



**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: 13/VCFO/2024: 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 value chain finance activities of RK FINFA, especially manage the project's connection with partner value chain projects and identify suitable pipeline for the RK FINFA TSIS services and later investments. In addition, he/she will monitor the value chain financing model under the R-CGS special investment types. 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) Assist the banks in their design and implementation of the R-CGS investments especially the value chain financing product through MSMEs to their supply chains stakeholders
- f) Support linking of value chain projects to stakeholders to banks, microfinance banks and rural DT-SACCOS
- g) Conduct systematic and frequent field visits to support the PFIs in their RK FINFA supported field operations
- h) Conduct frequent and systematic field visit to support the PFIs in their RK-FINFA supported field operations.
- i) Take active part in the establishment and subsequent operations of the IT-based MIS and reporting systems for the R-CGS and GFF operations.

### ***Minimum Requirements***

- a) A University degree in Agriculture Finance, Economics, Agribusiness, or related discipline.
- b) Good understanding in rural finance and agriculture finance operations
- c) Good skills in strategic planning and partnership building
- d) Fluent in English (written and spoken)
- e) Excellent communication skills.

### ***Required work experience***

Relevant professional work experience with at least five years in rural finance and agriculture finance. Experience in externally funded development projects with focus on rural finance is an advantage.

## **VACANCY NO: 14/M&EKMO/2024: MONITORING AND EVALUATION AND KNOWLEDGE MANAGEMENT OFFICER**

Reporting to the Senior Monitoring and Evaluation Specialist, the Monitoring and Evaluation and Knowledge Management Officer will provide support to the project's monitoring, evaluation, reporting and knowledge management (KM) function. The officer will also provide quality support to the implementation of the project activities that focus on M&E, data collection and knowledge management with a view to generating and collecting evidence about the results and impact of the project, its results and lessons learnt to be used for multiple audiences. The specific duties of the Monitoring and Evaluation and Knowledge Management Officer will include:

- Support in routine monitoring of all project activities and in preparation and submission of quarterly, annual and ad-hoc monitoring reports of the project
- Support in monitoring progress of key project performance indicators
- Review progress reports received from implementing partners and participating financial institutions

- Prepare KM and M&E analytical reports including quarterly, semi-annual, annual reports and other reports as they may be required from time to time,
- Support in the periodic updating of the project implementation manual (PIM)
- Support in the implementation of the project KM strategy
- Support in the development of knowledge management products in line with the KM strategy
- Lead in the integration of KM aspects in the implementation of project activities, including in the project annual work plan and budgets
- Propose and promote creative solutions for knowledge management in the project ensuring that they resonate with both gender and youth audiences.
- Regularly monitor and update the project website and social media accounts and generate analytical reports from these communication platforms
- Support in the development and continuous improvement of the online and mobile-based tools for data collection, studies and training evaluations
- Contribute in the development and implementation of capacity-building plan on M&E for the project staff and implementing partners
- Support in the establishment of a strong learning-culture in the project by ensuring lessons learnt are continuously applied in implementation of activities
- Assist in tracking indicators for knowledge management in line with the project monitoring and evaluation plan and the logical framework
- Ensure that RKFINFAs stakeholders have easy-to-access and up to date database of lessons learned, best practices and success stories/case studies.
- Support in preparation and development of the project's KM products such as newsletters and other visibility materials to showcase the project's performance,
- Provide crosscutting analysis related to the project's work in the country, especially regarding the project's contribution to GoK and IFAD's mandate in rural development
- Collaborate with technical units within the project to develop and document an evidence base for RKFINFAs contribution to rural financial inclusion results.
- Based on documented evidence, develop information and knowledge products in collaboration with other project functional leads, public information and reports that demonstrate the role of RKFINFAs in transforming rural and smallholder agriculture sector through access to appropriate financial services.
- Support implementing partners organize, package, utilize and disseminate relevant information and KM products to inform project implementation and results to relevant stakeholders
- Collect lessons learned, best practices and proven innovations in project implementation, capturing success stories and case studies that highlight the positive impact of gender, youth empowerment and social inclusive initiatives and disseminate them to stakeholders,
- Perform other related duties as may be assigned by the supervisor.

## Minimum Qualifications

- Bachelor's degree in economics, statistics or a related highly numerate degree programme in social sciences
- A master's degree in economics, statistics or in a related field would be an added advantage,
- A certificate in monitoring and evaluation lasting for not less than 7 days
- Minimum working experience of 5 years in monitoring and evaluation and/or in knowledge management and project communication
- Demonstrated competency in analysis and synthesis of data and information, and report writing
- Experience working in donor-funded projects focusing on rural finance will be an advantage

## Desired attributes and experience

- Solid knowledge of participatory M&E and KM approaches and techniques
- Experience in monitoring and evaluation and knowledge management
- Use of geographic information systems technologies
- Strong oral and written communications skills in English and Kiswahili
- Initiative to assume responsibility for tasks and projects
- Ability to effectively and professionally handle numerous issues, tasks and assignments
- Excellent interpersonal, management, organizational and team-working skills

## 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](mailto:recruitment.rkfinfa@treasury.go.ke) and** drop their applications at the National Treasury Building, 3rd Floor, Room No. 303 to reach before **27<sup>th</sup> February 2024 at 17:00hours East Africa time.**