

## EMPLOYMENT OPPORTUNITIES

A major player in the agricultural sector is seeking to offer opportunities to qualified professionals who are focused, organised and result oriented in the following positions:

### **1. COMPLIANCE OFFICERS, JOB GRADE 7 ( 5 Posts)**

#### **(a) Main Job Function:**

The main role for this position is to ensure compliance to produce quality and safety standards.

#### **(b) Responsibilities:**

Duties and responsibilities will entail:

- (i) Enforcement of compliance to safety and standards ;
- (ii) Inspecting and recommending licensing of premises;
- (iii) Surveillance, sampling and testing of produce;
- (iv) Providing Advisory services to stakeholders;
- (v) Carrying out investigations and providing intelligent reports;
- (vi) Organizing regulatory and stakeholder forums to enhance compliance

#### **(c) Required Qualifications:**

- (i) Have a Bachelor's Degree in any of the following disciplines:, Food Science and Technology, Public Health, Animal Science, Dairy Technology or its equivalent qualification from a recognized institution;
- (ii) Minimum of three years' experience in a relevant field;
- (iii) Be proficient in computer applications; and
- (iv) Fulfil the requirements of Chapter Six of the Constitution.

#### **(d) Key Competencies:**

##### **The ideal candidate should possess the following qualities**

- (i) Knowledge of applicable laws, rules, regulations and/or policies and procedures;
- (ii) Knowledge of principles, theories, and practices of production, processing, storage, and distribution of dairy produce;
- (iii) Experience in producing reports, documents and related material;
- (iv) Excellent oral and written communication skills;
- (v) Experience in dealing with people in a manner which shows sensitivity, tact and professionalism;
- (vi) Excellent experience with researching methods, techniques, and/or sources of information and can conduct a methodical examination;
- (vii) Understands principles, theories, and practices of food science;

- (viii) Experience with applicable measurement and/or sampling methods and technologies;
- (ix) Knowledge of principles, theories, and practices of food safety and public health;
- (x) Intelligent and willing to keep learning;

## **2. ASSISTANT COMPLIANCE OFFICERS, JOB GRADE 8 ( 4 Posts)**

### **(a) Main Job Function:**

The main role for this position is to ensure compliance to produce quality and safety standards.

### **(b) Responsibilities:**

Duties and responsibilities will entail:

- (i) Inspection of premises and make recommendations for licensing;
- (ii) Carrying out quarterly inspections and making follow ups on noncompliance;
- (iii) Providing advisory services;
- (iv) Carrying out surveillance;
- (v) Collecting and submitting samples or submitting them to a laboratory;
- (vi) Enforcement and attending court to provide evidence

### **(c) Required Qualifications:**

- (i) Have a Bachelor's Degree or Diploma in any of the following disciplines:, Food Science and Technology, Public Health, Animal Science, Dairy Technology or its equivalent qualification from a recognized institution;
- (ii) Be proficient in computer applications; and
- (iii) Fulfil the requirements of Chapter Six of the Constitution

### **(d) Key Competencies:**

#### **The ideal candidate should possess the following qualities**

- (i) Knowledge of applicable laws, rules, regulations and/or policies and procedures;
- (ii) Knowledge of principles, theories, and practices of production, processing, storage, and distribution of dairy produce;
- (iii) Experience in producing reports, documents and related material;
- (iv) Excellent oral and written communication skills;
- (v) Experience in dealing with people in a manner which shows sensitivity, tact and professionalism;
- (vi) Excellent experience with researching methods, techniques, and/or sources of information and can conduct a methodical examination;
- (vii) Understands principles, theories, and practices of food science;
- (viii) Experience with applicable measurement and/or sampling methods and technologies;
- (ix) Knowledge of principles, theories, and practices of food safety and public health;
- (x) Intelligent and willing to keep learning;

### **3. RECORDS MANAGEMENT OFFICER, JOB GRADE 7 (1 Post)**

#### **(a) Main Job Function:**

The main role for this position is to assist in organising, maintenance and protection of Board's information databases in both soft and hard form, and ensuring information needed is retrievable, authentic and accurate.

#### **(b) Responsibilities:**

Duties and responsibilities will entail:

- (i) Receiving, recording and dispatching all correspondences appropriately;
- (ii) Ensuring that letters and other documents are appropriately filed and marked to action officers;
- (iii) Up-Dating and maintaining up-to-date file movement records;
- (iv) Controlling, opening of files, renewing file covers and updating file index;
- (v) Ascertaining the general cleanliness of the registry;
- (vi) Proper handling of documents, pending correspondence and bring-ups
- (vii) Initiating appraisal and disposal of files/documents in liaison with National Archives and Documentation Services;
- (viii) Ensuring security of information, documents, files and office equipment; and
- (ix) Mentoring staff.

#### **(c) Required Qualifications**

- (i) Have a Bachelor's Degree in any of the following disciplines:- Information Science Management, Archives and Records Management or any other relevant and equivalent qualifications from a recognized Institution;
- (ii) Minimum of three years' experience in a relevant field;
- (iii) Be proficient in computer applications;
- (iv) Fulfil the requirements of Chapter Six of the Constitution.

#### **(a) Key Competencies:**

- (i) Knowledge of office procedures including record management systems
- (ii) Understanding of Information Systems Security Management (ISO 27001 ISMS) will be an added advantage.
- (iii) Ability to write and communicate effectively
- (iv) Ability to acquire and retain knowledge.
- (v) Good judgement, organization and time management.

#### **4. ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE 8 (1 Post)**

##### **(a) Main Job Function:**

The main role for this position is provision of clerical and administrative support to assigned office and customer care.

##### **(b) Responsibilities:**

Duties and responsibilities will entail:

- (i) Maintaining office diary and protocol management;
- (ii) Recording dictation in shorthand and transcribing it in typewritten form typing from drafts; manuscripts or recording from dictation machines;
- (iii) Processing data;
- (iv) Operating office equipment;
- (v) Ensuring good office layout;
- (vi) Attending to visitors/clients;
- (vii) Handling telephone calls;
- (viii) Ensuring security of office records, equipment and documents, including classified materials;
- (ix) Preparing responses to routine correspondence;
- (x) Planning and scheduling of meetings;
- (xi) Management of e-office; and
- (xii) Managing office petty cash.

##### **(c) Required Qualifications**

- (i) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC) or other relevant and equivalent qualifications from a recognized institution.
- (ii) 3 years' work experience in office setting
- (iii) Strong knowledge in QuickBooks software will be added advantage
- (iv) Proficiency in Computer Applications; and
- (v) Fulfil the requirements of Chapter Six of the Constitution.

##### **(e) Key Competencies:**

- (i) Excellent customer oriented service
- (ii) Excellent oral and written communication skills
- (iii) Able to complete complex administrative tasks with minimum supervision
- (iv) Proactive and diligent
- (v) Level headed

## **5. DRIVER, JOB GRADE KDB ( 4 Posts)**

### **(a) Main Job Function:**

The main role for this position is to assist the Board's officers fulfil their tasks by providing safe driving and general administration and logistical work.

### **(b) Job Description**

Duties and responsibilities will entail:

- (i) Driving a vehicle as authorized;
- (ii) Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;
- (iii) Keeping safe custody and proper utilization of fuel cards;
- (iv) Detecting and reporting malfunctioning of vehicle systems;
- (v) Ensuring security and safety of the vehicle, passengers and goods;
- (vi) Maintaining work tickets for vehicles assigned;
- (vii) Maintaining cleanliness of the vehicle; and
- (viii) Reporting of accidents and incidences related to the vehicle.

### **(c) Job Specifications**

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent;
- (ii) Valid driving license free from any current endorsement(s) for class(es) of vehicle;
- (iii) Those with Occupational Trade Test III for Drivers, Certificate in Defensive Driving, Certificate in First-Aid Course lasting not less than one (1) week) and a Refresher Course Certificate for drivers lasting not less than one (1) week; all from recognized Institutions will have an added advantage;
- (iv) Be proficient in computer applications;
- (v) Fulfil the requirements of Chapter six (6) of the Constitution; and
- (vi) Shown merit and ability as reflected in work performance and results.

### **(d) Key Competencies:**

- (i) Ability to manage time and routes for streamline delivery experience.
- (ii) Good vision and hearing capabilities
- (iii) Excellence use and understanding of GPS map applications
- (iv) Excellent oral and written communication skills

## **Personal Attributes & Competence**

- Team Player
- Result oriented
- Innovative
- Firm and Fair
- Environmental Conscious
- Professionalism

## **How to Apply**

Suitably qualified candidates should apply indicating the job title and the job advert number on the application letter and envelop, enclosing CVs with full details of education, professional qualifications, experience, email addresses, day telephone contacts and attach copies of academic and professional certificates, relevant testimonials, and National ID.

The applicants should also provide names, telephone numbers and contact addresses of a least two referees who are knowledgeable about their competence and area of specialization. The applicant should request their referees to submit their references directly to the undersigned.

All applications for the above vacancies should be received on or before 12<sup>th</sup> May 2020 through the following address:

**DNA/1007**  
**P.O Box 49010-00100,**  
**NAIROBI**