



KENYA VISION 2030 DELIVERY SECRETARIAT JOB VACANCIES

Introduction

The Kenya Vision 2030 Delivery Secretariat (VDS) is a semi-autonomous agency established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17th February 2009). Its role is to spearhead the implementation of the Vision as the country's development blueprint and strategy towards making Kenya a newly industrializing middle-income country capable of providing a high quality of life for all its citizens by 2030. The Vision Delivery Board (VDB) is seeking to fill the ten (10) Vacancies through a competitive recruitment process as stated below:

1. DIRECTOR, ECONOMIC AND MACRO PILLAR (VDS 2)

Reporting to the Director General. The Director Economic and Macro Pillar will be responsible in carrying out the following function:

- i. Fast-tracking the implementation of the Vision 2030 and MTP projects, programmes and initiatives in areas of: - agriculture, livestock and fishing; manufacturing, wholesale, retail and international trade; tourism; business process outsourcing and financial services;
- ii. Coordinating the stakeholders technical inputs in the collection, collation and analysis of information and data necessary for the formulation, development, reviews and implementation of enablers and macro policies, procedures, practices systems and processes that support the implementation of MTP and Vision 2030 projects, programmes and initiatives;
- iii. Providing technical inputs to the policy analysis and design in the relevant sectors through Sector Delivery Secretariats, Sector Delivery Teams and Sector Delivery Working Groups to support development and implementation of MTP and Vision 2030 projects, programmes and initiatives;
- iv. Identifying and liaising with the stakeholders in the relevant sectors through Sector Delivery Secretariats, Teams and Working Groups to deliver Vision 2030 through implementation of MTP programmes and projects.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Strategic Planning, Economics, Political Science, Land Economics, Management, Human Resource Management, Sociology, or equivalent, from a recognized university.
- Have at least 10 years relevant professional experience, five of which should be at Senior Deputy Director, management level in project design and implementation in public and/or private sector.
- Should have strong project management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Experience in implementing public investment projects and programs will be an added advantage.
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member and hold professional qualifications of that professional body.

2. DEPUTY DIRECTOR ENABLERS PILLAR (VDS 4)

Reporting to the Director Enablers, the Deputy Director Enablers Pillar will be responsible in carrying out the following function:

- i. Implementing, in liaison with stakeholders, the necessary Land Reforms, Security Reforms, Human Resource Development and Public Service Reforms, Medium Term Plans' Projects, Programmes and initiatives to support realization and delivery of Vision 2030;
- ii. Analyzing and reviewing information and data needed for the formulating, development, implementation and monitoring and evaluation of Land Reforms, Security Apparatus, Human Resource Development and Public Service Policies, Procedures, Practices, Systems and processes that support the implementation of Medium-Term Plans and Vision 2030 projects,
- iii. Liaising with Sector Delivery working Groups on policy analysis and programme design to support the development and implementation of Medium-Term Plans and Vision 2030 flagship projects,
- iv. Undertaking the implementation, in liaison with stakeholders, of infrastructure development and science, technology and innovation initiatives of MTP's projects and programmes to support realization and delivery of Vision 2030;
- v. Analyzing of the information and data needed for the formulation, development, implementation and monitoring and evaluation of Infrastructure Development; and Science, Technology and innovation policies, procedures, practices, systems and processes that support the implementation of MTP and Vision 2030.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Land Economics, Strategic Planning, Political Science, Management, Human Resource Management, Economics, Sociology, or equivalent, from a recognized university.
- Have at least 10 years relevant professional experience, five of which should be at senior management level in project design and implementation in public and/or private sector.
- Should have strong project management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Experience in implementing public investment projects and programs will be an added advantage.
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member and hold professional qualifications of that professional body.

3. DEPUTY DIRECTOR, SOCIAL AND POLITICAL PILLAR (VDS 4)

Reporting to the Director Social and Political. The Deputy Social and Political Direct will be responsible in carrying out the following function:

- i. Designing Vision 2030 evaluation plans;
- ii. Coordinating Education and Training; Health; Environment, water and sanitation, urbanization, population, housing, gender and vulnerable persons and youth Medium Term Plan projects, social- political programmes and initiatives to support the realizations and delivery of the Vision 2030;
- iii. Analyzing and reviewing information and data needed for the implementation of Medium-Term Plans and Vision 2030 Projects, social Programmes and Initiatives;
- iv. Providing technical inputs to the policy analysis and design in the relevant sectors to support the development and implementation of Medium-Term Plans and Vision 2030 flagship projects, social and political programmes and initiatives;
- v. Liaising with stakeholders in the implementation of Governance and Rule of Law programmes; and
- vi. Decentralization of Medium-Term social-economic Projects, Programmes and initiatives to support the realizations and delivery of Vision 2030.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Land Economics, Strategic Planning, Political Science, Management, Human Resource Management, Economics, Sociology, or equivalent, from a recognized university.
- Have at least 10 years relevant professional experience, five of which should be at senior management level in project design and implementation in public and/or private sector.
- Should have strong project management skills, strong leadership, organization, coordination and communication skills.

- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Experience in implementing public investment projects and programs will be an added advantage.
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member and hold professional qualifications of that professional body.

4. CHIEF HUMAN RESOURCE AND ADMINISTRATION OFFICER (VDS 4)

Reporting to the Director General, the Chief Human Resource and Administration Officer will be responsible in carrying out the following functions: -

- i. Analyzing and implementing human resource policies, rules and regulations;
- ii. Analyzing the staffing levels and making proposals for succession planning;
- iii. Analyzing utilization of human resources and advising on proper deployment;
- iv. Implementing rules and regulation relating to pension, salary administration, labour laws and other statutes;
- v. Verifying information relating to recruitment, appointment and transfers;
- vi. Interpreting and implementing human resource management policies, regulations, procedures and systems;
- vii. Compiling Human Resource reports;
- viii. Preparing cases for review by Management Advisory Committee;
- ix. Implementing human resource decisions within existing rules, regulations and procedure;
- x. Verifying payroll and complement control data;
- xi. Undertaking training need assessment for the VDS staff;
- xii. Analyzing staff progression and making proposals for career development;
- xiii. Overseeing replacement and maintenance of office equipment;
- xiv. Monitoring motor vehicles movement and assigning vehicles to drivers on a daily basis;
- xv. Ensuring preparation of vehicle and equipment performance and usage reports;
- xvi. Ensuring safe custody of duplicate keys, vehicle files, work tickets and other related documents;
- xvii. Ensuring compilation of monthly utilization and expenditure data of all vehicles and equipment.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Human Resource Management, Public Policy and Administration, Strategic Planning, Management, Sociology, or equivalent, from a recognized university
- Have at least ten (10) years proven experience and track record in management of Human Resources and Administration functions with five (5) at senior management level;
- Should have strong personnel management skills, strong leadership, organization, coordination and communication skills.

- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- Excellent capability for critical judgment, management and problem-solving skills;
- Excellent computer skills with a working knowledge of IHRMIS or Enterprise Resource Planning (ERP) modules
- Thorough knowledge of Labour laws and policies;
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member to IHRM and hold professional qualifications of that professional body.

5. CHIEF INTERNAL AUDITOR, (VDS 4)

Reporting to the Director General, the Chief Internal Auditor will be responsible in carrying out the following functions: -

- i. Developing, implementing and evaluating internal controls framework for preventing and detecting irregularities such as fraud, theft, dishonesty and negligence;
- ii. Determining and reporting the adequacy of internal controls by conducting protective and constructive audits of control mechanisms, financial records, administrative procedures, workflow processes and MIS and security systems;
- iii. Examining and inspecting activity records, accounting systems and procedures relating to Secretariats' and MTP's projects and programmes, assets such as equipment, machinery, facilities and intellectual property to determine their efficiency and protective value and the degree of resource utilization;
- iv. Monitoring and reviewing procurement and staff recruitment policy, procedures and practices to ensure that all decisions made about purchase of goods and services and staff appointments respectively comply with approved guidelines;
- v. Evaluating progress and status of steps taken to address any current and past audit reports received from external auditors in order to follow up on the implementation of their recommendations aimed at strengthening reliability and integrity of various operations and business process in the Secretariat and Medium-Term Plans' projects, programmes and initiatives;
- vi. Liaising and working closely with the law enforcement agencies, commissions and professional bodies mandated to conduct investigations into incidents of fraud and other irregularities; and
- vii. Preparing and submitting both oral and written reports of findings concerning scope of audit, financial conditions found, source and application of funds and make recommendations for improvements of operations.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Accounting or Finance option or its equivalent qualification from a recognized institution. Part II of the Certified Public Accountants (CPA) Examination or its equivalent qualification from a recognized university.

- Have at least 10 years relevant professional experience, five of which should be at senior management level in audit design and implementation in public and/or private sector.
- Should have management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member and hold professional qualifications of that professional body.

6. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER (VDS 4)

Reporting to the Director General, the Chief Supply Chain Management Officer, will be carrying out the following functions:

- i. Overseeing the development, implementation and review of company's procurement manual, policies, plans, regulations and procedures;
- ii. Ensuring compliance with established and internationally recognized procurement procedures, laws, regulations and guidelines applicable in all procurement transactions;
- iii. Overseeing monitoring and evaluation of procured goods and services;
- iv. Evaluating the performance of suppliers and contractors;
- v. Overseeing supply chain management activities in such areas as fleet management, inventory and stock control, disposal of stores and equipment, evaluation of tender documents and presentation to tender committee for adjudication;
- vi. Ensuring payment of suppliers of goods and services; and
- vii. Overseeing the conduct of procurement market research.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Supply Chain Management, Strategic Planning, Land Economics, Management, Economics, Sociology or equivalent, from a recognized university.
- Have at least 10 years relevant professional experience, five of which should be at senior management level in project design and implementation in public and/or private sector.
- Should have strong negotiation management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member and hold professional qualifications of that professional body.

7. CHIEF INFORMATION COMMUNICATION TECHNOLOGY, (VDS 4)

Reporting to the Director General, the Chief Information Communication Technology will be responsible in carrying out the following functions: -

- i. Analyzing system malfunctions or technical problems and directing appropriate resolution to ensure uninterrupted operation;
- ii. Liaising with other divisions/departments on ICT operations information and activities;
- iii. Maintaining a secure transfer of data to multiple locations via internal and external networks;
- iv. Providing high-level support and technical expertise in networking technology, including LAN/WAN hardware, hubs, bridges and routers;
- v. Establishing appropriate operational procedures, tools and resources for effective and timely delivery of technical support to all users;
- vi. Appraising and implementing any new systems/projects;
- vii. Setting and maintaining the systems and infrastructure at a proposed Continuity of Business/DR site and be responsible for maintaining the Secretariat's Disaster Recovery Plan;
- viii. Designing and developing enterprise wide data analysis and reporting solutions;
- ix. Reviewing and analyzing data from multiple internal and external sources;
- x. Communicating analysis results and making recommendations to senior management;
- xi. Providing advice on the features, functions and capabilities of application systems;
- xii. Conducting continuous development of telecommunications systems in consideration of changing environment;
- xiii. Participating in implementing of programs for safeguarding integrity of power and voice communication systems;
- xiv. Monitoring the operation of the telecommunication systems in the company to effectively support business operations;
- xv. Implementing new technological developments to enhance telecommunication systems efficiency;
- xvi. Managing implementation of information technology and telecommunications projects and ensure compliance with statutory and regulatory requirements;
- xvii. Monitoring technological trends and recommending initiatives to safeguard the interest of the Secretariat;
- xviii. Formulating risk mitigation plans, and performing security reviews and testing;
- xix. Conducting security risk assessment and making recommendations on how to effectively minimize ICT security risks to acceptable levels;
- xx. Ensuring that new ICT resources are risk assessed and that risk mitigation plans are documented and implemented before the ICT resource is put in production;
- xxi. Performing periodical vulnerability and penetration tests to highlight ICT systems vulnerabilities, the need for the update of software with fixes and patches, and other security related changes; and
- xxii. Providing guidance in the evaluation of new security solutions and methodologies.

Job Specifications

For appointment to this grade a candidate should possess:

- A Bachelor's degree and Master's degree in Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology or equivalent qualification from a recognized university.
- Served in the grade of Senior Information Communication Technology Officer for a minimum period of three (3) years and demonstrated a high level of professional competence and outstanding management qualities in computerized information systems
- Have at least 10 years relevant professional experience, served in the grade of Senior Information Communication Technology Officer for a minimum period of five (5) years and demonstrated a high level of professional competence and outstanding management qualities in computerized information systems.
- Should have management skills, strong leadership, organization, coordination and communication skills.
- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Should have done Senior Leadership Development Programme Course (SLDP)
- Should be a member and hold professional qualifications of that professional body.

8. RECORDS MANAGEMENT OFFICER (VDS 6)

Reporting to the Principal Human Resources & Administration Officer, the Records Officer (I) will be responsible in carrying out the following functions: -

- i. Ensuring that mail and documents received are appropriately filed and marked to action officers;
- ii. Compiling relevant Secretariat records for use by various stakeholder;
- iii. Supervising the implementation of records management programs in line with the Secretariat's policy and the Public Archives and Documentation Service Act;
- iv. Opening files and file indexing;
- v. Ensuring security of information/files/documents in the Secretariat and registry archives and;
- vi. Up-dating and maintaining up-to-date file movement records;
- vii. Participating in disposing ephemeral records in line with the Secretariat's Omnibus Records Retention/Disposal Schedule; and
- viii. Undertaking classification and indexing of records media conversion - scanning/microfilming.

Job Specifications

For appointment to this grade a candidate should possess:

- A bachelor's degree in Record Management, Strategic Planning, Management, Human Resource Management, Sociology, or equivalent, from a recognized university,
- Computer literacy skills, Certificate in Computer Applications (Microsoft Word, Excel, Access, Power Point, Outlook) internet skills
- Should have management skills, strong leadership, organization, coordination and communication skills.

- Have excellent interaction and presentation skills, a good understanding of key issues and challenges facing social sector in Kenya.
- He/ She should be able to initiate and adopt results-based management.
- Should have at least three (3) years relevant experience.

9. DRIVER (VDS 9)

Reporting to the Principal Human Resources & Administration Officer, the Driver will be responsible in carrying out the following functions: -

- i. Undertake routine and preventive maintenance of motor vehicle by checking and topping-up the level of petrol, oil, water, battery electrodes and tire pressure before operating the vehicle.
- ii. Regularly clean and polish vehicle change tires as well as make minor repairs or adjustments.
- iii. Drive motor vehicle (car and van) to transport directors, staff, clients and others to designated locations.
- iv. Perform miscellaneous errands such as paying bills, registered letters for postage, collecting and delivering mail and other items as well as buying goods, supplies and consumer items. In addition, maintain a log of items delivered or received on a daily basis.
- v. Load and offload baggage, goods and other material supplies with due regard to the safety of other people.
- vi. Maintain records of the motor vehicle's daily activity showing journey, mileage, petrol, oil and signature of authorizing officer to account for all the journeys made.
- vii. Regulate the radio, heating, lighting, and ventilation system for passenger comfort.
- viii. Observe traffic and safety precautions in order to prevent accidents and to avoid traffic violations, in addition, undertake first aid in case of injuries.
- ix. Report motor vehicle accident to the traffic police and the Procurement Officer, obtaining police abstract report and completing insurance accident report form in conformance to traffic rules and regulations.
- x. Filing requisition for petrol, lubricants and spare parts and maintaining a record accounting for the same.
- xi. Implement preventive maintenance by taking motor vehicle for major service or repairs in accordance with planned schedule or instructions.
- xii. Perform any other duties assigned by the management

Job Specifications

For appointment to this grade, a candidate must have: -

- Passed Suitability Test for Drivers Grade II conducted by the relevant Government Ministry/Departments;
- Valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;

- Attended a Refresher Course for Drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or its equivalent qualification from a recognized institution;
- First-Aid Certificate lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution; and
- Valid Certificate of Good conduct from the CID.

10. OFFICE ASSISTANT (VDS 10)

Reporting to the Principal Human Resources & Administration Officer, the Office Assistant will be responsible in carrying out the following functions: -

- Ensure that the office environment is safe and healthy and is maintained to good standards.
- Assist in making arrangements for in-house events such as meetings/workshops (arranging furniture, boards, charts, stationery and re-arranging after completion).
- Prepare and serve hot and cold beverages to staff and visitors.
- Ensure sufficient clean drinking water is available for all staff.
- Clean the kitchen and kitchen equipment/items and take care of the kitchen items as per inventory while maintaining a hygienic kitchen environment.
- Report and defects or shortage of kitchen equipment and supplies and assist in record keeping of all kitchen related expenditures.
- Ensure the cleanliness of washrooms and the supply of items such as toilet paper, toilet balls, hand washing soap, paper towels etc.
- Undertake any other duty that contributes to the smooth running and development of the office.

Job Specifications

For appointment to this grade a candidate should possess:

- A certificate in Hospitality course, a mean grade of D+ and above for the Kenya Certificate of Secondary Education (KCSE).
- He/ She should be able to initiate and adopt results-based management.
- Should have at least three (3) years relevant experience.

Key Attributes

The following key attributes will be required for the positions:

1. Must be a visionary, transformative and results-oriented strategic thinker, demonstratively;

2. Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity;
3. Excellent organizational, inter-personal and communication skills;
4. Capacity to work under pressure to meet strict deadlines;
5. Be self-driven, a team-player and a mentor/coach; and
6. Ability to cultivate partnership and collaborations.

Terms of Service

All positions are on contract terms for a period of three years, renewable subject to satisfactory performance. The salary and other benefits attached to this position will be as determined by the VDB in consultation with the Salaries and Remuneration Commission.

How to Apply:

ALL Applications;

- Shall start with an online application which will be used to shortlist the applicants. <https://forms.gle/FK6QnmeqZ6Xpb5P56>
- Should be clearly marked “Application for the position applied” on the envelope/subject line.
- Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents. Scanned copies of these documents must accompany an online application. All applications submitted in hard copy should be clearly marked on the envelope and submitted in any **ONE** of the following ways:
 1. Manual applications should be hand delivered to:
The Director General
Kenya Vision 2030 Delivery Secretariat
KUSCO Centre, 2nd Floor
Kilimanjaro Avenue, Upper Hill
P.O. Box 52301-00200 Nairobi, Kenya
 2. Online applications should be e-mailed as PDF attachment to vacancy@vision2030.go.ke
 3. Posted applications should be addressed to:
The Director General
Kenya Vision 2030 Delivery Secretariat
KUSCO Centre, 2nd Floor
Kilimanjaro Avenue, Upper Hill
P.O. Box 52301-00200 Nairobi, Kenya

Note: Compliance with Chapter Six of the Constitution

Shortlisted candidates shall be required to submit the following documents to signify compliance with Chapter Six of the Constitution;

- Tax compliance certificate from the Kenya Revenue Authority;
- Clearance certificate from the Higher Education Loans Board;
- Clearance from Ethics and Anti-Corruption Commission;
- Certificate of good conduct from the Directorate of Criminal Investigation Department;
- Certificate from a Credit Reference Bureau.

“Women, Minorities, Marginalized and Persons living with disability are encouraged to apply”. All applications should be submitted by **5 pm on 13th January 2021.**

Kenya Vision 2030 Delivery Secretariat is an equal opportunity employer. Only shortlisted candidates will be contacted