



## **YOUTH ENTERPRISE DEVELOPMENT FUND BOARD**

### **VACANCIES (RE-ADVERTISEMENT)**

The Youth Enterprise Development Fund (YEDF) is a state corporation under the Ministry of Youth Affairs, Creative Economy and Sports and was established to address the problem youth unemployment through enterprise development. The Fund provides financial support and business development services to youth owned enterprises. YEDF now invites applications from dynamic, innovative and experienced individuals to fill the following vacant positions:

### **Summary of duties and responsibilities**

Here below are details of the job and person specifications for the vacant positions:

#### **1.0 MANAGER, LEGAL SERVICES – YEDF JOB GRADE 3 – REF: YEDF/MLS/12/2023**

**Job Location:** Nairobi

**Terms of Employment:** Contract – 5 years renewable, subject to satisfactory performance

**Purpose of Job:** The job holder will provide Board secretarial and legal services to the Fund in line with the Mwongozo Code of Governance for State Corporations. He/she will be the Head of Legal Services Function, responsible to the Chief Executive Officer for management and coordination of the Legal Function.

**a) Job Description:**

An officer at this level will be responsible to the Chief Executive Officer for the following functions:

- i) Formulate, implement, and regulate the Fund's legal policies and procedures;
- ii) Advise the Fund on legal matters;
- iii) Draft contracts and memoranda of understanding (MoUs) and other legal documents on behalf of the Fund;
- iv) Initiate required legislation amendments for the promotion of the Fund's activities;
- v) Liaise with external lawyers and the Attorney General on legal matters and operations;
- vi) Facilitate compliance with all legal requirements by the Fund;
- vii) Conduct field visits and investigation missions;
- viii) Conduct research on legal issues falling within the Fund's mandate;
- ix) Prepare reports; and
- x) Attending court cases where necessary.

**b) Job Specifications:**

For appointment to this grade, a candidate 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 of Laws Degree or equivalent qualification from a recognized institution;
- iii) Master's degree in Law (LLB) or equivalent qualification from a recognized institution;
- iv) Postgraduate Diploma in Law from the Council for Legal Education;
- v) Been admitted as an Advocate of the High Court of Kenya;
- vi) Current Advocates Practicing Certificate;
- vii) Certified Public Secretary (CPS K);
- viii) Management Course lasting not less than four (4) weeks from a recognized institution;
- ix) Computer proficiency; and
- x) Demonstrated professional competence and merit as reflected in work performance and results.

## **2.0 MANAGER, INTERNAL AUDIT - YEDF JOB GRADE 3 – REF:**

**YEDF/MIA/12/2023 Job Location:** Nairobi

**Terms of Employment:** Contract – 5 years renewable, subject to satisfactory performance

**Purpose of Job:** The job holder 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 and will report functionally to YEDF Board Committee responsible for Audit Function and administratively to the Chief Executive Officer.

### **a) Job Description:**

#### **Duties and responsibilities at this level will entail:**

- 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, administrative government circulars and guidelines;
- iv) Oversee internal audit and quality assurance activities;
- v) Coordinate the execution of investigation, forensic audit and other special assignments;
- vi) Identify and profile various risks inherent in specific audit assignments;
- vii) Oversee the preparation of reports on audit findings and make appropriate recommendations;
- viii) 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;
- ix) 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
- x) Compile and presenting reports to the Internal Audit Committee on audit recommendations.

**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), Certified Information
  - a. Systems Auditor (CISA) or Association of Certified Chartered Accountant;
- v) Membership to a professional body;
- vi) Management Course lasting not less than four (4) weeks from a recognized
  - a. institution;
- vii) Demonstrated professional competence, administrative and managerial capability as reflected in work performance and results.

### **3.0 MANAGER, SUPPLY CHAIN MANAGEMENT – YEDF JOB GRADE 3 – REF: YEDF/MSC/12/2023**

**Job Location:** Nairobi

**Terms of Employment:** Contract – 5 years renewable, subject to satisfactory performance

**Purpose of Job:** The job holder 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.

#### **a) Job Description:**

Duties and responsibilities at this level will entail:

- i) Oversee development, implementation and review of Supply Chain Management policies, strategies, plans and programmes;
- ii) Coordinate 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 pre-qualification of suppliers, inventory and stock control;
- vii) Ensure compliance with re-order levels for various items;)
- viii)Oversee preparation of supplies expenditure estimates;
- ix) Oversee disposal of stores and automation of procurement processes;
- x) Coordinate preparation of annual work plans;
- xi) Manage performance and build capacity.

**b) Job Specifications:**

**For appointment to this grade, an officer must have:**

- i) A minimum period of eight (8) years relevant work experience three (3) 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) Registered by Kenya Institute of Supplies Management (KISM) or any other relevant professional body;
- v) Management Course lasting not less than four (4) weeks from a recognized institution;
- vi) Computer proficiency;
- vii) Demonstrate outstanding professional competence in discharging Supply Chain Management Function and managerial ability as reflected in work performance and results.

#### **4.0 MANAGER, HUMAN RESOURCE AND ADMINISTRATION - YEDF JOB GRADE 3– REF: YEDF/MHRA/12/2023**

**Job Location:** Nairobi

**Terms of Employment:** Contract – 5 years renewable, subject to satisfactory performance

**Purpose of Job:** The job holder will provide human capital and administration services, planning, coordinating and implementing its policies, strategies, systems and processes aligned to the YEDF strategic objective and the local legislation.

##### **a) Job Description:**

Duties and responsibilities at this level will entail:

- i) Coordinate the formulation, review, harmonization and implementation of human resource and management policies, guidelines and regulations;
- ii) Build capacity of Human Resource and Administration for effective execution of
  - a. Human Resource and Administration functions;
- iii) Develop Human Resource Management Plans to ensure effective succession management;
- iv) Ensure institutionalization of performance management including performance appraisal system;
- v) Interpret and advise on Human Resource and Administration policies and
  - a. regulations;
- vi) Monitor the implementation of Human Resource and Administration policies, rules and regulations and analyze their impact on staff;
- vii) Facilitate Human Resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- viii) Oversee the development and maintenance of an up-to-date human resource and administration database;
- ix) Spearhead the monitoring, evaluation and auditing of human resource and administration activities and programmes; and
- x) Prepare and oversee Board papers relating to Human Resource and Administration Function for deliberation and decision making by the Board.

**For appointment to this grade, an officer must have:**

- i) A minimum period of eight (8) years relevant work experience three (3) of which should have been in Management;
- ii) Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution;
- iii) Bachelor's degree in any of the following disciplines: Human Resource Management/Development, Public Administration, Business Administration/Management, Political Science/Government or equivalent qualification from a recognized institution;
- iv) Master's degree in Human Resource Management/Development, Human Resource Planning and Development, Business Administration/Management, Public Administration or equivalent qualification from a recognized institution;
- v) Management Course lasting not less than four (4) weeks from a recognized institution;
- vi) Membership to a professional body; vii) Computer proficiency; and
- viii) Demonstrate a high degree of professional competence, managerial and administrative capability as reflected in work performance and results.

Interested candidates should send applications (with reference number clearly indicated on the envelope) 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 letter, detailed Curriculum Vitae (CV) with three (3) referees including their email addresses and day time contacts, relevant certificates and testimonials, and a copy of National ID/passport. Applicants must indicate current position, current remuneration, expected remuneration, email and day time telephone contact.

**YEDF Salary Range: Minimum: 100,620/- Maximum: 127,980/-**

**Applications, must be received not later than 5.00 p.m. on 20<sup>th</sup> December, 2023.** Only shortlisted candidates will be notified. Canvassing will automatically lead to disqualification.

Successful 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
- v) Credit Reference Bureau.

Youth Enterprise Development Fund is an equal opportunity employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply.