



NATIONAL YOUTH SERVICE

RE-ADVERTISEMENT

NOTE: Those who had applied need not to re-apply.

1. CORPORATION SECRETARY AND LEGAL SERVICES: NYS GRADE 3 (1 post)

Salary

Scale NYS 3: Kshs. 181,900 x 8,100 – 190,000 x 8,200 – 206,400 x 8,200 - 222,800 x 8,300 – 256,000

Allowances

House Allowance Kshs. 60,000 p.m.

Commuter Allowance Kshs. 20,000 p.m.

Leave allowance Kshs. 10,000 p.a.

Terms of Service

Three year, renewable contract based on performance.

Job purpose

The Corporation Secretary and Legal Services Manager reports directly to the Director General/CEO of the National Youth Service.

The office is responsible for:

1. Providing the National Youth Service Council Secretariat and related services while assisting the Director General as provided for in Code of Conduct for State Corporations.
2. Advising the Council and Management on legal matters, as well as implementing good corporate governance to enhance organizational credibility.

Duties and Responsibilities

Duties and responsibilities of the Corporation Secretary and Legal Services will entail:

1. Developing and reviewing relevant regulatory Legal frameworks for the better implementation of the Service mandate;

2. Providing advice on legal and corporate matters to the Service through interpretation and writing legal opinions;
3. Providing secretariat services on behalf of the Director General and the Council;
4. Coordinating and ensuring representation of the Service in courts or other judicial authorities;
5. Drafting and reviewing contracts, Service Level Agreements, Memorandum of Understanding, leases and other legal documents to ensure compliance to statutory requirements and the Service's policies;
6. Liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;
7. Ensuring that Legal Audit Compliance is carried out to confirm compliance with relevant statutory requirements;
8. Overseeing implementation of Code of Conduct in the Service;
9. Liaising with the office of the Cabinet Secretary responsible for the youth and the AG's Office in formulating, drafting and gazetting of Legal Notices for the Service;
10. Supervision of staff of the Council Secretariat; and

Person Specification

For appointment to this post, the candidate must;

1. Have a Bachelor's Degree in Law from a recognized university.;
2. Have a Post Graduate Diploma in Law from the Kenya School of Law;
3. Have a certificate in Strategic Leadership Course from a recognized institution or its equivalent;
4. Be proficient in ICT;
5. Have experience of not less than ten (10) years, three (3) of which must be in a leadership/senior; management position in the Public Service or Private sector;
6. Be an advocate of the High Court of Kenya;
7. Be a member of the Law Society of Kenya;
8. Be a member of the Institute of Certified Public Secretary of Kenya (ICPSK); and
9. A Master's Degree is an added advantage.

2. DIRECTOR, ENTERPRISE DEVELOPMENT, NYS GRADE 3 (1 post)

Salary

Scale NYS 3: Kshs. 181,900 x 8,100 – 190,000 x 8,200 – 206,400 x 8,200 - 222,800 x 8,300 – 256,000

Allowances

House Allowance Kshs. 60,000 p.m.

Commuter Allowance Kshs. 20,000 p.m.

Leave allowance Kshs. 10,000 p.a.

Terms of Service

Three year, renewable contract based on performance.

Job purpose

The Director, Enterprise Development reports to the Deputy Director General, Commercialization and Enterprise Development Directorate.

This office is responsible for designing and developing suitable youth focused products and programmes to empower the youth and generate revenue for the carrying out of the functions of NYS in enterprise development.

Duties and Responsibilities

The duties and responsibilities of Director, Enterprise Development will entail:

1. Originating of new business activities through engaging existing and new clients.
2. Development of customer-centric strategies for NYS's new and potential clients based on their identified or projected needs.
3. Review of reports on competitors offerings to understand each target markets, identify gaps or opportunities and develop strategies to address emerging issues.
4. Leading the introduction and rollout of new products / solutions to existing and new clients
5. Development and communication of unique value propositions to targeted clients.
6. Identification of market niches based on NYS's competitive advantage
7. Undertaking feasibility studies, and develop business plans for potential customers.
8. Enhancement of business plans for NYS's prospective clients.
9. Undertaking of business diagnosis to identify gaps and opportunities in governance, strategy and management of the business.
10. Supporting businesses to undertake analysis, design and implementation of business solutions to close identified gaps and pursue identified opportunities.
11. Supervision of staff of the Enterprise Development and Marketing Department; and

Person Specification

For appointment to this post, the candidate must: -

1. Have a minimum of a Bachelor's Degree in any of the following fields: Business, Finance, Commerce, Economics, Marketing or equivalent qualifications from a recognized institution;
2. Master's Degree in any of the following fields: Business, Finance, Commerce, Economics, Marketing or equivalent qualifications from a recognized institution;
3. At least Ten (10) years' work experience in Resource Mobilization and partnership development in public service or private sector, five (5) of which must be in a management position.
4. Have a Certificate in Strategic Leadership Development Programme (SLDP) from a recognized institution;
5. Be a member of a relevant professional body where applicable;
6. Be proficient in ICT;
7. Certified qualification in any of the following; Financial Analyst (CFA), Investment and Financial Analyst (CIFA), CPA, CPS or Association of Certified Chartered Accountant or equivalent qualification from a recognized institution.

Application Procedure

Applicants who meet the above requirements should send their applications in sealed envelopes marked with the title of the position being applied for; together with detailed curriculum vitae, certified copies of academic certificates, testimonials and national identity card/passport.

In addition, applicants are required to attach a certified copy of a certificate of good conduct from the Directorate for Criminal Investigations, a tax compliance certificate from Kenya Revenue Authority (KRA), a clearance certificate from Higher Education Loans Board (HELB), a clearance certificate from the Kenya Credit Reference Bureau and a compliance certificate from the Ethics and Anti-Corruption Commission (EACC).

The applications should reach the undersigned not later than **Tuesday, 10th March, 2020**.

Director General/CEO

National Youth Service
P. O Box 30397 – 00100, GPO,
NAIROBI

Sealed hand-delivered applications can be dropped at the **Registry – National Youth Service Headquarters, Ruaraka, Thika Road, Ground Floor**.

The applicants can also email their applications to: director.generalnys@gmail.com with the title of the position being applied for as the subject.

Those without relevant qualifications, copies of relevant documentation and details as sought for will **NOT** be considered.

Any form of canvassing shall lead to Automatic Disqualification. **ONLY** shortlisted candidates shall be contacted.

NYS is an equal opportunity employer. Persons with Disabilities are encouraged to apply.

Matilda P. Sakwa (Ms.), EBS
DIRECTOR GENERAL