



ADVERTISEMENT

AQUACULTURE BUSINESS DEVELOPMENT PROGRAMME (ABDP)

RECRUITMENT OF PROGRAMME COORDINATION UNIT STAFF

BACKGROUND

The State Department for Fisheries, Aquaculture and the Blue Economy has developed a programme under a collaborative agreement between the Government of Kenya and the International Fund for Agricultural Development (IFAD) aimed at increasing incomes, food security and nutritional status of poor rural households involved in aquaculture ventures known as The Aquaculture Business Development Programme (ABDP).

The ABDP is national in scope and will target counties with high concentrations of aquaculture activity, high production, existing infrastructure (processing, marketing and research), adequate water resources and marketing potential. The ABDP National Programme Coordination Unit (PCU) is based in Nyeri at IFAD Building along Kamakwa Road. The PCU is responsible for day to day coordination and implementation of the Programme. The PCU has a Regional Coordination Office (RCO) based in Kisumu which coordinates implementation activities in Counties in the Western Region.

TERMS OF REFERENCE

Programme Assistant (2) – Nyeri and Kisumu (Ref. ABDP/PCU/2019/01)

Reporting to the Finance and Administration Manager. The program assistant will provide clerical and planning support to the PCU and RCO. The job description of a program assistant requires the ability to multitask, a familiarity with basic office procedures, and strong interpersonal skills.

Responsibilities

- (a) Carry out administrative duties required to function within ABDP National and Regional office and work alongside other staff;
- (b) Support the PCU in administrative duties, such as agenda management, preparing for/organizing meetings, including taking minutes of meetings, capturing action points, travel, correspondence, expenses, etc.;

- (c) Assists to maintain and update the Program's web site on a required basis,
- (d) Liaises with Regional Office staff as required, and provides assistance to Regional Office staff,
- (e) Work with the national and regional team in its work, under guidance of the Programme Coordinator;
- (f) Support the PCU team with ad hoc requests and ongoing projects
- (g) General office administration, including receiving and directing clients and correspondence and the management of calls and appointments;
- (h) Ensuring proper archiving, custody, filing and retrieval of documents;
- (i) Preparing relevant documents and reports for the Programme
- (j) Day-to-day administration of supplies, utilities, maintenance, transport and other services;
- (k) Undertake Office Assistant duties in the Regional Programme Coordination office

Qualifications

- (a) Bachelor's Degree in a relevant field such as Economics, Business, Office Management from a recognized University;
- (b) Three (3) years' experience providing administrative/programme support in a busy working environment;
- (c) Knowledge of basic computer application will be an added advantage

Desired Attributes and Experience

The following shall be considered as added advantage:

- a) Training in, Project Management, Accounting or Administration;
- b) Previous work experience in a donor funded project;
- c) Qualification in ICT, Secretarial Studies will be added advantage;
- d) Knowledge of programme management with emphasis on work planning;
- e) Strong computer and communications skills (oral, written, presentation) is desired
- f) Excellent writing, communication and networking skills
- g) Good interpersonal skills and appreciation of multi-cultural environment
- h) Fluency in written and spoken English is essential.

The shortlisted candidates will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by attaching copies of the following:

- *Certificate of Good Conduct from the Director of Criminal Investigations;*
- *Clearance Certificate from the Higher Education Loans Board;*
- *Tax Compliance Certificate from the Kenya Revenue Authority;*
- *Clearance from the Ethics and Anti-Corruption Commission; and*
- *Report from an Approved Credit Reference Bureau*

Accountant (1) - Kisumu (Ref. ABDP/PCU/2019/02)

Reporting to the Regional Coordinating Officer and technically to the Financial Controller. An officer at this level will work under the guidance and supervision of Financial Controller.

Responsibilities

- (a) Verification of payments invoices
- (b) Timely posting of all payment vouchers in the accounting software
- (c) Exercise proper custody of all posted vouchers and other accounting documents
- (d) Perform monthly bank reconciliation
- (e) Manage Regional office cash flow
- (f) Supervise and direct the accounting and logistical functions, to ensure efficiency at the regional office
- (g) Authorization of payment vouchers
- (h) Submission of account printouts by Components to the heads of Components for analysis and comments
- (i) Give advice to management on accounting and administration matters at the regional office
- (j) Liaise with the bank
- (k) Liaising with County Treasuries in the Western Region
- (l) Preparation of Statement of Expenditures from Counties in the Western Region
- (m) Any other relevant duties as may be assigned by the Regional Coordinating Officer and the Financial Controller

Qualifications

- a) A Bachelor's degree in Accounting and/or Finance from a recognized Institution of higher learning
- b) A holder of Certified Public Accountant of Kenya (CPA-K)
- c) Knowledge of basic computer application will be an added advantage

Desired Attributes and Experience

- (a) Practical experience of at least 3 years in a project financial management unit and acquainted with accounting procedures in the public sector or in donor-funded projects
- (b) Previous experience with IFAD procedures and financial regulations or donor funded projects would be an added advantage
- (c) Good knowledge of accounting softwares such as Sage Pastel, TOMPRO, SUN Systems would be essential.
- (d) Knowledge of key Computer Applications
- (e) Excellent analytical and record management skills
- (f) Fluent (reading, writing and speaking) in English and in Kiswahili.
- (g) Can work under pressure and meet crucial deadlines.
- (h) Good communication – oral and written

- (i) Excellent interpersonal skills
- (j) Problem solving skills

Applicants for this post will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by attaching copies of the following:

- *Certificate of Good Conduct from the Director of Criminal Investigations;*
- *Clearance Certificate from the Higher Education Loans Board;*
- *Tax Compliance Certificate from the Kenya Revenue Authority;*
- *Clearance from the Ethics and Anti-Corruption Commission; and*
- *Report from an Approved Credit Reference Bureau.*

Drivers (6) – Nyeri and Kisumu (Ref. ABDP/PCU/2019/03)

Reporting to the Finance and Administration Manager. S/he will provide safe and efficient transport services to the Programme Coordinator, the PCU staff and official visitors to the programme.

Responsibilities:

- (a) Driving a motor vehicle as authorized in the official work ticket
- (b) Carrying out routine checks on the vehicles such as cooling, oil, electrical and brake systems, tyre pressure among others
- (c) Detecting and reporting malfunction of vehicle systems
- (d) Ensuring security and safety of the vehicle on and off the road
- (e) Ensuring cleanliness, maintenance and repair of the vehicles assigned
- (f) Maintaining of work tickets
- (g) Perform clerical and logistical work as may be assigned.

Qualifications

- a) At least Kenya Certificate of Education (KCE) Division IV or KCSE mean grade D plain
- b) A valid driving licence – BCE class
- c) Certificate of Good Conduct from the Director of Criminal Investigations
- d) Knowledge of basic computer application will be an added advantage

Desired Attributes and Experience

- (a) Minimum five (5) years' experience
- (b) Integrity and commitment to serve
- (c) Ability to communicate appropriately and courteously
- (d) Ability to get on well with all types of people
- (e) Basic First Aid Skills is an added advantage
- (f) Good work attitudes and ability to follow instructions
- (g) Punctuality

- (h) Discipline, etiquette and personal grooming
- (i) Manual Dexterity

Support Staff (2) - Nyeri and Kisumu (Ref. ABDP/PCU/2019/04)

Reporting to the Finance and Administration Manager. The support staff will perform reception and clerical duties at the National PCU (Nyeri) and Regional Coordination Office (Kisumu).

Responsibilities:

- a) Receive incoming telephones and transferring to the relevant officer(s)
- b) Usher the internal and external customers
- c) Monitor and record the letters coming into the Programme
- d) Receive and usher guests and VIPs into the Programme
- e) Arrange and decorate the reception area
- f) Process documents and implement actions
- g) Receive, record and file letters received from the public
- h) Dispatch letters and maintain an efficient filing system for action/to the action officers
- i) File and maintain the documents
- j) Organize the file controls
- k) Trace files and record them in the movement register
- l) Open and close files and volumes especially for new recruits
- m) Compiling data and Drafting simple official covering letters

Qualifications

- (a) A candidate must have a Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (KCSE) Grade D (Plain);
- (b) Candidates with experience in catering will have an added advantage.
- (c) Certificate of Good Conduct

Desired Attributes and Experience

- (a) At least 3 years of relevant experience
- (b) Understanding and practice of customer care and supervision
- (c) Front office management skills
- (d) Good Communication and interpersonal skills
- (e) Excellent records management skills
- (f) Self-drive and commitment to duty
- (g) Client service support and public relations
- (h) Ability to follow procedures and policies

APPLICATION PROCESS

1. Applications are invited from suitably qualified candidates for the above positions.

2. Each application should be accompanied by a CV and cover letter indicating the Reference Number for the position. Each application in a sealed envelope should be addressed to;

The Principal Secretary
State Department for Fisheries, Aquaculture and the Blue Economy
Ministry of Agriculture, Livestock and Fisheries
P. O Box P. O. Box 58187-00200
Nairobi.

Or

Hand deliver your application to our offices, Maji House 3rd Floor Room 343 on or before 1st November, 2019.