



## VACANCY NOTICE

Women Enterprise Fund (WEF) is a Semi-Autonomous Government Agency established via Government Financial Management Act in 2007, through Legal Notice no.147 and whose core mandate is to provide accessible and affordable credit to support Kenyan women start and/or expand businesses for wealth and employment creation.

Pursuant to this mandate, the Fund invites applications from suitably qualified Kenyans to fill the under mentioned positions:

S/NO	Title	Number	Job Grade
1	Deputy Manager, ICT	1	WEF 3
2.	Deputy Manager, Human Resource & Training	1	WEF 3
3.	Assistant Manager, Legal Affairs	1	WEF 4
4.	Assistant Manager, Resource Mobilization & Partnerships	1	WEF 4
5.	Assistant Manager, Finance & Administration	1	WEF 4
6.	Senior Administration Officer	1	WEF 5
7.	Credit Officer	3	WEF 6
8.	Audit and Risk Officer	1	WEF 6
9.	Clerical officers	2	WEF 8

**Further, details on the job & person specifications including applicable basic salaries are available on Public Service Commission's website [www.publicservice.go.ke](http://www.publicservice.go.ke) (In the Jobs category under the advertised jobs section).**

Applications **clearly marked with the position reference and title** and including detailed CV, copies of academic certificates, professional qualifications, testimonials, day-time telephone number, names and addresses of three professional referees should be delivered to the Fund by hand, courier or post so as to reach the address below on or before **8<sup>th</sup> August 2022 by 5:00 PM.**

**The Chief Executive Officer  
Women Enterprise Fund  
11<sup>th</sup> Floor, Britam Tower  
P. O. Box 17126 -00100  
NAIROBI.**

After selection, successful candidates will be expected to provide details of their current salary and the following documents: Certificate of Good Conduct from the Directorate of Criminal Investigations; Clearance Certificate from Higher Education Loans Board (HELB); Tax Compliance Certificate from KRA; Clearance from the Ethics and Anti-Corruption Commission (EACC); Clearance from an Approved Credit Reference Bureau (CRB).

Women Enterprise Fund is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply. **Only shortlisted candidates shall be contacted. Any form of canvassing shall lead to automatic disqualification.**

***WEF/HR/2022/1: DEPUTY MANAGER, INFORMATION COMMUNICATION TECHNOLOGY - WEF GRADE 3 (1 POSITION)***

***Basic Pay Minimum Ksh; 116,094.00 - Maximum Ksh; 153,101.00 P.M***

Reporting to the Chief Executive Officer, the position holder is responsible for is responsible for overall process formulating, implementing and monitoring of ICT policies, strategies, standards and programmes in the Fund.

**(a) Duties and Responsibilities**

Specific duties and responsibilities will entail:

- Formulation, implementation and coordination of ICT policies, strategies and programmes in the Fund;
- Keeping up to date with emerging information communication technological trends communication, innovative and technological trends;
- Ensuring timely implementation of ICT standards in line with the needs of the Fund and effective maintenance of ICT systems;
- Preparation of ICT status reports and ensuring professional standards and guidelines are adhered to;
- Management and coordination of the department and supervision of ICT staff;
- Safeguard the integrity of the organization's data;
- Manage usage of ICT resources to ensure effectiveness and efficiency.
- Any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

For appointment to this grade, the job holder must have:

- A degree in any of the following disciplines:- Computer Science, or any other Information Communication Technology related discipline from a recognized University/institution;
- A Master's Degree in Computer Science , Strategic Management, or any other Information Communication Technology related discipline from a recognized Institution is a Mandatory requirement;
- Served in the Information Communication Technology sector for at least nine (9) years relevant experience; with at least three (3) years in a managerial position.
- Qualifications in database management e.g., SQL server, MCSE (Microsoft Certified Systems Engineer), web design & management;
- Demonstrated a high level of professional competence and outstanding management qualities in computerised information systems;
- Membership to a relevant professional Body and be in good standing.

### **(C) Competencies required**

- Leadership and management skills
- Interpersonal skills
- High Integrity, transparency and accountability
- Excellent communication skills
- Problem solving skills
- Discretion and confidentiality.

### **WEF/HR/2022/2: DEPUTY MANAGER, HUMAN RESOURCE MANAGEMENT AND TRAINING - WEF GRADE 3 (1 POSITION)**

***Basic Pay Minimum Ksh; 116,094.00 - Maximum Ksh; 153,101.00 P.M***

Reporting to the Chief Executive Officer, the position holder is responsible for developing, reviewing and implementing Human resources strategies, policies, programs and procedures to support the Funds Strategic goals and objectives to enhance individual and organizational performance.

### **(a) Duties and Responsibilities**

Duties will entail the following:

- Initiation, development, interpretation, implementation and review of Human Resource and Training policies;
- Overseeing staff inductions and complement HR efforts at succession plan;
- Carrying out evaluation and monitoring of training;
- Updating skills inventory for all Fund's employees;
- Custodian of approved human resource documents including the Organization Structure, Career Progression Guidelines, Staff Allowances, Staff Establishment & Human Resources Policy Manual;
- Develops, reviews and monitors the Human Resources and Training Budget;
- Leads in the Development of staff benefits and rewards framework for the Fund to attract and retain talent;
- Manages the recruitment and Selection process in the organization to ensure timely filling of vacant positions within the approved establishment;
- Develops strategies and solutions for implementing the corporate strategies and objectives including policy guidelines on staff performance management that sustains a high performance culture at the Fund;
- Lead the formulation of organizational development & change management initiatives
- Provide oversight in implementation of assigned Cross Cutting matters under the Funds' Performance Contract;
- Any other duties that may be assigned from time to time.

## **(b) Requirements for Appointment**

For appointment to this grade, the job holder must have:-

- Bachelor's Degree in a Business related field with specialization in Human Resource Management;
- MBA/ MSC in Human Resource Management /Business Administration /Commerce /Public Administration from recognized university is a Mandatory requirement;
- At least 9 years previous relevant work experience with a least three (3) years in a managerial position in a reputable organization;
- Professional Qualifications / Membership to a relevant professional Body and be in good standing.

## **(C) Competencies required**

- Excellent communication, report writing and interpersonal skills;
- Strong counseling and problem-solving skills;
- Discretion and confidentiality;
- High Integrity, transparency and accountability;
- Demonstrated professional competence and administrative ability in Human Resource Management.

### ***WEF/HR/2022/3: ASSISTANT MANAGER, LEGAL AFFAIRS –WEF GRADE 4 (1 POSITION)***

***Basic Pay Minimum Ksh; 85,021 - Maximum Ksh; 128,609 PM***

Reporting to the Chief Executive Officer, the position holder is responsible for provision of advisory services related to legal and governance issues in the Fund.

#### **(a) Duties and Responsibilities: -**

- Implement Fund policies and strategies as regards the legal function and advise the Management on any legal implications likely to arise as a result of their decisions and actions;
- Drawing and interpreting contracts and agreements with service providers and other stakeholders;
- Execute legal based audits as per the annual work plan and give reports;
- Managing court cases including attending hearings and providing recommendations or remedial alternatives for resolution of disputes involving or affecting the Fund;
- Advising on legal, regulatory and governance matters;
- Ensuring safe custody of collaterals and chattels and other organization properties;
- Coordinating issuance of legal undertakings;
- Advising on negotiations and taking part in corporate deals;
- Interpretation of relevant rules and laws;
- Monitoring and ensuring compliance with the regulatory framework, managing litigations and advising on procedures and legal requirements;

- Offer secretarial services to the Board including custody of Board minutes and ensuring timely preparation and circulation of Board papers/minutes;
- Facilitating Board induction & training, updating the Board charter, Code of Conduct and Ethics, preparation of Board calendar, Board evaluation, and governance audit;
- Any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

- Bachelor’s Degree in Law;
- Post Graduate Diploma in Law;
- Master’s Degree in Law is an added advantage;
- Served in a comparable position with at least 7 years relevant work experience in a reputable organization;
- Professional Qualifications / Membership to professional bodies;
- Must be an advocate of the High Court of Kenya;
- Possession of CPS (K) and membership to the ICPSK is an added advantage;
- Be in possession of a Current Law Practicing Certificate.

**(c) Competencies required**

- Excellent communication, report writing and interpersonal skills;
- Great negotiating skills;
- Problem solving skills;
- Discretion and confidentiality;
- Attention to detail;
- High Integrity, transparency and accountability;
- Ability to work independently and effectively under pressure and on strict deadlines.

***WEF/HR/2022/4: ASSISTANT MANAGER, PARTNERSHIPS & RESOURCE MOBILIZATION – WEF GRADE 4 (1 POSITION)***

***Basic Pay Minimum Ksh; 85,021 - Maximum Ksh; 128,609 PM***

Reporting to the Manager, Research and Communications the employee will be responsible for the overall coordination of the planning, development, and management of the resource mobilization strategy and activities ensuring effective engagement of stakeholders in raising of resources for the Fund.

**(a) Duties and Responsibilities: -**

- Translate the Fund’s resource mobilization strategy and plans into action;
- Establish systems for identification and response to calls with templates to identify opportunities for resource mobilization & manage the activities of resource mobilization;
- Coordinate the development and writing of highly competitive resource mobilization proposals and contribute to proposal;

- Develop proposals for purposes of resource mobilization in areas of funding and capacity building amongst other;
- Partnership management including negotiating terms, preparation of memorandum of understanding, capacity building of sub grantees, providing support in implementation of projects and preparation of periodic reports;
- Participate in the Strategic planning and management process through objective development and performance monitoring;
- Develop and maintain data bases and records for project activities and partnership implementation status;
- Prepare and monitor annual budgets to ensure all expenditure is within approval limits as per agreement with the funding institutions;
- Any other duties that may be assigned from time to time.

### **(b) Requirements for Appointment**

For appointment at this level, the job holder must have: -

- Bachelor's degree in any Social Sciences;
- Master's degree in International Development/Communications/Marketing/Economics/International Relations or its equivalent is an added advantage;
- Served in a comparable position with at least 7 years relevant work experience in a reputable organization;
- Shown merit and ability as reflected in work performance and results;
- Membership to a relevant professional Body and be in good standing.

### **(c) Competencies required**

- Excellent interpersonal, negotiation, networking and communication skills;
- Ability to engage with multilateral, corporate and development partners;
- Ability to lead dialogue with partners, identify and analyze trends, opportunities, and challenges;
- Initiative taker, self-motivated and a commitment to continuously produce results focus on impact and results;
- Excellent writing skills
- Demonstrated capacity to establish and maintain excellent relationships with key partners;
- Self-motivated, initiative taker and working towards achieving results;
- Ability to work independently and effectively under pressure and on strict deadlines;

***WEF/HR/2022/5: ASSISTANT MANAGER, FINANCE AND ADMINISTRATION – WEF GRADE 4 (1 POSITION)***

***Basic Pay Minimum Ksh; 85,021 - Maximum Ksh; 128,609 PM***

An employee at this level will be reporting to the Deputy Manager, Finance and Administration and will be responsible for the following:

### **(a) Duties and Responsibilities: -**

- Contribute to formulation and implementation of financial, administrative and accounting policies and procedures;
- Supervise staff under the officer within Finance & Administration Department, preparing work schedules and assigning specific duties to them;
- Preparation and implementation of the Fund's annual budget and work plans and reporting on the Fund's performance/status on quarterly basis;
- Budgetary controls and management of accounting methods and financial returns; and prioritization of projects and activities for the purpose of financial allocation and reporting;
- Ensure timely preparation of the Medium-Term Expenditure (MTEF) budget for the Fund and participate in presentation of the same to Treasury and relevant parliamentary committees;
- Management of office accommodation and equipment, customer care services, registry services, transport services, security and records management;
- Ensuring that sound accounting principles and controls are applied to all financial transactions of the Fund;
- Assist in managing both the internal and the external audit process and coordinating responses to audit issues as they arise from time to time;
- Reviewing bank reconciliations for all accounts on a monthly basis;
- Assist in Budget preparation and administration;
- Assist in Preparation of management reports and financial statements;
- Assist in preparation of quarterly management reports;
- Any other duties that may be assigned from time to time.

### **(b) Requirements for Appointment**

For appointment to this grade, the job holder must have: -

- Bachelor's Degree in a business-related field (Accounting or Finance Option) from a recognized university;
- Master's Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline is an added advantage;
- Served in a comparable position with at least 7 years relevant work experience in a reputable organization;
- Holder of a requisite professional qualification CPA(K) or ACCA;
- Proven proficiency in computer applications;
- Must be a member of a recognized professional Body in good standing.

### **(c) Competencies required**

- Attention to detail;
- Integrity, transparency and accountability;
- Leadership & decision-making skills;
- Good Communication and Interpersonal skills;
- Ability to work independently and effectively under pressure and on strict deadlines;
- Shown merit and ability as reflected in work performance and results.

**WEF/HR/2022/6: SENIOR ADMINISTRATIVE OFFICER – WEF GRADE 5 (1 POSITION)**

**Basic Pay Minimum Ksh; 60,460 - Maximum Ksh; 80,025 P.M**

Reporting to the Assistant Manager, Finance & Administration, the officer at this level will be responsible for the provision of transport and general office services including assets management.

**(a) Duties and Responsibilities**

Specific duties will include:-

- Administration and management of transport in the Fund;
- Overseeing office accommodation, equipment, furniture, office supplies and employment cards;
- Provision and administration of clerical, auxiliary and telephone services staff;
- Settling of bills and facilitating necessary documentation for those traveling;
- Managing leased/rented offices and overseeing office maintenance and cleanliness;
- Management of Administration related contracts between the Fund and its service providers.
- Any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

For appointment to this grade, the job holder must have:-

- Bachelor's degree in Business Administration/Management, Human Resource; Management/Development, Public Administration or equivalent qualifications in a relevant field from a recognized Institution;
- Served satisfactorily for at least five (5) years in a comparable position;
- Proficiency in computer applications;
- Demonstrated professional competence and administrative ability in administrative work;
- Ability to prioritize work and to thrive under pressure.

**(c) Competencies required**

- Attention to detail;
- Analytical skills;
- High integrity, transparency and accountability;
- Excellent interpersonal skills;
- Good report writing skills;
- Excellent communication skills;
- Ability to work independently and effectively under pressure and on strict deadlines.

**WEF/HR/2022/7: CREDIT OFFICER – WEF GRADE 6 (3 POSITIONS)**

**Basic Pay Minimum Ksh; 49,539 - Maximum Ksh; 65,561 P.M**

Reporting to the Assistant Manager, Credit, the officer will be responsible for implementation of the credit operations activities and policies for the assigned region.



### **(a) Duties and Responsibilities**

- Analyzing/Appraising loan application forms received from constituencies to ensure compliance to the lending criteria before recommending loan applications to the Head Office Loans Committee;
- Assisting in coordinating all aspects of the lending cycle under the existing lending channels for the respective constituencies;
- Compiling of monthly and quarterly credit reports such as loan uptake and repayment status and ensuring timely reconciliations;
- Monitoring and following up of loan repayments and enlisting of key stakeholders' support to ensure timely recovery of loans;
- Assist in initiating and coordinating awareness creation and publicity campaigns including sensitizing women on the Funds products and services;
- Ensure the completeness and accuracy of customer files in regard to limits, insurance covers, commitment letters, valuations and other security documents where required are in place;
- Handle customer complaints and take appropriate action to resolve them;
- Any other duties that may be assigned from time to time.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- Bachelor's Degree in a business-related course from a recognized university;
- Served satisfactorily in a comparable position in a recognized institution for at least three (3) years;
- Demonstrated competence in credit control work;
- Proficiency in computer applications.

### **(c) Competencies required**

- Attention to detail;
- Thorough understanding of the lending cycle;
- Analytical skills;
- High integrity;
- Excellent interpersonal skills;
- Good report writing skills;
- Excellent communication skills.

**WEF/HR/2022/8: AUDIT & RISK OFFICER - WEF GRADE 6 (1 POSITION)**

**Basic Pay Minimum Ksh; 49,539 - Maximum Ksh; 65,561 P.M**

The job holder will support the Audit and Risk Department and participate in identification of risks, assessment, monitoring and reporting in line with the Fund's risk management framework and will be reporting to the Senior Audit & Risk Officer,

**(a) Duties & Responsibilities**

- Implementing internal audit policies, strategies and plans;
- Analysing data for preparing annual internal audit plan;
- Performing information systems Audits;
- Conducting internal Audits and preparing audit reports and following up on audit findings;
- Reviewing internal controls in the Fund;
- Conducting risk assessment, preparing initial reports on the results of risk assessment highlighting key vulnerabilities requiring follow up for conclusive resolution;
- Evaluating the adequacy of system controls and recommending improvements;
- Developing scripts for mining and analysing data for routine internal audit activities;
- Conducting operational, compliance, financial, systems and investigative audits;
- Any other duties that may be assigned from time to time.

**(b) Requirements for Appointment:**

For appointment to this grade, an officer must have:

- A Bachelor of Commerce Degree (Accounting/Finance option) or Bachelor's in Information Technology from a recognized university/institution and passed CPA II or CISA certification;
- Served in a reputable organization for at least three (3) years in a similar position;
- Proficiency in computer applications;
- Possession of a certification or diploma in Information Technology will be and added advantage.

**(c) Competencies required**

- Logic thinking /reasoning;
- Leadership and management skills;
- Integrity and strong ethical values;
- Attentive to detail;
- Proactive and able to work with minimum supervision.

**WEF/HR/2022/9: CLERICAL OFFICER - WEF GRADE 8 (2 POSITIONS)**

**Basic Pay Minimum Ksh; 34,034 Maximum Ksh; 45,098 P.M**

The job holder at this grade will carry out simple duties of clerical nature relating to the area of deployment. The officer may be deployed to in the regional office or any department, accounts office, or in a general office service or to undertake general office duties.

**(a) Duties and Responsibilities**

- Compiling statistical records based on routine or special sources of information;
- Carry out transactions related to accounts or personnel information, handle receipts and loan records and file them appropriately;
- Perform other similar clerical duties that may be assigned by senior officers.
- Any other duties that may be assigned from time to time.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must be in possession of

- A Diploma in a business-related course & Proficiency in computer applications; or
- A Diploma in Information Communication Technology;

**(c) Competencies required**

- Interpersonal skills;
- Integrity.