



## **NATIONAL YOUTH SERVICE**

The National Youth Service (NYS) is a State Corporation established under section 5 (1) of the NYS, Act, 2018 (the Act) to train and mentor Kenyan youth. The functions of the Service as provided in the Act are undertaking paramilitary training, technical and vocational training in various trades, national building programmes, commercialization of assets to optimize utilization of its resources as well as research and innovation, hence creating a critical mass of technologically skilled and effective Kenyan youth ready to join the global village.

In line with its mandate, the Service is seeking to recruit suitably qualified candidates for the following five senior management positions:

### **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
11. Any other duty, assigned by the Director General/CEO of the Service.

## **Person Specification**

For appointment to this post, the candidate must;

- i. Have a minimum of an Upper Second Class Honors Degree in Law from a recognized university;
- ii. Have a Master's Degree in Law from a recognized university
- iii. Post Graduate Diploma in Law from the Kenya School of Law;
- iv. Have a certificate in Strategic Leadership Course from a recognized institution;
- v. Be proficient in ICT;
- vi. 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;
- vii. Be a practicing advocate of the High Court of Kenya;
- viii. Be a member to the Law Society of Kenya;
- ix. Hold a current practicing certificate;
- x. Be a member, Institute of Certified Public Secretary of Kenya (ICPSK);
- xi. Demonstrate strong abilities on a spectrum of key work performance competences such as managerial, teamwork, interpersonal, negotiation, analytical, numerical and organization skills; and
- i. Fulfillment of the requirements of Chapter Six of the Constitution.

## **2. DIRECTOR, STRATEGY AND PLANNING, 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, Strategy and Planning reports directly to the Director General/CEO of the National Youth Service.

The office is responsible for providing advisory functions to the management and ensuring that the Service adopts and implements effective strategies in planning, strategy, research and innovation, performance management, Quality assurance and risk management as well as ensuring adherence to regulatory requirements. It also ensures that NYS leverages on ICT to realize its mandate

### **Duties and Responsibilities**

Duties and responsibilities of the Director, Strategy and Planning will entail:

- i. Formulation, interpretation and implementation of corporate policies, strategies and programmes;
- ii. Development of a master strategy for the Service;
- iii. Development and implementation of strategies of respective departments.
- iv. Coordination of the preparation of board papers for departments under his/her supervision;
- v. Implementation of the board's resolutions on matters affecting the departments under his/her supervision;
- vi. Monitoring implementation of the strategic plan;
- vii. Managing performance management process;
- viii. Overseeing the preparation and implementation performance contract;
- ix. Coordinating the performance of all the departments and divisions; and
- x. Submitting monthly, quarterly, semi-annual and annual organisational performance report to the Director General.
- xi. Supervision of staff in the Central Planning and Project Monitoring Unit (CPPMU) Department
- xii. Any other duty, assigned by the Director General/CEO of the Service

### **Person Specification**

For appointment to this post, the candidate must;

- i. Have a minimum of an Upper Second Class Honors Degree in any of the following areas: economics, mathematics, statistics, computer science, project planning and management, business administration or equivalent qualification from a recognized institution;
- ii. Have a master's degree in any of the following areas: economics, mathematics, statistics, computer science, project planning and management, business administration or equivalent qualification from a recognized institution;
- iii. Have a minimum of twelve (10) years relevant work experience with at least three (3) years in a senior management position;
- iv. Be a member of a relevant professional body;

- v. Have a certificate in Strategic Leadership Course from a recognized institution;
- vi. Be proficient in computer applications;
- vii. Demonstrate strong abilities on a spectrum of key work performance competences such as managerial, teamwork, interpersonal, negotiation, analytical, numerical and organization skills; and
- viii. Fulfill the requirements of Chapter VI of the Constitution.

### **3. DIRECTOR, INTERNAL AUDIT, 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, Internal Audit reports directly to the Council.

The office is premised on the Public Financial Management Act and Regulations and the Public Audit Act. It is responsible for providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Service. It helps the Service to accomplish its strategic objectives by effecting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes

#### **Duties and Responsibilities**

Duties and responsibilities of the Director, Internal Audit will entail:

- i. Developing and implementing an internal risk-based audit strategy;
- ii. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with policies, procedures and regulations;
- iii. Providing the secretarial services to the Audit Committee.

- iv. Preparing annual internal audit work plan for approval by Audit Committee of the Council;
- v. Preparing and reviewing internal audit charter;
- vi. Preparing quarterly reports on the status of implementation of the internal audit annual work plan for submission to the Audit Committee;
- vii. Oversee audit tests on internal controls in all processes
- viii. Evaluating the effectiveness of the overall enterprise risk management program;
- ix. Liaising with the Auditor General and ensure follow up on the process of implementation of Internal and external audit recommendations; and
- x. Recommending mitigation measures to address identified weaknesses where necessary;
- xi. Ensuring that the Internal Audit systems, procedures and guidelines are prepared for approval;
- xii. Supervising the preparation of work programmes to ensure that audits are planned and well managed;
- xiii. Review and submission of audit reports to the Chief Executive Officer and the Board;
- xiv. Draft Audit Committee Board Charter
- xv. To develop and maintain a Quality Assurance and Improvement Programme that includes internal and external assessment.
- xvi. Supervision of staff of the Internal Audit Department; and
- xvii. Any other duty, assigned by the Director General/CEO of the Service

### **Person Specification**

For appointment to this post, the candidate must:

- i. Have a minimum of an Upper Second Class Honors Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- ii. A Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution;
- iii. Have a minimum of ten (10) years in relevant work and at least five (3) years in management;
- iv. Be in possession of CPA (K) and any of the following: CISA, CFE, CIA or its equivalent and either;
- v. Be a member of Institute of Certified Public Accountant of Kenya (ICPAK) and any of the following professional bodies-Institute of Internal Auditors of Kenya (IIA-Kenya), Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE);
- vi. Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Have a Certificate in Strategic Leadership Development Programme (SLDP) from a recognized institution;

- viii. Be proficient in computer applications;
- ix. Demonstrate strong abilities on a spectrum of key work performance competences such as managerial, teamwork, interpersonal, negotiation, analytical, numerical and organization skills; and
- x. Fulfil the requirements of Chapter Six of the Constitution.

#### **4. 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:

- i. Originating of new business activities through engaging existing and new clients.
- ii. Development of customer-centric strategies for NYS's new and potential clients based on their identified or projected needs.
- iii. Review of reports on competitors offerings to understand each target markets, identify gaps or opportunities and develop strategies to address emerging issues.
- iv. Leading the introduction and rollout of new products / solutions to existing and new clients
- v. Development and communication of unique value propositions to targeted clients.

- vi. Identification of market niches based on NYS's competitive advantage
- vii. Undertaking feasibility studies, and develop business plans for potential customers.
- viii. Enhancement of business plans for NYS's prospective clients.
- ix. Undertaking of business diagnosis to identify gaps and opportunities in governance, strategy and management of the business.
- x. Supporting businesses to undertake analysis, design and implementation of business solutions to close identified gaps and pursue identified opportunities.
- xi. Supervision of staff of the Enterprise Development and Marketing Department; and
- xii. Any other duty, assigned by the Director General/CEO of the Service

## **Person Specification**

For appointment to this post, the candidate must: -

- i. Have a minimum of an Upper Second Class Honors Degree in any of the following fields: Business, Finance, Commerce, Economics, Marketing or equivalent qualifications from a recognized institution;
- ii. Master's Degree in any of the following fields: Business, Finance, Commerce, Economics, Marketing or equivalent qualifications from a recognized institution;
- iii. 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.
- iv. Have a Certificate in Strategic Leadership Development Programme (SLDP) from a recognized institution;
- v. Be a member of a relevant professional body where applicable;
- vi. Proficiency in computer applications;
- vii. Shown merit and ability as reflected in work performance and results;
- viii. Certified qualification in any of the following; Financial Analyst (CFA), Investment and Financial Analyst (CIFA), Public Accountant (CPA (K) or Association of Certified Chartered Accountant (ACCA (UK) or equivalent qualification from a recognized institution will be an added advantage;
- ix. Demonstrate strong abilities on a spectrum of key work performance competences such as managerial, teamwork, interpersonal, negotiation, analytical, numerical and organization skills; and
- x. Meet the provisions of Chapter Six of Constitution.



## **5. SENIOR DEPUTY DIRECTOR, ICT, NYS GRADE 4(1 post)**

### **Salary**

**Scale NYS 4:** Kshs. 157,600 x 8,100 – 190,000 x 8,200 – 206,400 x 8,200 – 222,800 x 8,300 – 231,100

### **Allowances**

House Allowance Kshs. 50,000 p.m.

Commuter Allowance Kshs. 16,000 p.m.

Leave allowance Kshs. 10,000 p.a.

### **Terms of Service**

Three year, renewable contract based on performance.

### **Job Purpose**

The Senior Deputy Director, ICT, heads the ICT Division and reports to the Director, Strategy and Planning Department.

The Senior Deputy Director, ICT is responsible for providing an enabling ICT platform to the Service, promotes utilization of effective ICT strategies, aligns ICT strategy and policy to the NYS's mandate in all areas of operations, and provide advisory to ensure NYS leverage on technology to improve service delivery.

### **Duties and Responsibilities**

The duties and responsibilities of this office will entail:

- i. Advising management on policies and strategies related to ICT functions
- ii. Development and implementation if ICT Strategy, plans, policies, systems, and procedures;
- iii. Providing support to systems' automation and promote technological innovations to enhance efficiency.
- iv. Establishing and providing standards for acquisition, implementation and management of ICT networks for all offices;
- v. Implementation of strategies for Enterprise Resource Planning (ERP) system development, maintenance and administration;
- vi. Review of ICT requirements and coordinate technical and functional improvements of the information systems in collaboration with end-users;
- vii. Development, implementation and continuous review of system security, back-up and recovery procedures;

- viii. Providing technical support to NYS personnel on the use of computers, relevant software packages and developing customized applications;
- ix. Providing hardware & Software maintenance and support services;
- x. Implementation of programs for safeguarding data integrity of all systems and ensure system availability through the necessary technical support/upgrades;
- xi. Development and implementation of guidelines on distribution, installation, upgrade, maintenance and replacement of ICT infrastructure and promote the use of cost effective ICT solutions;
- xii. Establishing operational linkages with other directorates, departments and divisions of the NYS to facilitate efficiency.
- xiii. Supervision of staff of the ICT Unit; and
- xiv. Any other duty, assigned by the Director General/CEO of the Service

### **Person Specification**

For appointment to this post, the candidate must: -

- i. Have a minimum of an Upper Second Class Honors Degree in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized university;
- ii. Master's degree in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized university;
- iii. At least eight (8) years of relevant work experience in public or private institution;
- iv. Membership to a relevant professional body in good standing;
- v. Have a Certificate in Strategic Leadership Development Programme (SLDP) from a recognized institution;
- vi. Demonstrate strong abilities on a spectrum of key work performance competences such as managerial, teamwork, interpersonal, negotiation, analytical, numerical and organization skills; and
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

### **Application Procedure**

Applicants who meet the above requirements should send their application letters in a sealed envelope 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 certified copies of good conduct from the Directorate for Criminal Investigations, tax compliance certificate from Kenya Revenue Authority (KRA), clearance from Higher Education Loans Board (HELB), Kenya Credit Reference Bureau and a compliance certificate the Ethics and Anti-Corruption Commission (EACC).

The applications should reach the undersigned not later than **Tuesday, 26<sup>th</sup> November, 2019.**

**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](mailto:director.generalnys@gmail.com) or [Director.general@nys.go.ke](mailto:Director.general@nys.go.ke) with the title of the position being applied for as the subject.

Those without relevant qualifications, copies of 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**