

EMPLOYMENT OPPORTUNITIES

Agricultural Finance Corporation (AFC) is a wholly owned Government Development Finance Institution (DFI) incorporated under the Agricultural Finance Corporation Act (Cap 323 of the Laws of Kenya). AFC is charged with the mandate of supporting the development of agriculture and agriculture industries by making loans and providing managerial and technical assistance to the loan beneficiaries.

The corporation invites applications for the following listed positions.

| | POSITION | VACANCIES | JOB GRADE |
|------------|----------------------------|------------------|------------------|
| 1.0 | Senior Procurement Officer | 1 | 9 |
| 2.0 | Procurement Officer | 2 | 7 |
| 3.0 | Risk Officers | 3 | 7 |
| 4.0 | Human Resource Officers | 3 | 7 |

How to Apply:

To manage the entire process smoothly the Corporation has deployed technology. If you meet the above qualifications, please apply on this portal www.talcl.com/careers. Attach a cover letter, an updated CV, certificates, and any other supporting documents as guided in the portal. Only shortlisted candidates who meet all the requirements shall be contacted for interviews.

Application Deadline: **Friday 26th January 2024 at 5:00pm**

Note: Successful candidates shall be required to provide the following documents for compliance with chapter six of the constitution:

- Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance from Ethics and Anti-Corruption Commission (EACC)

Agricultural Finance Corporation is an equal opportunity employer and people living with disability are encouraged to apply.

Detailed information on each job responsibilities and person specifications is indicated below.



1.0 Senior Procurement Officer No. of Vacancies- One (1)

Role Profile:

As a Senior Procurement Officer, you will be responsible for supporting the development and execution procurement strategies, policies, and programs that will positively impact the Corporation operations, as well as complying with the existing policies, procedures and processes, laws and regulations. Reporting to the head of procurement, you will contribute to the formulation and implementation of long-term strategies to enhance the efficiency and effectiveness of the corporation services to its clients.

Key Responsibilities:

a) People Management:

- a. Responsible for leading, mentoring and motivating performing teams.
- b. Responsible for aggregate team performance and implementation of a robust performance management tool(s).
- c. Responsible for supply chain team training, development and career progression
- d. Responsible for effective delegation for succession purposes

b) Processes, Policies and Procedures

- a. Responsible for reviewing on regular basis the procurement policies for the Board approval in line with the law and the constitution of Kenya 2010, presidential directives, emerging trends and other requirements.
- b. Responsible for ensuring compliance with the Quality Policy (ISO), internal procedures and the law generally

c) Managerial / Supervisory

- a. Responsible for use of appropriate procurement tender documents and the methods as provided by Public Procurement Regulatory Authority.
- b. Charged with the responsibility for procurement and contract cycle management by customizing, floating, opening and participating in evaluation of tenders, Request for Proposals/Quotations within defined internal thresholds.
- c. Responsible for the functioning cross- functional teams on developing specifications for goods, services and works.
- d. Responsible for evaluation of all tenders
- e. Responsible for supplier negotiations on quality, delivery timelines and where legally allowable the cost(price).
- f. Responsible for ensuring procurement activities contribute to the achievement of the corporate and the board objectives; and promote the national government policies.

d) Supplier Relationship management

- a. Charged with ensuring suppliers comply with the terms and conditions on LSOs, LPOs and the contracts.
- b. Review of supplier contract compliance
- c. Charged with the responsibility to update regularly the standing list of registered suppliers.
- d. Responsible for issuance of completion certificates for works done and GRNs for



goods.

e) Knowledge and information management

- a. Responsible for all procurement records management including bid documents, communication to suppliers, evaluation minutes, professional opinions, contracts and guarantees where applicable.

f) Customer experience management

- a. Responsible for developing and operationalizing supplier and departmental rating survey to improve goods and services procured/service delivery.
- b. Responsible for operationalizing an effective user dialogue and feedback mechanism and constant review of specifications for goods, services and works.
- c. Responsible for implementations of survey feedback recommendations
- d. Responsible for compliance to service charter and other internal policies and guidelines

g) Procurement Risk Control and Management

- a. Responsible for compliance to the laws and global procurement best practice
- b. Responsible for ensuring anti-corruption and fraud mitigation strategies including the internal control framework are in place and implemented.
- c. Responsible for identification of all procurement risk matrix, mitigation measures and monitoring

Person Specifications:

To excel in this role, you should possess the following qualifications, skills, and attributes:

A. EXPERIENCE

- A Minimum of 10 years hands on experience in supply chain management or Procurement in public sector in either mainstream government/ministries County government or parastatal environment.
- Experience in an automated environment desirable with practical use of Microsoft Dynamics GP, SAP or Oracle Financials or equivalent applications

B. SKILLS AND COMPETENCIES

- Transformative leadership
- Analytical skills
- Decision making
- People management
- Problem solving
- Attention to detail
- Communication and presentation skills

C. EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

- First Degree in Economics, Supply chain management, procurement, law, Business administration, Finance or equivalent



Agricultural Finance Corporation

"Our business is the farmers' development"

- A master's degree in Economics, Supply chain management, procurement, law, Business administration, Finance or equivalent is a distinct advantage
- Full qualifications or on way to qualifying in Graduate Diploma in CIPS or Certified Procurement and Supply Professional of Kenya (CPSP-K).
- Full KISM Membership and practicing license

2.0 Procurement Officers No. of Vacancies- Two (2)

Job Purpose

As a Procurement Officer, you will be responsible for supporting the achievement department and organization objectives through execution procurement strategies, policies, and programs.

Key Responsibilities

- Maintain all procurement records management including bid documents, communication to suppliers, evaluation minutes, professional opinions, contracts and guarantees where applicable.
- Assist in developing and operationalizing supplier and departmental rating survey to improve goods and services procured/service delivery.
- Work with users to ensure effective dialogue and feedback mechanism and constant review of specifications for goods, services and works to maintain recommended standard.
- Assist in implementations of survey feedback recommendations.
- Compliance to service charter and other internal policies and guidelines.
- Responsible for compliance to the laws and global procurement best practice
- Observe anti-corruption and fraud mitigation strategies as guided by AFC.
- Observe and maintain procurement risk matrix, mitigation measures and monitoring as guided by AFC.

Person Specifications:

To excel in this role, you should possess the following qualifications, skills, and attributes:

Education and professional requirement:

- First Degree in Economics, Supply chain management, procurement, law, Business administration, Finance or equivalent.
- A master's degree in the above field will be added advantage.
- A full KISM member or student member with ongoing professional Procurement qualification ladder.

Experience:

- A minimum of Three (3) years of practical experience in procurement, logistics and supply chain management.



Analytical Skills:

- Demonstrated ability to gather, interpret, and analyze data sets, market trends, and industry developments.
- Awareness of local Taxation laws as provided by various acts of parliament.
- Highly innovative individual to come up with better ways to achieve objectives.

Communication skills:

- Excellent written and verbal communication skills to prepare clear and concise reports, proposals, and presentations.
- Collaborative: A team player with the ability to collaborate and build positive relationships with colleagues and stakeholders.

3.0 Risk Analysis and Evaluation Officer No. of Vacancies- Three (3)

Job Purpose

The Risk analysis and evaluation Officer is based at Head Office and is charged with the responsibility of carrying out individual risk analysis from loan origination to approval, documentation, disbursement, and recovery to achieve a low-risk profile.

Key Responsibilities

1. Review all credit appraisal reports received from business units to assess the quality and completeness of all relevant data and information needed to analyse a credit proposal.
2. Analyse credit data provided to determine the adequacy of the financial statements, balance sheet and security ratios in ensuring compliance with portfolio management objectives with respect to exposure limits, diversification and/or concentration.
3. Evaluation of aspects of sectors or industries [with respect to climate, farmer knowledge and technology] that may have an impact on the credit advanced to the farmer.
4. Analysis of the impact of changing economic or industry conditions on the quality and inherent risk on loan asset
5. Accessing of Credit Reference Bureau reports on behalf of Branches.
6. Assisting the Corporations clients acquire notice of changes of their status and delisting of clients from the database.
7. Predict the impact of external factors [Interest rates; production costs and operating expenses; commodity prices; production levels; and collateral values] on the loan.
8. Inform Credit Policy and Procedures Updating credit policy risk acceptance procedures.
9. Provide technical assistance to the Branch units & head office officers i.e. training of staff involved in processing, managing and recovery of credit.
10. Prepare and review board papers on behalf of the department.
11. Liaise with other departments like finance (in terms of liquidity) and Loan recoveries (security valuation & verification) to ensure business continuity/sustainability and exposure.



Education qualifications and experience

- ✓ **Agriculture, Business, Economics &/or accounting related degree**
Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
- ✓ **Administration & Management**
Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- ✓ **Computers & Analytical software**
Computer hardware and software, including applications in research methodologies.
- ✓ **Background on Law & Government**
Knowledge of Agricultural laws, legal codes, government regulations, agency rules, & the democratic political process.
- ✓ **Customer and Personal Service**
Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- ✓ Three years' experience in related field.
- ✓ Relevant professional qualification.

4.0 Human Resource Officer No. of Vacancies- Three (3)

Job Purpose

Provide human resources transactional services in line with the AFC policies. Instrumental in implementation of human resource policies and procedures to ensure compliance. The job holder reports to the Head of Human Capital and Training Officer. He/She is charged with the following responsibilities: -:

Responsibilities

The job holder shall perform the following tasks.

1. Monitor and follow-up the AFC performance management activities/calendar to ensure adherence by staff and management to timelines.
2. Provide support to management and staff on the interpretation of HR policies to ensure appropriate application of the policies and safeguard the Corporation's and staff interests.
3. Monitor implementation of staff development programs to ensure staff and management accomplish their development plans satisfactorily.
4. Coordinate and Administer payroll and other benefits in conformity to the payroll policy.
5. Participate in the staff disciplinary process in line with the AFC disciplinary code.
6. Administer and monitor utilization of the Corporation's staff leave benefits to ensure that compliance with the applicable internal policies and legislation.



7. Manage the AFC medical and welfare scheme in line with established policies.
8. Participate in the recruitment, selection, induction, and reference checks for new employees to ensure compliance with applicable legislation and internal policies.
9. Maintain and update the AFC staff database (manual and electronic) to ensure accessibility of up-to-date staff data.
10. Review and update HR and administrative forms in line with HR policies.

Education qualifications and experience

- Bachelor's degree in social sciences, Business Administration or Human resources
- Diploma in HR from a recognized institution
- A minimum of 3 years relevant work experience
- Must be a registered member with a practicing license from IHRM and in good standing.

Skills and competencies

- Have demonstrated personal integrity.
- Creativity and innovation
- Excellent writing skills
- Oral communication and presentation skills
- Analytical skills
- Computer literacy
- Problem solving skills.
- Persuasion and negotiation skills
- Planning and organizing skills.
- Attention to details.