

TEMPORARY APPOINTMENTS

The Kenya Vision 2030 Delivery Secretariat (VDS) is a Semi-autonomous Government Agency established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17th February 2009). Our 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 for temporary appointments for the following position(s) for a period of six (6) months.

- (i) Programme Assistant**
- (ii) Supply Chain Management Assistant**
- (iii) Public Relations & Communications Assistant**
- (iv) Accounts Assistant**

Key Attributes

The following key attributes will be required for the positions:

1. Ability to work in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity
2. Excellent organizational, interpersonal and communication skills
3. Capacity to work under pressure and to meet strict deadlines
4. Capacity for multi-tasking and time-management with the ability to prioritize tasks.
5. Be self-driven and a team-player

I. PROGRAMME ASSISTANT

The Programme Assistant shall provide administrative and logistical support to the Economic and Macro Pillar Directorate and will work under the guidance and supervision of a senior officer.

The duties and responsibilities for this role will entail:-

- (i) Working closely with the department technical officers by handling clerical duties, coordinating calendars, organizing meetings, responding to emails, and preparing documents, including office correspondence, memos, and presentations;

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- (ii) Assisting in collecting information and data needed for the formulation, development and monitoring and evaluation of the vision 2030 projects, programmes and initiatives;
- (iii) Assisting in the writing and submitting reports on specific assignments;
- (iv) Ensuring security and safe custody of the department records and files;
- (v) Participating in the Directorate activities; and
- (vi) Perform any other duties that may be assigned from time to time.

Job Specifications

For appointment to this role, a candidate must have;-

- (i) Diploma in any of the Social Sciences or related disciplines from a recognized institution. Bachelor's degree in the same discipline will be an **"Added advantage"**.
- (ii) At least 1 year experience in a similar position in the public or private sector.
- (iii) Proficient in a variety of computer software applications including Microsoft Office (Word, Excel, and Outlook).
- (iv) Certificate in computer applications from a recognized institution
- (v) Shown merit and ability as reflected in work performance and results, and
- (vi) Experience in office administration will be an **"added advantage"**.

II. SUPPLY CHAIN MANAGEMENT ASSISTANT

The Supply Chain Management Assistant shall work under the guidance and supervision of a senior officer. Duties and responsibilities for this role will entail: -

- (i) Receiving, recording, storing, issuing and rationing of stores;
- (ii) Filing quotations, local purchase orders (LPOs) and other relevant procurement records and documents;
- (iii) Marking, labeling and tagging of inventory items for storage;

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- (iv) Ensuring security and safe custody of inventory records, documents stores and equipment;
- (v) Participating in stock taking;
- (vi) Liaising with suppliers on outstanding deliveries and verification of orders and invoices and;
- (vii) Performing any other duties as assigned by the immediate supervisor.

Job Specifications

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

- (i) Diploma in any of the following disciplines: - Supplies Management/Procurement Management/Logistics or equivalent qualification from a recognized institution. A Bachelor's degree in the same area will be an **"added advantage"**.
- (ii) At least 1 year experience in a similar position in the public or private sector.
- (iii) Proficient in a variety of computer software applications including Microsoft Office (Word, Excel, and Outlook).
- (iv) Certificate in computer applications from a recognized institution, and
- (v) Shown merit and ability as reflected in work performance and results.

III. PUBLIC RELATIONS AND COMMUNICATIONS ASSISTANT

Reporting to the Principal Public Relations and Communication Officer, the duties and responsibilities for this role will entail:-

- (i) Collecting data for promoting communication of Vision 2030 programmes and projects locally and internationally;
- (ii) Implementing public relations and communication programmes and projects to support Vision 2030;
- (iii) Collecting data for developing proposals for sourcing appropriate media to disseminate information on activities of the Secretariat.
- (iv) Undertaking public relations research to develop and execute sound corporate public relations and communication strategies for Vision 2030;

- (v) Participating in organizing public events;
- (vi) Preparing and organizing for press/media briefings and speeches on the organization's activities;
- (vii) Preparing radio and television infomercials.
- (viii) Writing reports of the various activities carried out including editing reports and analyzing material generated by experts working for Vision 2030;
- (ix) Compiling the material into booklets, documentaries.
- (x) Collecting information for the preparation of the Secretariat's newsletter and supplements;
- (xi) Organizing corporate social responsibility projects and programmes; and
- (xii) Any other duties that may be assigned from time to time.

Job Specifications

For appointment to this role, a candidate must have;-

- (i) Diploma in any of the following disciplines:- Communication/Public Relations, Business Administration or its equivalent qualification from a recognized institution. A Bachelor's degree in the same area will be an "**Added advantage**".
- (ii) At least 1 year experience in a similar position in the public or private sector.
- (iii) Proficient in a variety of computer software applications including Microsoft Office (Word, Excel, and Outlook).
- (iv) Certificate in computer applications from a recognized institution, and
- (v) Shown merit and ability as reflected in work performance and results.

IV. ACCOUNTS ASSISTANT

Reporting to the Principal Finance Officer, the duties and responsibilities of this role will entail:-

- (i) Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- (ii) Generating of clients' invoices and assessment notices for prompt dispatch;

- (iii) Preparing the Secretariat payments in line with financial management policy provision;
- (iv) Issuing of receipts to inward funds received and inward register for cheques received and direct bankings while maintaining cheque payment register;
- (v) Reconciling debtors and creditors registers on a monthly basis;
- (vi) Undertaking monthly bank reconciliation and advise on outstanding/uncleared effects;
- (vii) Preparing KRA, PAYE & VAT returns in compliance with relevant tax laws;
- (viii) Maintaining and updating fixed assets register on a regular basis and assigning asset codes for marking reconciling with the relevant GL accounts;
- (ix) Generating imprest requests and maintain up to date register on prompt surrender for monthly review;
- (x) Posting receipts and payments cash book and Vote book and maintaining the Secretariat's computerized cash book;
- (xi) Capturing data, maintaining primary records such as cashbooks, ledgers and registers and maintaining records for creditors and debtors;
- (xii) Maintaining cheque payments and cheque Inward/receipts register ensuring completeness PAYEE, dispatch, cancelled cheques etc.;
- (xiii) Maintaining Finance document movement register and recording of correspondence, requests from other department and payments instructions;
- (xiv) Generating regular reports to assist management in settlements of accounts payables and prompt collection of accounts receivables;
- (xv) Assisting in preparing, generating and compiling of accurate reports and briefs on financial issues including cash liquidity analysis, commitment and expenditure trends and formatting financial estimates;
- (xvi) Assisting in processing of expenditure reallocations within the budget and,
- (xvii) Any other duties that may be assigned from time to time.

Job Specifications

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

- (i) Passed Certified Public Accountant (CPA) II Examination offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution; A Bachelor's degree in any of the following disciplines:- Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other equivalent qualification from a recognized institution will be an **"added advantage"**
- (ii) At least 1 year experience in a similar position in the public or private sector.
- (iii) Proficient in a variety of computer software applications including Microsoft Office (Word, Excel, and Outlook).
- (iv) Certificate in relevant computer accounting packages from a recognized institution and,
- (v) Shown merit and ability as reflected in work performance and results.

How to Apply:

ALL Applications

1. Shall start with an online application at: <https://forms.gle/uqq4S3ffgSPf3XBK9>
2. Applications should be clearly marked "Application for the position applied" on the envelope/subject line.
3. 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.
4. Manual applications should be hand delivered or posted to:-

The Director General
Kenya Vision 2030 Delivery Secretariat
BRITAM Centre, 7th Floor
Mara/Ragati Road Junction, Upper Hill
P.O. Box 52301-00200 Nairobi, Kenya

5. Online applications can be e-mailed as PDF attachment to vacancy23@vision2030.go.ke

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Note: Compliance with Chapter Six of the Constitution

Successful 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; and
- Certificate from a Credit Reference Bureau.

The Kenya Vision 2030 Delivery Secretariat is an equal opportunity employer. ***Women, Minorities, Marginalized and Persons living with disability are encouraged to apply.*** All applications should be submitted not later than **11th August, 2023 at 5.00pm.** Canvassing will lead to automatic disqualification. ***Only shortlisted candidates will be contacted.***

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