



## **VACANCY ANNOUNCEMENT**

### **INSTRUMENTS FOR DEVOLUTION ADVICE AND SUPPORT- (IDEAS- LOCAL ECONOMIC DEVELOPMENT PROGRAMME)**

The IDEAS programme is a Kenya Cooperation and Partnership Facility under the Ministry of Devolution and funded by the European Union to support Local Economic Development (LED) projects under the County governments. The programme seeks to recruit a suitable Kenyan citizen for the position below;

### **RECRUITMENT OF PROGRAMME OFFICE ASSISTANT**

#### **Terms of Service**

Reports to: Programme Coordinator- IDEAS

Duration: one (1) year renewable

Duty Station: Nairobi with occasional travel

Gross Salary: Kshs. 50,000 per month

Annual Leave: 30 working days

#### **Key Duties and Responsibilities**

- 1) Assist the Project Coordinator and Technical Assistance Team (TAT) in the management and securing of IDEAS correspondences, filing systems and other related documents.
- 2) Assist in organizing and facilitating meetings, stakeholder forums and other events aimed at achieving the objectives of the projects
- 3) Preparing and verification of documents attached to the Tax Exemption DA1 forms from 15 Counties under the project scope for compliance

- and onward transmission, and tracking with the EUD, National Treasury and KRA
- 4) Support the Senior Programmes Assistant in managing programme documentation for external stakeholders i.e. VAT exemptions and related correspondence between the Ministry, The EUD, National Treasury and the Kenya Revenue Authority
  - 5) Daily record keeping and updating of accurate financial and any other information related to the project.
  - 6) Assist in report preparation on various activities under the project grant
  - 7) Undertake general office clerical duties and any other day-to-day errands as may be required.

### **Experience and Minimum Qualifications**

- 1) Diploma in Business Administration/Development Studies or equivalent and relevant course from a recognized institution. A relevant degree certificate will be an added advantage.
- 2) Proficiency in computer applications i.e. Ms Office package
- 3) Experience in office management.
- 4) Experience in communication and documentation for Government organisations.

### **Skills**

- 1) Solid organizational skills and detail-oriented
- 2) Excellent written and verbal communication skills, including report writing skills
- 3) Ability to work under pressure and meet strict deadlines
- 4) Excellent interpersonal skills
- 5) Excellent time management skills

### **Mode of Application**

Interested candidates should send their updated CVs to the email: [hrrmd@devolution.go.ke](mailto:hrrmd@devolution.go.ke) by **14<sup>th</sup> January, 2022** with the subject of the vacancy. Note that only shortlisted candidates will be contacted.