



---

The Youth Enterprise Development Fund is a State Corporation under the Ministry of ICT, Innovation and Youth Affairs and is a flagship project of Vision 2030, under the social pillar. The Fund provides financial support and Business Development services to youth owned enterprises.

The Fund now invites applications from qualified Kenyans for the following vacant positions:

**1. CHIEF EXECUTIVE OFFICER, YEDF GRADE 1: REF: YEDF/CEO/11/2020**

**Job Location:** Nairobi

**Contract Period:** 3 years renewable once

**Purpose of the Job**

The Chief Executive Officer (CEO) will be the Head of the Secretariat and Chief Advisor to the Board. The CEO will be the Accounting and Authorized Officer of YEDF and will be responsible to the Board for the day to day management and administration of all the activities of the Fund.

**Specific Duties and Responsibilities**

- i. Spearhead, formulate, implement and review of YEDF's policies, procedures, strategies, standards and guidelines;
- ii. Provide strategic leadership and ensure excellence in provision of Services to the Board;
- iii. Spearhead development agenda of the Board including formulation of projects and programmes;
- iv. Execute and communicate the Board's strategies, decisions and policies;
- v. Develop and recommending to the Board, the annual business plans for YEDF;
- vi. Enable and provide linkage between the Board and the Secretariat;
- vii. Enhance collaboration and engagement with stakeholders and partners in support of development of YEDF;
- viii. Promote the Corporate image of the Board;
- ix. Ensure continuous improvement of the quality and value of services provided by the Board;

- x. uphold integrity and professionalism in the performance of all Board's functions;
- xi. Foster a culture that promotes ethical and good Corporate Governance;
- xii. Ensuring that the Board complies with the relevant legislation;
- xiii. champion national values and principles of public service;
- xiv. put in place sound strategies to ensure prudent utilization of the Board's resources and assets;
- xv. prepare annual budgets and establishing proper internal monitoring and control systems and procedures;
- xvi. Coordinate preparation of the Board's annual financial statements and submitting the same to the National Treasury, Parliament and The Controller of Budget as required by law;
- xvii. Ensure budget spending is within the provisions of the public financial management Framework;
- xviii. Mobilize resources from non-state sources including donors in support of YEDF programmes and projects;
- xix. Build capacity and managing performance of staff at YEDF; and
- xx. Perform such other duties as may be assigned by the Board and the law.

### **Job Specifications**

For appointment to this grade, an applicant must:

- i. Have a minimum of ten (10) years' work experience, at least six (6) years relevant work experience in Senior Management;
- ii. Bachelor's degree in any of the following disciplines: Law, Political Science, Strategic Management, Human Resource Management, Business Administration, Finance, Governance, Public Administration & Policy or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Strategic Management, Business Administration, Human Resource Management, Finance, Governance, Public Administration & Policy, Law, Political Science or equivalent qualification from a recognized institution;
- iv. Certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;

- v. Professional qualification and membership to a professional body where applicable;
- vi. Computer proficiency;
- vii. Demonstrated managerial and administrative capability plus professional competence in work performance and results;
- viii. Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the YEDF mandate; and
- ix. Fulfill the requirements of Chapter six (6) of the Constitution.

## **2. MANAGER LEGAL SERVICES, YEDF GRADE 3: REF: YEDF/MLS/11/2020**

**Job Location:** Nairobi

**Contract Period:** 5 years renewable subject to performance

### **Purpose of the Job**

The Manager Legal Services will provide Board's Secretarial and Legal Services to the Fund in line with the Mwongozo Code of Governance for State Corporations. He/She will be the Head the Legal Services Function. The officer at this level will be responsible to the CEO for the management and coordination of the Legal function.

### **Specific duties and responsibilities**

- i. Provide guidance to the Board on their duties and responsibilities and on matters of corporate governance;
- ii. Assist the Board in carrying out: Board induction and training, updating the Board and Committee charters, preparing Board work plans, Board evaluation, governance audit, and implementation of the code of conduct and ethics;
- iii. Ensure timely preparation and circulation of Board and Committee papers and minutes and be the custodian of the seal of the organization and account to the Board for its use;
- iv. Formulate and implement the Fund's legal policies and procedures and provide advise on legal matters;
- v. Draft contracts and Memorandums of Understanding and other legal documents on behalf of the Fund;
- vi. Initiate required legislation amendments for the promotion of the Fund's activities;
- vii. Liaising with external lawyers and the attorney general on legal matters and

- operations;
- viii. Ensure compliance with all legal requirements by the fund;
  - ix. Conduct field visits and investigation missions;
  - x. Conduct research on legal issues falling within the fund's mandate;

### **Job Specifications**

For appointment to this grade, an officer must have:

- i. A minimum period of ten (10) years relevant work experience five (5) of which should be in a management position;
- ii. Bachelor of Laws degree from a recognized institution;
- iii. Master of Laws degree from a recognized institution /Part III of the Certified Public Secretaries of Kenya (CPS, K);
- iv. Post graduate diploma in Law from the Kenya School of Law;
- v. Admission as an Advocate of the High Court of Kenya;
- vi. A valid practicing certificate;
- vii. Leadership course lasting not less than four (4) weeks from a recognized institution;
- viii. Professional qualification and membership to a professional body where applicable;
- ix. Fulfill the requirements of Chapter six (6) of the Constitution;
- x. Computer proficiency; and
- xi. Demonstrated professional competence and administrative capability required at this level.

### **3. MANAGER, INTERNAL AUDIT, YEDF GRADE 3: REF: YEDF/MIA/11/2020**

**Job Location:** Nairobi

**Contract Period:** 5 years renewable subject to performance

#### **Purpose of the Job**

An Officer at this level will provide assurance on the Fund's internal control systems, risk management framework and the governance structure. He/She will be in charge of the operations and programmes of the Internal Audit Unit and will report functionally to the YEDF's Committee responsible for audit function and administratively to the Chief Executive Officer.

#### **Specific Duties and Responsibilities**

- i. Formulate Internal Audit policies, strategies and procedures for the YEDF;

- ii. Develop and review audit techniques, guidelines and systems, and processes;
- iii. Ascertain the YEDF's compliance with the relevant Internal Audit statutes, policies;
- iv. Administrative government circulars and guidelines;
- v. Oversee internal audit and quality assurance activities;
- vi. Coordinate the execute of investigation, forensic audit and other special assignments;
- vii. Identify and profile various risks inherent in specific audit assignments;
- viii. Oversee the preparation of reports on audit findings and making appropriate recommendations;
- ix. Prepare detailed, understandable and cross-referenced work papers to evidence work done and for future references, in compliance with standards for professional practice in internal audit;
- x. Execute audit activities to ensure reliability and integrity of information and effective use of the YEDF resources and compliance with contracts, standards and policies; and
- xi. Compile and present reports to the Internal Audit Committee on audit recommendations.

### **Job Specifications**

For appointment to this grade, an officer must have:

- i. A minimum period of eight (8) years relevant work experience three (3) years of which should have been in Management;
- ii. Bachelor's degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Actuarial Science, Statistics or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following fields: Finance, Accounting, Business Administration, Mathematics, Statistics or equivalent qualification from a recognized institution;
- iv. Be in possession of any of the following final professional qualifications: Certified Public Accountants (K), Certified Internal Auditor (CIA), or Association of Certified Chartered Accountant;
- v. Professional qualification and membership to a professional body in good standing;
- vi. Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Demonstrated professional competence, administrative and managerial capability as reflected in work performance and results; and

viii. Fulfill the requirements of Chapter Six of the Constitution.

#### **4. MANAGER, SUPPLY CHAIN MANAGEMENT YEDF GRADE 3: MSC/YEDFB/11/2020**

**Job Location:** Nairobi

**Contract Period:** 5 years renewable subject to performance

##### **Purpose of the Job**

An Officer at this level will ensure compliance with the provisions of the Public Procurement and Disposal Act 2015 and is responsible for procurement of goods, works and services, inventory management and Disposal. The Manager, Supply Chain Management will be responsible to the Chief Executive Officer for the overall management and coordination of the Supply Chain function.

##### **Specific Duties and responsibilities**

- i. Oversee development, implementation and review of supply chain management policies, strategies, plans and programmes;
- ii. Oversee implementation of Public Procurement and Disposal Act and other government regulations relating to supply chain management;
- iii. Coordinate development of annual procurement plans;
- iv. Ensure prudent and timely execution of contracts;
- v. Coordinate processing of tenders, market surveys and research;
- vi. Manage registration and pre-qualification of suppliers, inventory and stock control;
- vii. Oversee preparation of supplies expenditure estimates;
- viii. Coordinate preparation of annual work plans; and
- ix. Manage performance and building capacity.

##### **Job Specifications**

For appointment to this grade, an officer must have:

- i. A minimum period of eight (8) years relevant work experience three (3) years of which should have been in Management;
- ii. Bachelor's degree in any of the following disciplines: Procurement or Supplies Management, Logistics, Commerce (Supply Chain Management option) or equivalent qualification from recognized institution;
- iii. Master's degree in any of the following disciplines: Procurement, Supplies Management, Financial Management, Business Administration or equivalent qualification from recognized institution;

- iv. Member of by Kenya Institute of Supplies Management (KISM) or any other relevant professional body in good standing;
- v. Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Computer proficiency;
- vii. Demonstrated outstanding professional competence in discharging Supply Chain Management function and managerial ability as reflected in work performance and results; and
- viii. Fulfill the requirements of Chapter Six of the Constitution.

Qualified applicants should send their applications and testimonials to:

The Chairperson

Youth Enterprise Development Fund Board

4<sup>th</sup> Floor, Renaissance Corporate Park

Upper Hill

P.O. Box 48610-00100

Nairobi.

Applications **MUST** include application cover letter, detailed CV with three (3) referees and their daytime contacts and must indicate current position, current remuneration, expected remuneration, e-mail and day-time telephone contact, relevant certificates and testimonials; and copy of National ID/Passport. Applications must be received not later than 16<sup>th</sup> December, 2020 5pm. Only shortlisted candidates shall be notified. Canvassing will automatically lead to disqualification.

Only shortlisted candidates shall be notified. Canvassing will automatically lead to disqualification. Successfully shortlisted applicants will be required to provide clearance certificates from the following bodies:

- i. **Kenya Revenue Authority,**
- ii. **Directorate of Criminal Investigation,**
- iii. **Higher Education Loans Board**
- iv. **Ethics and Anti- Corruption Commission and**
- v. **Credit Reference Bureau**

*Youth Enterprise Development Fund is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons living with disability are encouraged to apply.*