



EXCITING SHORT-TERM CONTRACT JOB OPPORTUNITIES AT KDC

Kenya Development Corporation (KDC), is a premier Development Finance Institution (DFI) mandated to promote sustainable socio-economic development by providing development finance, infrastructure finance, business support and advisory services to medium and large-scale industries, infrastructure projects and commercial undertakings in target sectors in Kenya and elsewhere.

KDC is currently offering a range of short-term contract opportunities for motivated and skilled individuals who are eager to make a meaningful impact. These positions are ideal for those looking to contribute their expertise to key development projects while gaining valuable experience in a dynamic, results-driven environment.

KDC therefore invites applications from qualified professionals for six-months short-term contracts for the following positions:-

1. SYSTEM DEVELOPER, KDC JOB GRADE 5 (1 post)

a) Job Specification

Duties and responsibilities

- (i) Developing documentation of computer programs according to instructions and specifications;
- (ii) Installing and configuring computer systems and solutions;
- (iii) Maintaining application systems;
- (iv) Providing end user support and training users on effective and efficient use of ICT facilities;
- (v) Maintaining up to date equipment register;
- (vi) Installing, configuring and monitoring Local Area Network components;
- (vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Updating and maintaining the KDC website; and
- (x) Ensuring Business continuity by performing regular data and application backups.
- (xi) Design, customize, and maintain Microsoft Dynamics Navision while providing technical support and optimizing system performance.

b) Person Specifications

For appointment to this grade an officer must have at least:

- (i) Minimum of four (4) years relevant work experience
- (ii) Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- (iii) At least any one (1) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution.
- (iv) CISA Membership or an equivalent ICT professional body.
- (v) Certification in Microsoft Dynamics Nav/Business Central
- (vi) Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (viii) Shown merit and ability as reflected in work performance and results.

2. SENIOR ICT SECURITY OFFICER, KDC JOB GRADE 5 (1 post)

a) Job Specification

Duties and responsibilities

- (i) Developing documentation of computer programs according to instructions and specifications;
- (ii) Installing and configuring computer systems and solutions;
- (iii) Maintaining application systems;
- (iv) Providing end user support and training users on effective and efficient use of ICT facilities;
- (v) Maintaining up to date equipment register;
- (vi) Installing, configuring and monitoring Local Area Network components;
- (vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Updating and maintaining the KDC website; and
- (x) Ensuring Business continuity by performing regular data and application backups.

b) Person Specifications

For appointment to this grade an officer must have at least:

- (i) Minimum of four (4) years relevant work experience
- (ii) Bachelor's Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- (iii) At least any one (1) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT

- Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution.
- (iv) Must have Cybersecurity Certification.
- (v) CISA Membership or an equivalent ICT professional body.
- (vi) Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (viii) Shown merit and ability as reflected in work performance and results.

3. SENIOR COMMUNICATIONS ASSISTANT, KDC JOB GRADE 7 (1 post)

a) Job Specification

A creative professional with strong skills in photography, videography, and graphic design with the ability to create compelling visual content, marketing materials, and stakeholder engagement to enhance the KDC brand.

Key Responsibilities

- (i) Capturing high-quality photos and videos for corporate use.
- (ii) Editing and producing engaging digital content for social media and marketing.
- (iii) Designing creative assets (posters, brochures, reports, infographics, etc.).
- (iv) Managing KDC's social media platforms and digital content strategy.
- (v) Supporting branding consistency across all communication materials.
- (vi) Assisting in organizing corporate events and media engagements.
- (vii) Developing and maintaining relationships with media and key stakeholders.

b) Person Specifications

- (i) Diploma in Communications, Public Relations, Journalism, or a related field.
- (ii) Minimum of three (3) years of experience in photography, videography, and graphic design.
- (iii) Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects, InDesign) and Canva.
- (iv) Experience in social media management and digital marketing.
- (v) Strong creativity, attention to detail, and ability to work under tight deadlines.

4. SENIOR PORTFOLIO MANAGEMENT OFFICER - PROPERTY MANAGEMENT KDC JOB GRADE 5 (1 Post)

a) Job Specification

The Senior Portfolio Management Officer – Property Management is responsible for ensuring optimal performance of KDC's real estate assets through effective tenant management, lease administration, arrears control, rent collection, and occupancy optimization. The Officer will implement strategies to enhance tenant satisfaction, ensure compliance with lease terms, improve rental revenue, and coordinate closely with internal teams and property managers to maximize returns and safeguard asset value across KDC's properties.

Duties & Responsibilities:

- (i) Ensuring timely resolution of tenant concerns and complaints to enhance satisfaction and strengthen stakeholder relationships.
- (ii) Coordinating efficient onboarding of new tenants, ensuring smooth processing of applications, lease documentation, and occupancy arrangements.
- (iii) Monitoring and support timely lease renewals for existing tenants, maintaining consistent engagement and communication.
- (iv) Tracking and promote optimal occupancy levels across all KDC properties.
- (v) Collaborate with property managers and internal teams to enhance customer experience and maintain positive tenant relations.
- (vi) Monitoring rent invoicing and collection processes in collaboration with the Finance Department and property managers.
- (vii) Supporting implementation of payment plans, follow-up mechanisms, and debt recovery actions for defaulting tenants.
- (viii) Facilitating resolution of arrears related to former tenants, including coordination with debt collectors and preparation of recommendations for further action.
- (ix) Ensuring accurate billing of rent, service charges, utilities, and adherence to escalation clauses in lease agreements.
- (x) Preparing timely rental income reports to support financial planning and reporting.
- (xi) Ensuring that all new leases and renewals are processed, executed, and submitted for registration within the stipulated timelines.
- (xii) Maintaining accurate and up-to-date tenant records, including space occupied, lease terms, invoicing status, and tenant location mapping.
- (xiii) Coordinating quarterly tenant account reconciliations and ensure resolution of outstanding issues.
- (xiv) Liaising with ICT and relevant departments to support automation, system enhancements, and accurate reporting within the tenant management system.
- (xv) Ensuring full compliance with lease administration policies, onboarding protocols, renewal procedures, and tenant exit processes.
- (xvi) Supporting audit and risk management efforts by addressing findings related to property and lease management.
- (xvii) Collaborating regularly with external property managers on lease compliance, maintenance issues, and occupancy trends.
- (xviii) Monitoring compliance with controlled tenancy regulations and support legal follow-ups for ongoing cases.
- (xix) Participating in and promote training and professional development opportunities for staff in areas such as lease management, debt recovery, and tenant relations.
- (xx) Supporting continuous improvement initiatives to enhance operational efficiency, service delivery, and compliance.
- (xxi) Encouraging knowledge sharing, mentorship, and teamwork within the portfolio management function.

Person Specification

- (i) Bachelor's degree in Land Economics, Real Estate, Finance, Business, or a related field from a recognized institution.
- (ii) Minimum of four (4) years of relevant experience in property or portfolio management, preferably within a financial institution or real estate context.
- (iii) Knowledge of the law governing property management.

- (iv) Demonstrated experience in lease administration, arrears recovery, and tenant relations.
- (v) Proficiency in real estate management systems and Microsoft Office tools.
- (vi) Knowledge of controlled tenancy laws, lease registration, and rental policy frameworks.
- (vii) Strong interpersonal, negotiation, and communication skills.
- (viii) High level of integrity, results orientation, and attention to detail.
- (ix) Compliance with the requirements of Chapter Six (6) of the Constitution of Kenya.

Desirable Qualifications:

- (i) Professional certifications in finance or related fields.
- (ii) Demonstrated ability to develop and implement strategic initiatives.
- (iii) Proven ability to implement operational efficiencies and drive system improvements.

5. ACCOUNTANTS/FINANCE OFFICERS, KDC JOB GRADE 6 (3 posts)

ACCOUNTANT, KDC GRADE 6

a) Job Specification

This is the entry grade for degree holders into this cadre. A staff at this level will work under direct supervision of a Senior Officer.

Duties and responsibilities

- (i) Assisting in Preparing payment vouchers for suppliers;
- (ii) Processing imprests and travel advances for staff;
- (iii) Supervision of cash collections and banking balancing and reconciling cash books daily including balancing and reconciling cash books on a daily basis;
- (iv) Verifying posting of payments and receipts in the cashbook for accuracy;
- (v) Providing safe custody of payment vouchers and approved journal;
- (vi) Preparing and updating creditors, debtors and general ledgers;
- (vii) Ensuring statutory deductions are remitted on time;
- (viii) Verifying amount billed as per relevant regulation;
- (ix) Debt collection and follow-up in liaison with relevant Department/Officers;
- (x) Responding to debtor queries;
- (xi) Reconciling and distribution of debtors' statements;
- (xii) Providing debt collection report on outstanding debts;
- (xiii) Liaising with customers to provide billing information and support to facilitate swift payment of invoices due to the KDC;
- (xiv) Maintaining file of disputed invoices;
- (xv) Preparing Monthly Corporation Accounts Reconciliations;
- (xvi) Responding to suppliers' queries on payments status in liaison with user departments and the Supply Chain Department;
- (xvii) Billing of vendor invoices and processing of vendor payment vouchers;
- (xviii) Liaising with other officers in handling supplier queries;
- (xix) Reconciliation of vendor accounts before any payment;
- (xx) Maintenance of disputed vendor invoice file;
- (xxi) Processing of statutory deductions payments. VAT, Withholding tax etc.

- (xxii) Supervise stock take and reconciliation.
- (xxiii) Reconcile general ledger expense accounts.
- (xxiv) Preparation and maintenance of accurate prepayments, accruals and provision schedules.
- (xxv) Liaising with Human Resource & Corporation Secretary on Directors and Staff payments status.
- (xxvi) Processing staff imprests, surrenders and claims.
- (xxvii) Preparation of payroll payment vouchers.
- (xxviii) Management of Directors payments and PAYE.
- (xxix) Preparation of Directors cost breakdown.
- (xxx) Reconciliations of Directors and Staff accounts.
- (xxxi) Preparation of overdue Staff and Director Debt reports.
- (xxxii) Performing bank transfers and banking.
- (xxxiii) Reconciliation of all employee cost ledger accounts.
- (xxxiv) Digitizing Imprests and Imprest Surrender documents.

a) Personal Specifications

For appointment to this grade, an officer must have;

- (i) Bachelor's degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution.
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

FINANCE OFFICER, KDC GRADE 6

a) Job Specification

This is the entry grade for this cadre. A staff at this level will work under the direct supervision of a Senior Officer

Duties and Responsibilities

- (i) Assist in the budget making process and during revision of the same
- (ii) Checking the Vote Book and ensure budgetary controls are in place
- (iii) Ensures safe custody of accountable documents
- (iv) Review monthly, quarterly and annual management reports;
- (v) Review vote book entries and undertake monthly variance analysis;
- (vi) Conduct below the line analysis accounts;
- (vii) Assist in the budget and revised budget preparation as per work plan

b) Person Specifications

For appointment to this grade, an Officer must have at least: -

- (i) Bachelor's degree in Commerce, Business Administration, Business Management (Finance option) or other relevant and equivalent qualifications from a recognized institution.
- (ii) Minimum KCSE C+ (plus) or its equivalent
- (iii) Proficiency in computer applications and
- (iv) Fulfilled the requirements of Chapter Six of the Constitution.

6. LEGAL OFFICER, KDC JOB GRADE 6 (1 post)

a) Job Specification

This is the entry and training grade for degree holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities at this level will entail;

- (i) Assisting in rendering professional legal advice to the Legal Manager for any legal action to be initiated and/or defending the interests of the Corporation;
- (ii) Assisting in preparing legal briefs for the initiation of legal action;
- (iii) Assisting in preparing and interpreting legal opinions and offering guidance on legal requirements;
- (iv) Assisting and supervise training of Legal Clerks, interns and other staff when necessary;
- (v) Maintaining and ensure proper management of the records of the legal department are up to date and produce quarterly reports on the same;
- (vi) Assisting in ensuring that key issues and needs of Corporation are represented in policy fora in international regional and national conferences/meetings/workshops;
- (vii) Working collaboratively with other organizations and networks where appropriate, locally, regionally and internationally;
- (viii) Assisting to prosecute for and represent the Corporation in law courts and quasi-judicial tribunals;
- (ix) Preparing and filing of pleadings for and on behalf of the Corporation;
- (x) Assisting in drafting and reviewing legal instruments and policy documents on behalf of the Corporation;
- (xi) Assisting in advising on negotiations and taking part in commercial transactions;
- (xii) Assisting in drafting of contracts and MOUs;
- (xiii) Assisting in engaging and liaising with stakeholders on behalf of the Corporation;
- (xiv) Assisting in legal research and assignments;
- (xv) Assisting by undertaking additional tasks and responsibilities which may arise from time to time, relevant to the post.
- (xvi) Assisting in initiating and progressing the enactment of the legislation proposed by the Corporation through the Attorney General's chambers and the parent Ministry.

b) Personal Specifications

For appointment to this grade, a candidate must have: -

- (i) Bachelor of Law degree from a recognized institution;
- (ii) Postgraduate Diploma in Law from the Kenya School of Law;
- (iii) Admitted as an Advocate of the High Court;
- (iv) Hold a valid practicing certificate;
- (v) Member of the Law Society of Kenya;
- (vi) Proficiency in computer applications; and
- (vii) Fulfill the requirements of Chapter Six of the Constitution.

7. LEGAL ASSISTANT, KDC JOB GRADE 8 (1 post)

a) Job Specification

This is the entry and training grade for Diploma holders into this cadre. An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities

- (i) Assisting in reviewing and retrieving files for relevant action;
- (ii) Assisting in opening legal files;
- (iii) photocopying file documents;
- (iv) Filing contract and court documents;
- (v) Reviewing and retrieving files for relevant action;
- (vi) Opening legal files;
- (vii) Filing contract and court documents;
- (viii) Responding to inquiries regarding specific cases;
- (ix) Facilitating payment of legal fees;
- (x) Serving legal documents to clients and other stakeholders;
- (xi) collaborating with the Senior Legal Clerk, monitoring all security documentation – Term and Expiry;
- (xii) Obtaining the Kenya Gazette weekly and perusing, preparing and submitting reports on any matter touching on the Corporation.

b) Person Specifications

For appointment to this grade, a candidate must have: -

- (i) Diploma in Law, Paralegal studies or Administration (with bias in legal matters) from a recognized institution;
- (ii) Minimum KCSE C- (minus) or its equivalent;
- (iii) Proficiency in Computer Applications;
- (iv) A current Process Server Certificate or its equivalent qualifications;
- (v) Proficiency in computer applications; and
- (vi) Fulfill the requirements of Chapter Six of the Constitution.

8. INVESTMENT OFFICERS, KDC JOB GRADE 6 (6 posts)

This is the entry for degree holders into this cadre. An Officer at this level will work under the supervision of a Senior Officer.

(a) Job Specification

Duties and responsibilities at this level will entail assisting in;

- (i) Scanning the market and developing new business;
- (ii) Appraising investment proposals;
- (iii) Ensuring timely disbursements to approved projects
- (iv) Monitoring post investment progress of projects;
- (v) Building and maintaining strong relationships with clients and stakeholders.

(b) Person Specification

For a candidate to be appointed to this position, they must have;

- (i) Bachelor's degree in any of the following disciplines: Commerce, Business, Economics, Engineering or any other relevant field from a recognized institution.
- (ii) Proficiency in Computer Applications.
- (iii) Good interpersonal, and communication skills;
- (iv) Team player;
- (v) Meets the requirements of Chapter Six (6) of the Constitution of Kenya

9. PARTNERSHIP & RESOURCE MOBILIZATION OFFICER, KDC JOB GRADE 6 (1 post)

This is the entry for degree holders into this cadre. An officer at this level will work under supervision of a senior officer.

(a) Job Specification

Duties and responsibilities at this level will entail assisting in;

- (i) Analyzing the financial structures and risks of the PPP Projects;
- (ii) Analyzing proposals from potential strategic partners;
- (iii) Assessing, evaluating and managing pre -contract PPP activities;
- (iv) Developing financing proposals.

(b) Person Specification

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in Finance, Economics, International Development Studies, International management from a recognized institution from a recognized institution;
- (ii) Proficiency in Computer Applications
- (iii) Fulfilled requirements of Chapter 6 of the Constitution.

(c) Skills/ Attributes

- (i) Good research and analytical skills;
- (ii) Strong verbal and written communication skills, fluent in English both in writing and in speech.

10. RESEARCH POLICY & INNOVATION OFFICER, KDC JOB GRADE 6 (1 post)

The Research and Innovation Officer will be responsible for execution of effective strategies in research, policy and coordinating innovation efforts across the Corporation to ensure KDC achieves its mandate.

a) Job Specification

Duties and responsibilities

- (i) Undertaking research and translating research findings to policy briefs to inform improvement of services;

- (ii) Participating in undertaking impact assessment of the Corporation's decisions;
- (iii) Identifying and implement business process re-engineering initiatives in the Corporation;
- (iv) Participating in research activities, feasibility studies and baseline surveys to inform planning strategies in the Corporation and determine priority areas;
- (v) Identifying research opportunities in the target sectors that are key to the achievement of Kenya's Vision 2030;
- (vi) Undertaking research on emerging trends and business models in DFIs and advise management on the same;
- (vii) Conducting research on the industries and targeted sectors with a view to determining the viability of establishing industries and/or commercial enterprises within them;
- (viii) Undertaking analysis of research data and dissemination of research findings and implementing research project activities;
- (ix) Identifying researched innovations/projects that are viable for funding;
- (x) Maintaining database of institutions for collaboration on research work;
- (xi) Carrying out inventory and documentation of relevant research findings;
- (xii) Profiling products and/or services in compliance with the AADFI standards especially in relation to risk and credit management;
- (xiii) Conducting research on the industries and targeted sectors with a view to determining the viability of establishing industries and/or commercial enterprises within them;
- (xiv) Participating in preparation of departmental quarterly and annual reports for review by Management;
- (xv) Drafting departmental annual budget, work plans and procurement plans;
- (xvi) Providing input in the implementation of innovative strategies in the department to leverage technology to drive interventions.

b) Person Specification

- (i) Bachelor's degree in any of the following disciplines; Strategic Management, Economics, Statistics, Project Management or its equivalent qualification from a recognized institution.
- (ii) Proficiency in Computer Applications;
- (iii) Fulfilled requirements of Chapter six (6) of the Constitution.

11. SUPPLY CHAIN MANAGEMENT ASSISTANT, KDC JOB GRADE 8 (1 post)

This is the entry and training grade for this cadre for Diploma employees. An officer at this level will work under guidance and supervision of a senior officer.

a) Job Specification

Duties and responsibilities assisting in;

- (i) undertaking market surveys to ensure the KDC obtains value for money;
- (ii) Participating in the opening quotations;
- (iii) maintaining and update a list of prequalified suppliers;
- (iv) Liaising with suppliers to ensure timely delivery of goods and services; and
- (v) Ensuring safe custody of all procurement records.

b) Person Specification

For appointment to this grade, a candidate must have: -

- (i) Diploma in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;
- (ii) Member of professional body either KISM or CIPS; and
- (iii) Proficiency in computer applications
- (iv) Fulfilled the requirements of Chapter 6 of the Constitution.

12. DRIVER, KDC JOB GRADE 8 (1 post)

a) Job Specification

Duties and Responsibilities

- (i) Maintaining cleanliness of the vehicles;
- (ii) Keeping up to date work tickets for vehicles;
- (iii) Submitting regular reports on motor vehicle assigned;
- (iv) Reporting any mechanical/accident problems; and
- (v) Maintaining vehicle in proper mechanical working condition.

b) Person Specification

- (i) At least a mean grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;
- (ii) Has served in the grade of Driver for at least four (4) years;
- (iii) The Occupational Trade Test II Certificate;
- (iv) Valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive;
- (v) Valid Certificate of Good Conduct;
- (vi) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution;
- (vii) An accident-free driving period of three (3) years;
- (viii) Proficiency in computer applications;
- (ix) Fulfilled the requirements of Chapter 6 of the Constitution.

13. ENVIRONMENTAL SAFEGUARDS EXPERT (WORLD BANK PROJECTS)

The Environmental Safeguards Expert should have the following;

Qualifications

- (i) Bachelor's degree in the field of environmental sciences.
- (ii) Post graduate degree in environmental sciences.
- (iii) Experience with World Bank safeguard policies, including environmental and social impact assessments carried out in compliance with those policies.
- (iv) Experience in the preparation of ESIAs according to the standards of other international lenders, such as the Equator Principles, would be an added advantage.
- (v) Relevant professional training will be an added advantage. vi. Must be a NEMA registered Lead Expert.
- (vi) Good working knowledge of MS Office Suite.

Experience

- (i) A minimum of 10 years demonstrated professional experience.
- (ii) Specific experience of at least 7 years working in environmental and social impact assessments of public or private investments/infrastructure projects.
- (iii) Experience review and implementation of Environmental and Social Management Frameworks (ESMFs), Environmental and Social Management Plans (ESMPs), Environmental and Social Impact Assessments (ESIAs) for public or private investments/infrastructure projects
- (iv) At least 5 years' working knowledge in the World Bank's Social and Environmental safeguards policies and WBG Environment, Health and Safety Guidelines, Reporting Guidelines as well as Kenya's environmental regulations and procedures
- (v) Served as a Lead Expert in at least 4 relevant Environmental and Social Impact Assessment (ESIA) assignments for public infrastructure projects Special considerations will be given to individuals that have knowledge on design of PPP projects and have proven track record on the preparation of World Bank's social and environmental safeguards and environmental sustainability documents.
- (vi) Proven track record on the preparation of World Bank's social and environmental safeguards and environmental sustainability documents.

APPLICATION GUIDELINES

Detailed application instructions are available on the KDC website www.kdc.go.ke under the Careers Section. The applications should be received by 25th April 2025. Only shortlisted candidates will be contacted.

Kenya Development Corporation is an equal opportunity employer and is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons living with disabilities. Therefore, Women, Persons Living with disabilities, the Marginalized and the Minorities are encouraged to Apply.

Canvassing in any form will lead to automatic disqualification.
