



AGRICULTURE AND FOOD AUTHORITY

RECRUITMENT OF STAFF (3 POSITIONS)

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 the Laws on the regulation and promotion of Agriculture generally and makes provision for the respective roles of National and County Government 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 by 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:

1. Director, Finance (1 Position) - ***Contractual Terms***
2. Director, Legal Services (1 Position) - ***Contractual Terms***
3. Deputy Director, Corporate Communication (1 Position) - ***Permanent and Pensionable Terms***

JOB DESCRIPTIONS AND SPECIFICATIONS

1. DIRECTOR, FINANCE, AFA GRADE 2 (Contract)

a) Job Description

Duties and responsibilities will entail:

- (i) Coordinating the establishment, development, implementation and review of policies, strategies, procedures, standards and guidelines in the provision of financial services in AFA;
- (ii) Overseeing the preparation of budget proposals and cash flow projection;
- (iii) Advising management on all policies and strategies relating to finance and accounting;

- (iv) Providing technical support and guidance to Directorates and Departments in the budget making process;
- (v) Overseeing the preparation and submission of periodic financial reports;
- (vi) Monitoring and managing the commitments and expenditures within available budgetary provisions;
- (vii) Coordinating the preparation of budget estimates and undertaking budgetary controls;
- (viii) Overseeing the development of budget utilization reports;
- (ix) Managing accounts payables and receivables;
- (x) Cash flow management;
- (xi) Developing, implementing and ensuring compliance with internal financial and accounting policies and procedures;
- (xii) Undertaking financial/ accounting management;
- (xiii) Overseeing the maintenance of assets register;
- (xiv) Ensuring compliance with all statutory obligations;
- (xv) Coordinating financial audits and ensuring implementation of financial recommendations;
- (xvi) Coordinating billing and revenue collection;
- (xvii) Coordinating treasury and investment management of the Authority; and
- (xviii) Supervision and performance appraisal of staff in the department.

b) Person Specification

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

- (i) Minimum of fifteen (15) years cumulative relevant work experience with a relevant organization, five (5) of which must have been in a senior management position;
- (ii) Masters Degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent from a recognized institution;

- (iii) Bachelor's Degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent from a recognized university;
- (iv) CPA (K) or its equivalent qualification from a recognized institution;
- (v) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing;
- (vi) Certificate in Leadership course lasting not less than six (6) weeks from a recognized institution;
- (vii) Proficiency in computer applications;
- (viii) Demonstrated competence in work performance; and
- (ix) Fulfilled the requirements of Chapter Six (6) of the Constitution.

2. DIRECTOR, LEGAL SERVICES, -JOB GRADE AFA 2 (Contract)

a) Job Description

Duties and responsibilities will entail:-

- (i) Coordinating the development, implementation and review of the Authority's legal policies, strategies, procedures and plans;
- (ii) Providing legal advisory services to AFA to ensure compliance with existing laws and regulatory requirements;
- (iii) Coordinating the drafting, reviewing and vetting of legal instruments and advising management and the Board;
- (iv) Carrying out regular legal audits in the Authority to ensure compliance;
- (v) Coordinating representation of the Authority in court matters and managing litigation on behalf of the Authority;
- (vi) Identifying and monitoring areas of risk in Legal compliance within the Authority and recommending precautionary measures to avoid non-compliance;
- (vii) Coordinating identification of legal and compliance risks and advising on risk mitigation;

- (viii) Researching, reviewing, analyzing and interpreting laws, regulations and advising management and the Board accordingly;
- (ix) Drafting and reviewing legal pleadings, attending court and quasi- judicial tribunals, compiling documentary evidence, coordinating witness preparation, receiving court pleadings, instructing external legal counsel and monitoring the progress;
- (x) Coordinating Board secretariat services;
- (xi) Preparing reports on use of the AFA Seal;
- (xii) Preparing and monitoring the Department's budgets and expenditures;
- (xiii) Ensuring evidence, witnesses and statements on all cases filed against the Authority are provided on time;
- (xiv) Coordinating governance and legal audits and preparation of reports; and
- (xv) Managing the Divisions legal registry including updating legal documentation, regulations, ordinances, policy manuals to ensure compliance.

b) Person Specifications

For appointment to this grade, candidate must have:

- (i) Minimum of fifteen (15) years cumulative relevant work experience with a relevant organization, five (5) of which must have been in a senior management position;
- (ii) Masters Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- (iii) Bachelor's degree in Law from a recognized institution;
- (iv) Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a recognized institution;
- (v) Be an advocate of the High Court of Kenya and a member of the Law Society of Kenya in good standing;
- (vi) Certificate in Leadership course lasting not less than six (6) weeks from a recognized institution;

- (vii) Proficiency in computer applications;
- (viii) Demonstrated competence in work performance; and
- (ix) Fulfill the requirements of Chapter Six (6) of the Constitution.

3. DEPUTY DIRECTOR, CORPORATE COMMUNICATIONS, JOB GRADE AFA 3 (Permanent and Pensionable)

a) Job Description

Duties and responsibilities will entail:

- (i) Coordinating the development, implementation and review of policies, strategies, plans, programmes, procedures and frameworks on corporate communication;
- (ii) Managing stakeholder relations and linkages through stakeholder engagement forums, and customer care;
- (iii) Coordinating the preparation of advisory for management on policies and strategies for promoting service visibility and corporate image;
- (iv) Monitoring the media on matters affecting the Authority and the sector and advising management appropriately;
- (v) Coordinating official communication with the media, coverage of Authority's events and activities, and maintaining an audio-vision library for organizational events;
- (vi) Coordinating the development and implementation of Corporate Social Responsibility (CSR) Policy, Programmes and activities to enhance visibility of the Authority;
- (vii) Coordinating participation in public functions and corporate events of the Authority;
- (viii) Coordinating service delivery and complaints management systems for the Authority in line with prevailing guidelines;
- (ix) Advising and supporting Directorates and Departments on the implementation of communication programs
- (x) Overseeing the preparation of newsletters, speeches, publications, handbooks, brochures, annual reports, calendars and other materials;
- (xi) Approving updates to the Authority's website and digital platforms, facilitating interdepartmental communications and managing external communications;

- (xii) Overseeing the development of suitable communication strategies to mitigate prevailing crisis;
- (xiii) Convening and chairing public relations and media related meetings;
- (xiv) Coordinating content creation such as editing and approving blog posts, articles, newsletters, communications materials, and material for social media channels;
- (xv) Leveraging on social media by creating, managing and growing the Authority's presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- (xvi) Coordinating the development of networks with journalists, media producers, editors and strategic influencers;
- (xvii) Coordinating the establishment and implementation of mechanisms for obtaining customer feedback;
- (xviii) Coordinating the development of an effective customer service system and a customer service charter; and
- (xix) Providing technical advice in matters pertaining to corporate communication in the Authority.

b) Person Specification

For appointment to this grade a candidate must have: -

- (i) A minimum period of fifteen (15) years cumulative relevant work experience with a relevant organization and at least three (3) years in a management role;
- (ii) Masters degree in any of the following disciplines: Public Relations, Communications, Journalism, Marketing, International Relations or a relevant and equivalent qualification from a recognized institution;
- (iii) Bachelors Degree in any of the following disciplines: Public Relations, Communications, Journalism or a relevant and equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution;

- (v) Proficiency in computer applications;
- (vi) Demonstrated competence in work performance; and
- (vii) Fulfill 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 in a sealed envelope marked "**Recruitment indicating the position of interest**" which must be received by or earlier than **24th February, 2025 at 12.00noon** addressed to:

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

***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.
- ii) Canvassing in any form will lead to automatic disqualification.
- iii) 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.
- iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- v) It is a criminal offence to present fake certificates/documents.