

TEMPORARY APPOINTMENTS

26TH MARCH 2025

Introduction

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 2030 Delivery Board (VDB) is seeking to make temporary appointments for the following positions:

1. **Program Assistant – 2 posts**
2. **Finance Assistant**
3. **Human Resource Assistant**
4. **Legal Assistant**

Key Attributes

The following key attributes will be required for the positions:

1. Ability to work in a multi-cultural and multiethnic environment with sensitivity and respect for diversity.
2. Excellent organizational, interpersonal and communication skills.
3. Capacity to work under pressure to meet strict deadlines.
4. Be self-driven and a team-player.

PROGRAM ASSISTANT (REF:VDS/01/04/25) – 2 POSTS

Duties and responsibilities will entail:

- i. Maintaining a proper and user-friendly filing and document control system for recording and tracking of all documents.
- ii. Assist in preparation and execution of Directorate's activities.
- iii. Participating in activities and writing back-to-office reports.
- iv. Sensitizing stakeholders on issues relating Vision 2030 priority programmes and projects.
- v. Collating information and data needed for the implementation of Medium-Term Plans and Vision 2030 priority programmes and projects.

- vi. Liaising with stakeholders in the implementation of Vision 2030 priority programmes and projects.
- vii. Ensuring dissemination of programmes, projects and initiatives to support the realization of Vision 2030.
- viii. Collating scheduled and other data and information from Ministries, Counties, Departments and Agencies (MCDAs) needed for preparation of periodic progress reports on priority programmes and projects.
- ix. Supporting the Directorate in daily roles and keeping stock of stationery supplies for the Directorate.
- x. Attending internal and external meetings as directed and writing minutes.

Job Specifications

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in any of the following disciplines: Economics, Public Administration, Business Administration, Sociology, Political Science or equivalent qualification from a recognized institution.
- ii. Certificate in computer packages from a recognized institution.
- iii. At least one year experience in a similar position in the public or private sector.
- iv. Shown merit and ability as reflected in work performance and results.

FINANCE ASSISTANT (REF:VDS/02/04/25) – 1 POST

Duties and Responsibilities will entail:

- i. Collecting financial data for posting.
- ii. Updating and reconciling general ledger, cash book and preparation of bank reconciliation.
- iii. Assisting in the preparation of monthly management reports and financial reports.
- iv. Dispatching all payment cheques, updating cheque payment registers, ensuring cheques are properly recorded in the register and signed for by the person collecting, and posting all cheques in the cash book.
- v. Assisting in preparation of budgetary reports and vote book.
- vi. Processing staff imprest and staff allowance and ensuring standing imprest issued to staff are accounted for on time, and preparation of staff imprest report.
- vii. Collecting financial data for payment processing and updating creditor's transactions and generating reports.

- viii. Processing standing imprest to the respective officer/department and reimbursement of standing imprest on request.
- ix. Accounting for government grant and other donations.
- x. Ensure that the Secretariat complies with legal, statutory, and professional regulations.

Job Specifications

For appointment to this grade, a candidate must have:

- i. 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.
- ii. Passed Certified Public Accountant (CPA) II Examination offered by the Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution.
- iii. Certificate in computer packages from a recognized institution.
- iv. At least one year experience in a similar position in the public or private sector.
- v. Shown merit and ability as reflected in work performance and results.

HUMAN RESOURCE ASSISTANT (REF:VDS/03/04/25) – 1 POST

Duties And Responsibilities will entail:

- i. Drafting correspondences and binding documents in accordance with agreed instructions.
- ii. Maintaining effective communication channels with other departments and directorates as well as external organizations and individuals.
- iii. Responding to telephone inquiries, giving information to callers and routing calls to appropriate officers.
- iv. Receiving official visitors and walk-in customers, ascertaining the nature of business and directing them accordingly.
- v. Receiving, sorting, recording and distributing mails, general correspondences, and documents to appropriate officers.
- vi. Scheduling appointments and screening requests for meetings, synchronizing and updating appointments for the appropriate officers.
- vii. Locating and attaching appropriate files to correspondence or queries as well as organizing filing and retrieval systems.

- viii. Overseeing proper maintenance, storage, and retrieval of files and documents to ensure that they are accessible and secure.
- ix. Organizing/Attending meetings and conferences and accurately record proceedings of various deliberations.
- x. Operating and maintaining electronic office equipment , including photocopiers, scanners and binding equipment.

Job Specifications

- i. Bachelor's Degree in any of the following disciplines: Human Resource Management, Industrial Relations, Public/Business Administration (Human Resource Option), or equivalent qualification from a recognized institution.
- ii. Certificate in computer packages from a recognized institution.
- iii. At least one year experience in a similar position in the public or private sector.
- iv. Shown merit and ability as reflected in work performance and results.

LEGAL ASSISTANT (REF:VDS/04/04/25) – 1 POST

Duties and Responsibilities will entail:

- i. Providing legal advice and support to management and various departments on corporate, contractual, and regulatory matters.
- ii. Ensuring compliance with all applicable laws, regulations, and internal policies.
- iii. Monitoring legal developments and recommending necessary policy or procedural updates.
- iv. Drafting, reviewing, and negotiating contracts, agreements and legal documents to protect the organization's interests.
- v. Ensuring that all contracts comply with legal and regulatory requirements.
- vi. Maintaining an organized record of legal documents and contracts.
- vii. Assisting in handling legal disputes and litigation matters involving the organization.
- viii. Conducting legal research to support decision-making and risk assessment.
- ix. Ensuring intellectual property, data privacy, and other corporate assets are legally protected.
- x. Assisting in organizing and documenting board meetings and resolutions.
- xi. Developing awareness programs on key legal issues affecting the organization.

Job Specifications

- i. Bachelor's Degree in Law (LLB) from a recognized institution.
- ii. At least one year experience in a similar position in the public or private sector.
- iii. Strong understanding of corporate law, contract law, labour law, and regulatory frameworks.
- v. Certificate in computer packages from a recognized institution.
- vi. Shown merit and ability as reflected in work performance and results.

How to Apply

- If you meet the above qualifications, please apply through online via this link <https://forms.gle/8b5yJCMJyZB58xua7>. Hard copies shall NOT be considered.
- Interested candidates with the required qualifications should submit their applications clearly indicating the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae (giving details of telephone, email contacts, qualifications, experience, and three referees), copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- Interested candidates should provide all the details requested. It is an offence to submit incorrect information in your application.
- Only shortlisted candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- VDS does NOT charge a fee at any stage of the recruitment process.
- Application letter and supporting documents should be attached as **ONE PDF file**.
- All applications should be addressed 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

Note: Compliance with Chapter Six of the Constitution

Appointed 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.

Application Deadline

Applications to be submitted ONLINE not later than **11th April 2025 at 1700hrs** East African time.

"VDS respects inclusivity. Women, Minorities, Marginalized and Persons Living with Disability who meet the job specifications are strongly encouraged to apply". Only shortlisted candidates will be contacted.