



AGRICULTURE AND FOOD AUTHORITY

TEMPORARY RECRUITMENT OF TECHNICAL OFFICERS AND DRIVERS

BACKGROUND

The Agriculture and Food Authority (AFA) is a State Corporation established under section 3 of the AFA Act No.13 of 2013. The mandate of AFA is to regulate the crops sector in Kenya, to ensure compliance with the regulatory framework, standards, and codes of practice. As a regulator, it fosters a thriving competitive environment where innovation, technological progress, order and quality, flourish for sustainable economic growth. The AFA Act provides for consolidation of Laws on the regulation and promotion of Agriculture generally and makes provision for the respective roles of National and County Governments in Agriculture and related matters in furtherance of the relevant provision of the fourth schedule of the constitution.

In line with the Authority's mandate, as stipulated in the AFA Act No. 13 of 2013, the Board of Agriculture and Food Authority is seeking to competitively recruit qualified Kenyan professionals to fill the under listed positions on 6 months temporary terms.

1. Technical Officers
2. Drivers

JOB DESCRIPTIONS AND SPECIFICATIONS

TECHNICAL OFFICERS - FIFTY ONE (51) POSITIONS

The successful Technical Officers to be recruited may be deployed in either of the following Technical Areas.

1. Registration and Licensing
2. Regulation and Compliance
3. Quality Assurance
4. Market Research and Product Development.

1. REGISTRATION AND LICENSING OFFICER

a. Job Description

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- (i) Collecting and compiling data on the level of compliance with standards and regulations on registration and licensing

- (ii) Collecting and collating data for Registration and Licensing
- (iii) Receiving, vetting and processing all applications for the issuance and renewal of registration certificates and licenses;
- (iv) Updating the register of all value chain players and service agreements for enforcement of the regulatory framework;
- (v) Receiving recommendations and requests for license suspension/cancellation; and
- (vi) Collecting data on service delivery timelines on registration and licensing processes.

b. Job Specifications

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

- (i) Bachelor's degree in any of the following disciplines: Agricultural Economics, Agriculture, Agriculture Engineering, Horticulture, Agronomy, Agribusiness Management, Food Science and Technology or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

2. COMPLIANCE OFFICERS: COMPLIANCE OFFICER

a. Job Description

This is the graduate entry level. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level will entail:

- (i) Conducting inspection and compliance audit to growers, growers association, dealers and manufacturers;
- (ii) Monitoring activities associated with production, dealing, handling and processing of scheduled crops;
- (iii) Monitoring imports and exports of scheduled crops for compliance to food safety and quality standards and compiling reports;
- (iv) Undertaking regular surveillance and audits on agro- processing facilities and farms to ensure compliance and compiling reports;
- (v) Enforcing industry codes of practice and standards;
- (vi) Monitoring of produce and product quality; and
- (vii) Collecting and preparing samples for analysis and analyzing test results reports for decision making.

b. Job Specifications

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

- (i) Bachelor's degree in any of the following disciplines: Food Science and Technology, Agricultural Sciences, Agriculture Engineering, Horticulture, Agricultural Economics, Agribusiness Management, Agricultural Extension and Education, Agronomy, Biology or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications.

- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

3. QUALITY ASSUARANCE OFFICER

a. Job Specifications

This is the entry and training level for degree holders in this cadre. An officer at this level will work under the guidance of the Senior Officer.

Duties and responsibilities at this grade will entail -

- (i) Receiving, drawing, recording and preparing samples for analysis;
- (ii) Archiving and retrieving samples for future reference;
- (iii) Maintaining the hygienic standards of the laboratory and laboratory equipment for quality analysis;
- (iv) Maintaining records of analysis results for future reference;
- (v) Reporting on preventive maintenance on all laboratory equipment/machine;
- (vi) Maintaining and ensuring safety of all machines and equipment;
- (vii) Calibrating and maintaining proper records on all test machines and equipment's as scheduled;
- (viii) Collecting, collating and compiling information on testing and grading of scheduled crops samples;
- (ix) Collecting, testing, classifying, grading and analyzing samples of scheduled crops;
- (x) Carry out basic maintenance of laboratory and testing equipment; and
- (xi) Responding to customer enquiries regarding product testing.

b. Person Specifications

For appointment to this grade an officer must have: -

- (i) Bachelors Degree in any of the following disciplines:- Biochemistry, Food Science and Technology, Sugar technology, Coffee Technology, Laboratory Technology, Biotechnology, Horticulture, Agriculture sciences, textile engineering, Agricultural engineering, Analytical Chemistry, Industrial Chemistry or an equivalent qualification from a recognized institution.
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the constitution.

4. MARKET AND PRODUCT DEVELOPMENT OFFICER

a. Job Specification

This is the entry and training grade for this cadre. An officer at this level may be deployed in any of the following functional areas;

1. Market and Product Development
2. Market Research and Intelligence

In **Market and Product Development** duties and responsibilities will entail-

- (i) Undertaking promotion of establishment of agricultural produce collection centres in viable areas;
- (ii) Conducting market and product promotion activities in the local and international markets;
- (iii) Building capacity of stakeholders on market potential and prospects of scheduled crops;
- (iv) Implementing strategies for knowledge transfer and adoption of value addition technologies in scheduled crops;
- (v) Organizing linkages between financial institutions and insurance service providers with value chain players;
- (vi) Implementing market and product development policies, strategies and guidelines; and
- (vii) Promoting the recognition of scheduled crops products in the international market through branding, mark of origin registration and packaging to ensure traceability.

In **Market Research and Intelligence**, duties and responsibilities will entail: -

- (i) Undertaking market research on product and market trends, growth and opportunities for new and existing markets including diversification prospects;
- (ii) Holding stakeholder forums to disseminate Market research findings;
- (iii) Conducting domestic market price and food supply/demand survey;
- (iv) Mapping relevant stakeholders for purposes of conducting market studies;
- (v) Promoting, processing and value addition of scheduled crops;
- (vi) Collecting and collating data on current and future production, prices and domestic trade, imports and exports;
- (vii) Maintaining and updating a market information system on current and future production, prices and movement of scheduled crops during trade;
- (viii) Preparing meeting reports during engagements between farmers and processors when aligning general industry agreements with the guidelines for scheduled crops; and
- (ix) Preparing country position to advocate in trade and market access of scheduled crop during negotiations.

b. Person Specifications

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following disciplines; Commerce, Business Management, Marketing, Agricultural Economics, Agriculture, Horticulture, Agribusiness Management, or an equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution

DRIVERS, TEN (10) POSITIONS

DRIVER II

This is the entry grade into this cadre. A Driver at this level will work under the guidance of a senior officer.

a) Job Specifications

Duties and responsibilities at this level entail:

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
- (iii) Detecting and reporting malfunctioning of vehicle systems;
- (iv) Maintaining of work tickets for vehicles assigned;
- (v) Ensuring security and safety for the vehicle on and off road;
- (vi) Ensuring safety of staff and/or goods therein; and
- (vii) Maintaining cleanliness of the vehicle.

b) Person Specifications

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized Institution;
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) Certificate of Occupational Trade Test III for Drivers conducted by the Ministry of Roads and Public works;
- (v) Defensive Driving certificate from the Automobile Association (AA);
- (vi) of Kenya or its equivalent qualification from a recognized Institution;
- (vii) At least two (2) years driving experience;
- (viii) Proficiency in computer applications; and
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution.

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including; Certificate of Good Conduct from the Directorate 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; Report from an Approved Credit Reference Bureau; and clearance from Commission for University Education for degrees obtained outside Kenya.

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the above positions, please submit your application including copies of your academic and professional certificates, testimonials and your detailed curriculum vitae, including among other details your current position, email and telephone contacts of three (3) referees familiar with your qualifications and work experience.

Interested candidates who meet the requisite qualifications are encouraged to submit respective application *Either* in a sealed envelope marked "Recruitment indicating the position of interest" which must be received by or earlier than 23rd December, 2024 at 2.00pm addressed to:

*The Director General
Agriculture and Food Authority
Tea House, 5th Floor
Naivasha Road, Off Ngong Road
P.O. Box 37962
Nairobi*

Or

emailed to temporaryrecruitment@afa.go.ke

Or

*hand delivered to
The Director General's Office
Tea House on 5th Floor
Naivasha Road, Off Ngong Road
Nairobi*

All candidates are requested to note the following:

- i) Only shortlisted and successful applicants will be contacted. Canvassing in any form will lead to automatic disqualification.
- ii) The Authority is an equal opportunity employer and committed to implementing the provisions of Chapter 232 (1) of the Constitution on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- iii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv) It is a criminal offence to present fake certificates/documents.