

30<sup>th</sup> January, 2024

## **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 17<sup>th</sup> 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 (Re-advertisement)**
- (ii) Supply Chain Management Assistant (Re-advertisement)**
- (iii) Information, Communication & Technology (ICT) 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

**Applicants who had applied earlier are encouraged to re-apply.**

### **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) Perform any other duties that may be as assigned from time to time.

### **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 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, and
- (v) Shown merit and ability as reflected in work performance and results.

### **III. INFORMATION COMMUNICATION TECHNOLOGY (ICT) ASSISTANT**

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

- (i) Performing system backups and recovery;
- (ii) Conducting server builds;
- (iii) Participating in preparation of specifications for various telecommunication equipment and systems;
- (iv) Monitoring operating system software and servers;
- (v) Participating in the implementation of the computer systems;
- (vi) Providing user support, including training users;

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- (vii) Performing technical, systems and user documentation tasks; and
- (viii) Perform any other duties that may be assigned from time to time.

### **Job Specifications**

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

- (i) Diploma in any of the following disciplines:- Computer Science, Information Communication Technology or equivalent qualification from a recognized institution. A 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) Demonstrated professional competence and outstanding qualities in computerized information systems and,
- (iv) 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/HcuW53hb8vBuoANs7>
2. Applications should be clearly marked "Application for the position applied" on the subject line.
3. Each applicant **must** attach a scanned copy of detailed curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
4. **All applications MUST be made online.**

#### **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;
- Certificate from a Credit Reference Bureau.



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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 **13<sup>th</sup> February, 2024 at 5.00pm.** Canvassing will lead to automatic disqualification. ***Only shortlisted candidates will be contacted.***

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