



# AGRICULTURE AND FOOD AUTHORITY

## RECRUITMENT OF STAFF (32 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 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:

### JOB DESCRIPTIONS AND SPECIFICATIONS

#### 1. ACCOUNTANT, AFA GRADE 6 (2 POSITIONS)

##### a) Job Description

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Maintaining primary books of accounts and entering primary data to the accounting system;
- (ii) Checking and balancing petty cashbook;
- (iii) Maintaining debtors, creditors and general ledger;
- (iv) Posting budgetary commitments and prepare periodic expenditure returns;
- (v) Maintaining accounting records relating to collaborative projects/research grants;
- (vi) Developing budget utilization reports;
- (vii) Undertaking financial/ accounting management;

- (viii) Maintaining the Fixed Assets register;
- (ix) Implementing financial recommendations from audits; and
- (x) Billing and revenue collection.

**b) Job Specifications**

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

- (i) 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;
- (ii) CPA Part I or its equivalent qualification from a recognized institution;
- (iii) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing;
- (iv) Proficiency in computer applications; and
- (v) Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **2. OFFICE ADMINISTRATOR, AFA GRADE 6 (5 POSITIONS)**

**a) Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Monitoring procedures for record keeping correspondences and file movement;
- (ii) Preparing responses to simple routine correspondences;
- (iii) Maintaining office diary and managing office protocol;
- (iv) Handling telephone calls and appointments;
- (v) Ensuring security of office records, documents and equipment;
- (vi) Attending to visitors/clients;
- (vii) Planning and schedule meetings; and
- (viii) Managing office petty cash.

## **b) Job Specifications**

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

- (vi) Bachelor's Degree in any of the following disciplines: Secretarial Studies, Public Administration, Business Administration, Business and Office Management or equivalent qualification from a recognized institution;
- (vii) Proficiency in computer applications; and
- (viii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **3. ADMINISTRATION OFFICER, AFA GRADE 6 (4 POSITIONS)**

### **a) Job Description**

This is the graduate entry level. An officer at this level may be deployed in any of the following functional areas;

1. General Administration
2. Records Management

In **General Administration** duties and responsibilities will entail-

- (i) Overseeing general cleanliness in offices on daily and weekly basis including supervision of collection and disposal of dustbin contents;
- (ii) Identifying office accommodation and space for staff;
- (iii) Ensuring that office equipment and furniture are well arranged and maintained;
- (iv) Maintaining and updating furniture and office equipment inventory;
- (v) Monitoring location and movement of office equipment and materials;
- (vi) Processing and follow up of payment of bills for common services;
- (vii) Generating administrative reports on repairs and maintenance;
- (viii) Providing administrative service to the Authority staff;
- (ix) Facilitating renewal of insurance policies for assets;
- (x) Facilitating meetings, conferences and other special events;
- (xi) Managing Transport and logistics;
- (xii) Opening and closing of offices; and
- (xiii) Ensuring the lights and machines are switched off before closing of offices.

In **Records Management** duties and responsibilities will entail-

- (i) Ensuring security of information, documents, files and office equipment;
- (ii) Supervision of the registry; sorting and classifying documents for filing;
- (iii) Storage, updating and maintenance of personnel records and file index;
- (iv) Controlling opening of open, confidential and secret files;
- (v) Custody and maintenance of Authority documents; ensuring security of information and Records in a registry/archives;
- (vi) Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- (vii) Planning appropriate office accommodation for registries;
- (viii) Ensuring that file movement records are. Updated and maintained;
- (ix) Overseeing security of files and documents;
- (x) Ensuring receipt and proper dispatch of mails and maintaining related; and
- (xi) Digitizing Authority's documents for circulation and archiving.

**b) Job Specifications**

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

- (i) Bachelor's Degree in any of the following disciplines: Public Administration; Business Administration; Office Management, Business Administration, Records Management, Information Science, Library Science or equivalent from a recognized university;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

#### **4. ICT OFFICER, AFA GRADE 6 (2 POSITIONS)**

**a) Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Writing and testing simple computer programs according to instructions and specifications;

- (ii) Verifying, enhancing and testing simple computer programs according to instructions and specifications;
- (iii) Installing and configuring computer systems;
- (iv) Providing user support;
- (v) Repairing and maintaining ICT equipment and associated peripherals;
- (vi) Monitoring the performance of ICT equipment;
- (vii) Providing support for application systems;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Maintaining Local Area Network components;
- (x) Providing end user support and training users on effective and efficient use of ICT facilities; and
- (xi) Updating and maintaining the Authority's website.

**b) Job Specifications**

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

- (i) Bachelor's Degree in any of the following disciplines: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project, Management, Computer Engineering or equivalent from a recognized university; and
- (ii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**5. RESEARCH AND STATISTICS OFFICER, AFA GRADE 6 (1 POSITION)**

**a) Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Designing questionnaires and data collection instruments;
- (ii) Carrying out research and identify key performance indicators;
- (iii) Editing and analyzing data;

- (iv) Preparing tabulation and analysis plans on data.
- (v) Maintaining statistical registers and checklists;
- (vi) Monitoring statistical trends and dynamics in the sector;
- (vii) Presenting and disseminating of statistical reports;
- (viii) Monitoring of statistics and reports produced by stakeholders;
- (ix) Preparing sector performance reports; and
- (x) Updating databases on official statistics.

#### **b) Job Specifications**

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

- (iii) Bachelor's Degree in any of the following disciplines: Statistics, Actuarial Science, Finance, Accounting, Business Administration, Economics, Computer Science; Business Studies; Project Management or equivalent from a recognized university;
- (iv) Proficiency in computer applications; and
- (v) Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **6. LEGAL OFFICER, AFA GRADE 6 (1 POSITION)**

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

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Reading and verifying documentation vis-à-vis historical information contained in individual case files;
- (ii) Obtaining information required on case files and communicating to the external advocates;
- (iii) Verifying contract documentation for procurement and other engagements by the Authority;
- (iv) Attending court hearings.
- (v) Drawing draft contracts, agreements and other legal documents;
- (vi) Undertaking research on different information concerning all applicable laws;
- (vii) Identifying legal and compliance risks and issues relative to the Authority's intended actions;
- (viii) Liaising with external lawyers on all cases filed against the Authority to ensure instructions, witnesses and statements are procured on time;

- (ix) Working with external lawyers to initiate lawsuits or to formulate draft defense, to gather evidence in legal proceedings involving the Authority and rendering general advice relating to any legal proceedings involving the Authority; and
- (x) Representing the Authority in litigation matters.

**b) Job Specifications**

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

- (i) Bachelor's Degree in Law from a recognized university;
- (ii) Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- (iii) Admitted as an advocate of the High Court;
- (iv) Proficiency in computer applications; and
- (v) Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **7. SUPPLY CHAIN OFFICER, AFA GRADE 6 (1 POSITION)**

**a) Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Undertaking market surveys to ensure the Authority obtains value for money;
- (ii) Maintaining and updating a list of prequalified suppliers;
- (iii) Implementing the annual procurement and disposal plans;
- (iv) Raising purchase orders for goods and services for approval;
- (v) Sourcing for goods, works and services as per the procurement law;
- (vi) Participating in the opening of quotations;
- (vii) Providing secretariat to committee's incidental to procurement of goods and services, and disposal of assets;
- (viii) Liaising with suppliers to ensure timely delivery of goods and services; and
- (ix) Ensuring safe custody of all procurements records.

**b) Job Specifications**

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

- (i) Bachelor's Degree in any of the following disciplines: Procurement & Supplies Management, Business Administration or equivalent from a recognized university;
- (ii) Membership of the Kenya Institute of Supplies Management (KISM) and in good standing;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **8. INTERNAL AUDITOR, AFA GRADE 6 (2 POSITIONS)**

### **a. Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Receive checking and analyzing internal controls, operational policies and procedures;
- (ii) Identify possible risks and making recommendations;
- (iii) Carrying out audit related investigations when called upon;
- (iv) Overseeing stock-takes and write-offs as well as conducting surprise checks;
- (v) Monitoring implementation status of past audit recommendations;
- (vi) Providing inputs for the update of policies and procedures for the Department;
- (vii) Participating in developing individual audit engagement plan and ensure implementation;
- (viii) Participating in reviewing and evaluating the system of internal controls, assess their adequacy, effectiveness and proposing recommendations for their improvement;
- (ix) Verifying existence and ownership of company assets and valuation;
- (x) Preparing draft audit reports on completion of each audit engagement;
- (xi) Assisting in establishing a follow up mechanism on recommendations received from all internal and external audits; and



(xii) Undertaking special audit/investigations.

**b. Job Specifications**

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

- (i) Bachelor's Degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option) or equivalent from a recognized university;
- (ii) Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or a relevant professional body and in good standing;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**9. CORPORATE COMMUNICATION OFFICER, AFA GRADE 6 (1 POSITION)**

**a) Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Drafting press releases for response to media inquiries about the Authority;
- (ii) Arranging speaking engagements for the Authority's leadership and maintaining contacts within the media;
- (iii) Media monitoring and maintaining relations with a specific entity like the press, the government, consumers or interest groups representing the agricultural sector;
- (iv) Supporting Digital & Media Relations including information sharing and invitations for AFA events;
- (v) Collecting, receiving and communicating information that may inform AFA strategic direction of the agricultural industry;
- (vi) Preparing and submitting weekly, monthly and periodic reports within schedule and up to standard;
- (vii) Distributing press releases and media kits;
- (viii) Maintaining and regularly update data base and mailing list of all stakeholders;
- (ix) Monitoring the press on pertinent agricultural issues;

- (x) Participating in organizing events including press conferences, exhibitions, open days, workshops and fairs;
- (xi) Keeping calendars and diarize events (editorial, press conferences, events);
- (xii) Compiling, receiving complaints and updating the Authority's complaints register;
- (xiii) Compiling CSR and publicity reports and preparing proposals for Committee meetings;
- (xiv) Conducting customer satisfaction surveys; and
- (xv) Preparing publicity, speeches and communication materials as advised.

**b) Job Specifications**

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

- (i) Bachelor's Degree in any of the following disciplines: Public Relations, Communications, Journalism or equivalent from a recognized university;
- (ii) Proficiency in computer applications; and
- (iii)Fulfilled the requirements of Chapter Six (6) of the Constitution.

**10. HUMAN RESOURCE OFFICER, AFA GRADE 6 (1 POSITION)**

**a) Job Description**

This is the graduate entry level. Duties and responsibilities at this level will entail:

- (i) Drafting memos, letters and reports;
- (ii) Reviewing job descriptions and preparing job advertisements;
- (iii) Participating in the recruitment process;
- (iv) Organizing Staff induction and on-boarding programs;
- (v) Collating information relating to recruitment and selection, appointments, training, performance management, records and staff complement control;
- (vi) Updating the HR information systems data;
- (vii) Undertaking training needs analysis, developing training programmes and implementing the training plan;
- (viii) Administering performance appraisal, collates performance related data,

- analyzing and preparing related reports;
- (ix) Processing salaries, allowances, benefits and final dues;
  - (x) processing of leave applications, sick sheets and sick offs;
  - (xi) Processing cases for the Human Resource Management Advisory Committee (HRMAC) and implementation of decisions thereof;
  - (xii) Collating data in relation to cross-cutting issues and welfare matters; and
  - (xiii) Preparing and submitting statutory returns.

**b) Job Specifications**

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

- (i) Bachelor's Degree in any of the following disciplines: Commerce (Human Resource Management Option), Business Management (Human Resource Management Option), or equivalent from a recognized university;
- (ii) Membership of the Institute of Human Resource Management (IHRM) and in good standing;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**11. SENIOR ASSISTANT LEGAL OFFICER II, AFA GRADE 8 (1 POSITION)**

**a) Job Description**

This is the entry and training level for this cadre. Duties and responsibilities at this level will entail:

- (i) Filing of pleadings in courts;
- (ii) Organizing and maintaining legal files and instruments in the legal registry;
- (iii) Capturing data files into the case management system;
- (iv) Receiving and deliver court summons and correspondence;
- (v) Transmitting legal documents internally and externally;
- (vi) Handling and storing case exhibits;
- (vii) General management of the Legal Registry
- (viii) Ensuring safe custody of legal files/instruments and appropriate storage;

- (ix) Facilitating classification and indexing of legal files and instruments; and

**b) Job Specifications**

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

- (i) Diploma in any of the following fields: - Paralegal studies, Law or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**12. SENIOR ASSISTANT SUPPLY CHAIN OFFICER II, AFA GRADE 8 (2 POSITIONS)**

**a) Job Description**

This is the entry and training level for this cadre. Duties and responsibilities at this level will entail:

- (i) Undertaking market surveys to ensure the Authority obtains value for money;
- (ii) Participating in the opening of quotations;
- (iii) Maintaining and updating a list of prequalified suppliers;
- (iv) Issuing items from the store to staff;
- (v) Liaising with suppliers to ensure timely delivery of goods and services; and
- (vi) Ensuring safe custody of all procurement records.

**b) Job Specifications**

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

- (i) Diploma in Procurement and Supplies Management, Business Administration, or other relevant field from a recognized institution;
- (ii) Membership of the Kenya Institute of Supplies Management (KISM) and in good standing;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilled the requirements of Chapter Six (6) of the Constitution.

### **13. SENIOR ASSISTANT ADMINISTRATION OFFICER II, AFA GRADE 8 (4 POSITIONS)**

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

This is the entry and training level for this cadre. Duties and responsibilities at this level will entail:

- (i) Implementing administration policies, strategies and plans;
- (ii) Undertaking assigned administration roles
- (iii) Undertaking asset management and general administration functions for optimal utilization of assets;
- (iv) Undertaking management of transport services;
- (v) Distributing files, correspondences, picking and dropping mails and packages;
- (vi) Initiating payment process to ensure prompt settlement of utility bills, land rents and rates whenever they fall due;
- (vii) Supervising outsourced administration services including cleaning, security, courier and messengerial services;
- (viii) Opening and closing of offices; and
- (ix) Ensuring the lights and machines are switched off before closing of offices.

#### **b) Job Specifications**

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

- (i) Diploma in any of the following disciplines: Business Administration, Office Management or a related field from a recognized institution;
- (ii) Proficiency in Computer applications; and
- (iii) Fulfill the requirements of Chapter Six (6) of the Constitution.

### **14. SENIOR CUSTOMER CARE ASSISTANT II, AFA GRADE 8 (1 POSITION)**

### **a) Job Description**

This is the entry and training level for this cadre. Duties and responsibilities at this level will entail:

- (i) Receiving, guiding and directing all visitors;
- (ii) Maintain office security by following safety procedures and controlling access via the reception desk;
- (iii) Maintaining visitors register and issuing of visitors passes;
- (iv) Operating the switch board and reporting any telecommunications faults;
- (v) Recording customers' feedback;
- (vi) Receiving and recording customer complaints;
- (vii) Providing information about services of the Authority to customers;
- (viii) Observing tidiness at the reception area with all necessary stationery and material (e.g. pens, forms and brochures); and
- (ix) Keeping an updated record of customer needs, concerns, and questions.

### **b) Job Specifications**

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

- (i) Diploma in any of the following disciplines: Communications, Journalism, Public Relations, Customer Care 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.

## **16. SENIOR ASSISTANT ACCOUNTANT II, JOB GRADE AFA 8 (1 POSITION)**

### **a) Job Specifications**

This is the entry and training level for this cadre. Duties and responsibilities will entail:-

- (i) Preparing and verifying vouchers and committal documents in accordance with the laid down rules and regulations;
- (ii) Compiling data on payments made by the Authority to various payees;

- (iii) Maintaining primary records such as cash books, ledgers, vote books and registers;
- (iv) Preparing simple management reports including imprest and expenditure returns;
- (v) Collecting and compiling data for computing assets depreciation and verify balances on each account;
- (vi) Preparing vouchers in accordance with the laid down rules and regulations;
- (vii) Undertaking data entry and routine accounting work;
- (viii) Processing receipts and banking revenue received;
- (ix) Depositing organization cheques and payment documents;
- (x) Dispatching cheques and payment documents;
- (xi) Processing electronic transfers;
- (xii) Filing and keeping financial documents; and
- (xiii) Carrying out monthly reconciliations.

**a) Person Specification**

For appointment to this grade, a candidate must have:

- (i) Diploma in Accounting or Kenya Accounts Technician Certificate (KATC) Part II or Part I of the Certified Public Accountants (CPA) or its equivalent from a recognized institution; and
- (ii) Proficiency in computer applications; and
- (iii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

**DRIVERS II, JOB GRADE AFA 9 THREE (3) POSITIONS**

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) of Kenya or its equivalent qualification from a recognized Institution;
- (vi) At least two (2) years driving experience;
- (vii) Proficiency in computer applications; and
- (viii) 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 in a sealed envelope marked "**Recruitment indicating the position of interest**" which must be received by or earlier than **24<sup>th</sup> February, 2025 at 12.00noon** addressed to:

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

***Or  
hand delivered to  
The Director General's Office  
Agriculture and Food Agriculture  
Tea House on 5<sup>th</sup> 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.