameworks related to project and programme development for climate change and environment financing is an asset.

VACANCY NO: 4/VCFO/2023: VALUE CHAIN FINANCE OFFICER

Reporting to the Rural Finance Specialist, the Value Chain Finance Officer will support the Rural Finance Specialist in the management and coordination of the core rural finance instruments (Rural Credit Guarantee Scheme and the Green Financing Facility) of RK-FINFA, with particular focus on the PFI and borrower capacity building operations of the project. Support in managing the project's connections with partner VC projects and identify suitable pipeline for the RK-FINFA TSIS services and later investments. The specific duties of the Value Chain Officer will include:

- a) Support together with the Rural Finance Specialist, to the start-up and subsequent implementation to all rural finance-related RK-FINFA activities.
- b) Create linkages with the ongoing VC projects (especially IFAD's VC project portfolio) in Kenya, with the intention to identify pipeline for TSIS services and financing instruments of RK-FINFA.
- c) Assist the partner VC projects in provision of relevant pre-support to their target groups, enabling the stakeholders' incorporation into the RK-FINFA pipeline.
- d) Take direct responsibility of the timely start-up of the project's Value Chain Finance activities related PFI and borrower capacity building operations and their subsequent, effective implementation.
- e) Provide support to the Rural Finance Specialist in the finalisation of the contractual arrangements for the establishment of the rural window to the CGS and the smooth start-up of the R-CGF guarantee operations with banks, MFBs and SACCOs
- f) Support the GFF Host institution to encourage the active participation of appropriate MFBs and rural DT-SACCOs in the green financing operations with the GFF support.
- g) Conduct frequent and systematic field visit to support the PFIs in their RK-FINFA supported field operations.
- h) Take active part in the establishment and subsequent operations of the IT-based MIS and reporting systems for the R-CGS and GFF operations.
- i) Support the identification of new, appropriate PFIs for the GFF operations when expanding the GFF cover area from the original 14 counties to a nationwide coverage

Minimum Requirements

- a) A relevant Masters degree and a university degree in Agriculture, Finance, Economics, Agribusiness, or related discipline.

- b) Relevant professional work experience with at least 7 years in rural finance and agriculture value chains development with at least 3 years in donor funded projects.
- c) Good understanding of agriculture value chains development and rural finance
- d) Excellent written and oral communication skills in English and Kiswahili.
- e) Practical knowledge of Information Communication Technology (ICT) skills.

Other Requirements

- a) Good skills in strategic planning and partnership building.
- b) Knowledge in climate / green finance will be an added advantage.

VACANCY NO: 5/KMO/2023: KNOWLEDGE MANAGEMENT OFFICER

Reporting to the Senior Monitoring and Evaluation Specialist, the Knowledge Management Officer will have the overall responsibility for designing and implementing the Project Knowledge Management Strategy and a two year rolling action plan. This will help the project leverage the best available and most relevant knowledge, based on both evidence and practice, from the project's own implementation experience, government, with partners and from other external sources. Activities will be implemented in three broad areas; (i) knowledge generation (ii) knowledge use (iii) supporting the enabling institutional environment with evidence-based learning and knowledge-sharing. The specific duties of the Knowledge Management Officer will include:

- a) Publish, promote and disseminate through planned outreach, high-quality knowledge products in accessible formats, including: 2022 Programme Design Report (PDR), Impact assessments, Expert blogs, Policy briefs and relevant rural finance knowledge products
- b) Identify and address knowledge gaps and priorities at the project levels
- c) Annual review of project KM activities, products, outreach and partnerships, with recommendations on priorities for knowledge development, knowledge partnerships and resource use
- d) Support in the development of online tools for data collection, studies and training evaluations
- e) Assist in tracking indicators for Knowledge Management in line with the Project Monitoring and Evaluation Plan and the Logical Framework
- f) Support and collaborate on initiatives that provide reliable and continuously updated data on rural finance inclusion and agriculture
- g) Prepare KM and M&E analytical reports including quarterly, semiannual, annual reports and other reports as they may be required from time to time
- h) Improve uptake and dissemination of knowledge and learning generated through project implementation reports
- i) Encourage project staff and partners to publish externally and participate in knowledge-intensive external activities

- j) Map existing and potential priority knowledge partnerships, and their comparative advantage, to project/thematic (e.g. gender, climate, nutrition and youth) knowledge priorities
- k) Systematically generate, distil and disseminate knowledge and innovations emerging from project initiatives
- l) Promote the use of partnering tools to assess the suitability and effectiveness of knowledge partnerships
- m) Participate in networks and build partnerships that promote knowledge exchange and learning on KM, and project learning solutions.
- n) Provide direct support on KM strategy, planning and implementation to project delivery teams
- o) Provide enhanced library and information services for the project
- p) Identify successful approaches to knowledge- sharing by project and partners being used at country and regional levels (where applicable) that can be scaled up
- q) Subject to budget availability, establish series of regular seminars on "hot topics" in the rural finance field, for example the mainstreaming themes of youth, gender, climate and nutrition, drawing on cutting-edge knowledge and project implementation evidence and experience
- r) Provide innovative technology solutions to support virtual meetings, workshops, communities and networks in rural finance
- s) Implement an internal communications plan for KM strategy roll-out, including awareness raising sessions for Senior and Middle project staff, and for all partnering staff on why KM is important, and what they can do to make it work
- t) Introduce enhanced handover processes to mitigate risk of knowledge loss due to staff mobility/separation, and when consultants leave
- u) Ensure comprehensive monitoring and learning system is in place for KM action plan implementation.
- v) Carry out any other relevant duties as may be assigned by the Senior Monitoring and Evaluation Officer.

Minimum Requirements

- a) Masters level and Bachelors degree in relevant fields, including economics, public policy, public administration, development, communication, or a related field in social sciences from accredited university;
- b) At least 7 years of work experience in the area of Knowledge Management for development programmes, 3 of which in Development Partner funded project.
- c) Working experience in knowledge management, monitoring, evaluation and learning or related field
- d) Broad knowledge and experience of knowledge management, rural development and/or financial issues, their interrelationships, and the key stakeholders in the financial inclusion and climate change field;
- e) Evidence of Interaction with monitoring & evaluation systems and policy environment is key.
- f) Experience in and ability to work with ICT tools;
- g) Excellent written and oral communication skills in English. A mastery of Kiswahili is desirable.

Other Requirements

- a) Experience in participating in financial inclusion initiatives;
- b) Strong interpersonal skills to work collaboratively in a diverse environment;
- c) Exceptional organizational and coordination skills;
- d) Strong research and analysis skills;

VACANCY NO: 6/PRA/2023: PROJECT ADMINISTRATOR

Reporting to the Project Coordinator and administratively to the Financial Controller, the Project Administrator will be responsible for Staffing and Administrative aspects of the project. The specific duties of the Project Administrator will include:

- a) Act as the focal point person for the Project Management Unit (PMU)
- b) Coordinate Staff Performance Appraisals
- c) Liaise with the Project Implementing Partners in collaboration with the Project Coordinator and thematic leads.
- d) Coordinate Project Meetings, Workshops and Trainings.
- e) Assist in payroll Administration.
- f) Prepare and share relevant documents and reports for the Project.
- g) Supervise Drivers and Support Staff.
- h) Assist in coordinating Project Steering Committee meetings and activities.
- i) Maintain the Programme vehicle fleet management system and transport logistics.
- j) Support the PMU team in requisitioning of procurements and contracts management.
- k) Ensuring proper archiving, custody, filing and retrieval of documents.
- l) Day-to-day administration and management of supplies, utilities, maintenance, transport, and service contracts and support the PMU in administrative duties.
- m) Management of general insurance and Staff Medical Scheme.
- n) Support in implementation of the Project's Management Information System
- o) Support in work planning and budgeting and implementation
- p) Support in updating the project's website and dissemination of knowledge management products.
- q) Carry out any other duties as may be assigned.

Minimum Requirements

- a) Bachelor's degree in Business, BCom, Office Management or Administration from a recognized University
- b) Diploma in Business Management or Project Management
- c) A minimum of 5 years' experience providing administrative/programme support in a busy working environment, 3 of which in a Development Partner funded project.
- d) Strong computer and communications skills (oral, written, presentation) is desired.

Other Requirements

- a) Training in Project Management, Accounting or Administration.
- b) Knowledge of programme management with emphasis on work planning.
- c) Good interpersonal skills and appreciation of multi-cultural environment
- d) Fluency in written and spoken English is essential.

VACANCY NO: 7/DR/2023: DRIVER

Reporting to the Project Administrator, the driver will support the PCU in all travel related activities as well as messagerial and clerical activities of the Programme. The specific duties of the Driver will include:

- a) Perform driving duties for the Programme, including long distance trips;
- b) Maintain vehicles in good working condition and report mechanical problems;
- c) Carry out basic mechanical repairs;
- d) Schedule regular maintenance and repairs;
- e) Collection and delivery of documents and mail;
- f) Ensure vehicles' cleanliness;
- g) Prepare monthly vehicle expenditure reports and update the Administrator;
- h) Check and ensure that work tickets and other forms used in keeping vehicle records are completed on a daily basis;
- i) Perform general office clerical duties (i.e. photocopying, faxing, banking, document retrieval and filing etc);
- j) Occasionally assist in manning the office reception area;
- k) Perform any other duties as may be assigned from time to time by the Financial Controller or the Programme Coordinator and/or their designates.

Minimum Requirements

- a) At least Kenya Certificate of Education (KCE) Division IV or KCSE mean grade D plain.
- b) A valid driving license – BCE class.
- c) Certificate of Good Conduct from the Director of Criminal Investigations.
- d) Minimum Five (5) years' experience, 3 of which in Development Partner funded project

Other Requirements

- a) Possession of a Defensive driving certificate from a government institution will be an added advantage.
- b) Integrity and commitment to serve.
- c) Ability to communicate appropriately and courteously.
- d) Knowledge of basic computer application will be an added advantage.
- e) Ability to get on well with all types of people.
- f) Basic First Aid Skills is an added advantage.
- g) Good work attitudes and ability to follow instructions.
- h) Punctuality
- i) Discipline, etiquette and personal grooming
- j) Manual Dexterity

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 indicating names and addresses of three 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
The National Treasury
National Treasury Building,
P. O. Box 30007-00100,
Nairobi, Kenya**

Suitably qualified candidates are advised to apply for the positions through **Email: recruitment.rkfinfa@treasury.go.ke** **OR** drop their applications at the National Treasury Building, 3rd Floor, Room No.303 before 17th March 2023 at 1700hrs East Africa Time.