



**Micro and Small Enterprises
Authority**

**EXTERNAL ADVERTISEMENT
JOB VACANCIES**

The Micro and Small Enterprises Authority (MSEA) is a State Corporation established under Micro and Small Enterprises Act No. 55 of 2012. The Authority (MSEA) is domiciled in the Ministry for Cooperatives and Micro, Small and Medium Enterprises Development in the State Department for MSME.

The Authority is established for the promotion, development, regulation of Micro and Small Enterprises (MSE) Sector in Kenya. Further, the Authority is responsible for coordination, harmonization, facilitation and integration of various Public and private policies, programmes and activities related to Micro and Small Enterprises in Kenya geared towards realization of the Bottom Up Economic Transformation Agenda(BETA).

The Authority is seeking to recruit highly competent, proactive and self-driven individuals to fill the following vacant positions;

1. REGISTRAR OF MICRO AND SMALL ENTERPRISES (MSEs): REF NO. MSEA - 11/11/2023 (MSEA GRADE 2) 1 POST

TERMS: 5 Year Contract Renewable Once subject to Performance

The job holder is responsible for the overall supervision, coordination and registration of Micro and Small Enterprises, Associations and Umbrella Organizations.

Duties and Responsibilities

- a) Coordinate the development of MSEs policies and procedures pertaining to the registration and Management of MSEs, Associations and Umbrella Organizations;
- b) Oversee the development and executions of registration strategies in order to attain the goals of the Authority;

- c) Provide strategic advice to the Director General in order to convey accurate information concerning the Directorate's deliverables on executing the Authority's mandate;
- d) Provide oversight in the processes of registration and Management of MSEs, Associations and Umbrella Organizations;
- e) Spearhead evaluation, reviewing and vetting of the applications for registration;
- f) Spearhead the issuance of registration certificates to the successful applicants;
- g) Oversee updating of register of all registered MSEs, Associations and Umbrella Organizations
- h) Oversee the development, establishment and maintenance of a database of MSEs, Associations and Umbrella Organizations;
- i) Spearhead engagements with internal and external stakeholders on registration of MSEs;
- j) Oversee revenue generation arising from application fees.
- k) Participate in the development implementation and review of the Authority's Strategic Plan;
- l) Oversee effective and seamless implementation of the performance management in the Directorate;
- m) Spearhead effective coordination and maintenance of the registration information management systems;
- n) Coordinate identification, assessment and mitigation of risks within the directorate;
- o) Initiate collaborative/project working with other Micro and Small Enterprises both locally and internationally;
- p) Oversee effective and seamless implementation of the performance management in the Directorate;
- q) Provide continuous leadership, supervision, training and development of the directorate staff by ensuring an effective and motivated team;
- r) Oversee Mentoring and coaching of staff in the directorate for career growth and effective service delivery;
- s) Oversee Preparation of monthly, quarterly and annual reports for the directorate;
- t) Oversee preparation of Board and Management Papers;
- u) Oversee execution of approved directorate work plans and budgets;

Qualifications for Appointment

For appointment to this position an officer must have;-

- Minimum experience of twelve (12) years, five (5) of which must have been in a senior management position as Registrar in micro and small enterprises or in a comparable position;
- Bachelor of Laws (L.L.B) degree from a recognized institution;
- Master's degree in Law or equivalent qualification from a recognized institution;
- Postgraduate Diploma in Law from the Kenya School of Law or any other equivalent qualification from a recognized institution;
- Been admitted as an Advocate of the High Court;
- Leadership Course lasting not less than four (4) weeks from a recognized institution or a comparable qualification.
- Member of Law Society of Kenya in good standing.
- Demonstrate thorough understanding of the mission, vision, and strategies of MSEA and the ability to clearly interpret and apply role of Micro and Small Enterprise in Kenya's social economic development and particularly in line with vision 2030 and the Bottom up Economic Transformation Agenda.

2. DEPUTY REGISTRAR OF MSEs: REF NO. MSEA - 12/11/2023 (MSEA GRADE 3) 1 POST

TERMS: 5 Year Contract Renewable Subject to Performance

Reporting to the Registrar of MSEs, the job holder is responsible for coordination and registration of Micro and Small Enterprises, Associations and Umbrella Organizations, as well as coordination and maintenance of a comprehensive disaggregated data.

Duties and Responsibilities

- a) Development of MSEs policies and procedures pertaining to the registration and Management of MSEs, Associations and Umbrella Organizations;
- b) Coordinate the processes of registration and Management of MSEs, Associations and Umbrella Organizations;
- c) Coordinate evaluation, reviewing and vetting of the applications for registration;
- d) Coordinate the development, establishment and maintenance of a database of MSEs, Associations and Umbrella Organizations;
- e) Conduct comparative studies and surveys on registration of Micro and Small Enterprises in Kenya and regionally on best practices;
- f) Offer technical advice to the management on Registration of MSEs and compliance to national and global standards and also on emerging trends.

- g) Coordinate and participate in the development, implementation and review of the Authority's Strategic Plan;
- h) Spearhead effective coordination and maintenance of the registration information management systems;
- i) Coordinate identification, assessment and mitigation of risks within the directorate;
- j) Mentoring and coaching of staff in the directorate for career growth and effective service delivery;
- k) Preparation of monthly, quarterly and annual reports for the directorate;
- l) Preparation of Board and Management Papers;
- m) Implementation of approved directorate work plans and budgets;

Qualifications for Appointment

For appointment to this position an officer must have; -

- Minimum experience of ten (10) years, three (3) of which must have been in a senior management position as Registrar or a comparable position;
- Bachelor of Laws (L.L.B) degree from a recognized institution;
- Master's degree in Law or equivalent qualification from a recognized institution;
- Postgraduate Diploma in Law from the Kenya School of Law or any other equivalent qualification from a recognized institution;
- Been admitted as an Advocate of the High Court;
- Leadership Course lasting not less than four (4) weeks from a recognized institution or a comparable qualification.
- Member of Law Society of Kenya in good standing

3. DIRECTOR BUSINESS DEVELOPMENT, MARKETING AND TRADE: REF NO. MSEA - 13/11/2023 (MSEA GRADE 2) 1 POST

TERMS: 5 Years Contract Renewable Once Subject to Performance

Duties and Responsibilities

- a) Oversee the development, interpretation, implementation, monitoring and coordination of Enterprise Development policies, programmes and strategies for the development of the MSEs;
- b) Promote product development and patenting in the micro and small enterprises sector;
- c) Promote innovation and development of products by micro and small enterprises;
- d) Promote the mainstreaming of youth, gender and persons with disabilities in all micro and small enterprises activities and programs;

- e) Coordinate, harmonize and facilitate the integration of various public and private sector activities, programmes and development plans relating to micro and small enterprises;
- f) Promote access to markets by micro and small enterprises;
- g) Formulate capacity building programmes for micro and small enterprises
- h) Liaising with stakeholders for program implementation;
- i) Develop and review Enterprise Development programs and projects;
- j) Oversee the development of concepts and project proposals;
- k) Oversee implementation and reviewing of programs and projects domesticating best practices in enterprise development;
- l) Ensure capacity building and development of MSEs; and
- m) Accreditation of all BDS providers in the MSE Sector.

Qualifications for Appointment

For appointment to this grade a candidate must have: -

- a) Bachelors degree in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing; Commerce; Enterprise Development; Human Resource Management/ Development; Arts and Design or any other social sciences from a recognized Institution;
- b) Masters degree in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing; Commerce; Enterprise Development; Human Resource Management/ Development; Arts and Design or any other social sciences from a recognized Institution;
- c) At least twelve (12) years' relevant work experience, five (5) of which must have been in a senior management role;
- d) Leadership course lasting not less four (4) weeks;
- e) Proficiency in computer applications;
- f) Professional qualification and membership to a professional body where applicable;
- g) Fulfilled the requirements of Chapter Six of the constitution.

Key Competencies and Skills

- a) Excellent interpersonal and communication skills
- b) Report writing skills
- c) Analytical skills
- d) Strong situational analysis capability

- e) Attention to detail and critical thinking
- f) Innovative skill

Successful candidates MUST satisfy the requirements of leadership and integrity as set out in Chapter six (6) of the constitution of Kenya. Successful candidates will be required to provide the documents listed.

- ❖ Ethics and Anti-corruption Commission clearance Certificate (EACC)
- ❖ Kenya Revenue Authority Tax compliance Certificate (KRA)
- ❖ Higher Education Loans Board clearance Certificate (HELB)
- ❖ Certificate of Good Conduct from Criminal Investigation Department (CID)
- ❖ Certificate from Credit Reference Bureau

Application letters should be accompanied by detailed CV including three referees, their email addresses and telephone contacts, copies of academic and professional certificates, and a copy of National Identity Card (ID).

NB: The reference number for the job being applied for should be quoted on both the envelope and the application letter.

All applications should either be sent through the post office or hand delivered to the Chief Executive Officer **not later than 27th December, 2023.**

The Chief Executive Officer

Micro and Small Enterprises Authority (MSEA)

Utalii House 10th Floor, Left wing

P.O. Box 48823 – 00100

NAIROBI

MSEA is an equal opportunity employer committed to diversity and gender equality. Applicants from minority groups and PWDs are highly encouraged to apply. Only shortlisted candidates will be contacted. Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Note: MSEA do not charge any fee on its recruitment process.