



ADVERT NO. 1/2025

DEPUTY DIRECTOR, NEPAD PROGRAMMES, NEP: 3 - One (1) Post

The Deputy Director, NEPAD Programmes will report to the Director, NEPAD Programmes and have the CEO as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Develop a Monitoring & Evaluation Framework for NEPAD programme.
- ii. Ensure periodic reporting of progress on implementation of AU programmes (M&E Reports);
- iii. Analyse impact of NEPAD programmes on government policies.
- iv. Supervise collection, collation and analysis of data.
- v. Review and execute resource mobilization strategies.
- vi. Participate in the review of donor engagement on NEPAD Programme.
- vii. Engage research institution on topical issues.
- viii. Review position papers, briefs and reports on NEPAD National, Regional, Continental programmes; and
- ix. Coordinate the development and execution of annual/individual work plan
- x. and budget for the Directorate.

(b) For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Programme Officer in the Secretariat or in a comparable and relevant position in the Public Service for a minimum period of three (3) years or in the private sector for not less than twelve (12) years and must have served in a management position for minimum period of five (5) years.
- ii. Bachelor's Degree in any of the following areas: Economics, Economics and Sociology, Finance, Statistics, Economics and Mathematics Economics and Statistics, Social Science, Development Studies, international Relations and Diplomacy or any other relevant qualification from a recognized institution.
- iii. Master's Degree in any of the following areas: Bachelor's Degree in any of the following areas: Economics, Economics and Sociology, Social Science, Finance, Statistics, Economics and Mathematics, Economics and Statistics, Project Planning and Management, Development Studies, Public Administration, International Relations and Diplomacy or any other relevant qualification from a recognized institution.
- iv. Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity.
- v. Certificate in Strategic Leadership Development Course for a minimum period of six (6) weeks from a recognized institution (Applicable external applicants).

- vi. Demonstrable computer literacy.
- vii. Demonstrated merit and ability as reflected in work performance and results.

ADVERT NO. 2/2025

PROGRAMME OFFICER II, NEPAD - NEP: 6 One (1) Post

The Programme Officer II, NEPAD Programmes reports to the Deputy Director, NEPAD Programmes; with the Director NEPAD Programmes as the second supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Support policy advocacy of AUDA-NEPAD Programme at the National, Regional and Continental level.
- ii. Support engagement with MDA&Cs on implementation of AUDA-NEPAD Programmes;
- iii. Support knowledge management networking systems that support programme design, evaluation and policy at the regional and continental level;
- iv. Support monitoring and evaluation on the implementation of AUDA-NEPAD programmes in Kenya and Eastern Africa region and preparation of the M&E reports.
- v. Participate in the implementation and execution of departmental and individual work plans; and
- vi. Support collection of data on policy issues on AUDA-NEPAD Programme at the National, Regional and Continental level

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Bachelor's Degree in any area from a recognized institution; and
- ii. Demonstrable computer literacy.

ADVERT NO. 3/2025

CORPORATE SERVICES OFFICER III, NEPAD – NEP.7 One (1) Post

The Corporate Services Officer III will report to the Senior Officer, Corporate Services and have the Deputy Director, Corporate Services as the second Supervisor during the appraisal period.

Terms of Service: Three (3) Year Renewable Contract

House Allowance, Commuter Allowance, Extraneous Allowance, Entertainment Allowance, Domestic Allowance, Leave Allowance are payable where applicable.

(a) Duties and Responsibilities

- i. Following up on payments in respect of all outsourced services.
- ii. Updating inventory of the Secretariat's assets (vehicles, office equipment and

- furniture)
- iii. Assisting the supervision of outsourced office services, office repairs, partitioning and fittings.
 - iv. Monitoring and reporting on renewal of lease for office space; and
 - v. Assisting in the renewal of general insurance covers including vehicles, buildings equipment and others.
 - vi. Supporting efficient office allocation and usage.
 - vii. Assisting in issuance and recording of vehicle work tickets.
 - viii. Assisting in preparing and updating repair and maintenance schedules and logs for Secretariat vehicles, office furniture, office premises; and
 - ix. Assisting in coordination of official travel arrangements.

(b) Requirements for Appointment

- i. A Diploma in any Social Science or any other equivalent qualification from a recognised institution and;
- ii. Demonstrable computer literacy

APPLICATION PROCEDURE

Applicants **MUST** attach cover letters and copies of their curriculum vitae, testimonials, academic and professional certificates. Soft applications sent to careers@nepadaprmkenya.go.ke. In case of hard copy application, address to:

**The Chief Executive Officer
NEPAD/APRM KENYA SECRETARIAT
LIAISON HOUSE, 4TH FLOOR (STATEHOUSE AVENUE)
P.O. BOX 46270-00100 NAIROBI**

- i. Applications containing false information shall be disqualified
- ii. Applications not submitted by closure of the advert shall not be considered
- iii. Applicants should indicate daytime telephone number, postal address, names and contacts of three (3) referees.
- iv. Only shortlisted candidates and successful candidates shall be contacted

PLEASE NOTE:

- i. The application deadline is April 8, 2025 at 5.00 pm
- ii. Shortlisted candidates will provide evidence of compliance with Chapter six of the Constitution of Kenya
- iii. Canvassing in any form will lead to automatic disqualification

The NEPAD/APRM Kenya Secretariat is an equal opportunity employer. Persons living with disabilities, women and applicants from marginalized regions are encouraged to apply.