



**Micro and Small Enterprises  
Authority**

**EXTERNAL ADVERTISEMENT  
JOB VACANCY**

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

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

**1. DIRECTOR CORPORATE SERVICES REF NO. MSEA - 1/1/2025 (MSEA GRADE 2)**

**Terms: 5 Years Contract**

**Job specification**

**Duties and responsibilities entail:**

- a) Coordinating the development and implementation of policies, plans, and strategies in the functional areas of Finance and Accounts, Human Resources and Administration, Information Communications Technology, and Corporate Communication;
- b) Coordinating the design and review of the administrative structure of the Organization, direction, and control for effective organizational performance;
- c) Inculcating a culture that promotes team capability and reflects the values that facilitate performance, professionalism, and innovation by staff throughout the Authority;
- d) Overseeing Human Resources Development and succession planning;

- e) Providing oversight for effective records management operations;
- f) Coordinating the Authority's Human Capital affairs, ensuring that the Authority has the right and sufficient human resources to meet its objectives;
- g) Coordinating the Authority's Management Information Systems and security;
- h) Coordinating technology infrastructure in line with the Authority's goals and changing technologies;
- i) Coordinating Corporate Communication function;
- j) Providing technical, strategic, and policy advice on ICT matters and implementation of various ICT work processes, procedures, and other administrative-related matters;
- k) Coordinating the development of appropriate public communication strategies;
- l) Coordinating the preparation of public education materials and communication plans for awareness creation;
- m) Providing an interface between the Authority and other stakeholders to ensure enhanced corporate image, visibility, and stakeholder engagement;
- n) Coordinating corporate social responsibility activities;
- o) Coordinating and organizing protocol functions and other events of the Authority.

### **Person specifications**

- a) A minimum of twelve (12) years of relevant work experience, with at least five (5) years in management in the Public or Private Sector;
- b) Master's Degree in any of the following disciplines: - Commerce, Business Administration, Business Management (Finance or Accounting option), Human Resources, Social Science, Information Communication Technology, Communications, Public Relations, Journalism, Marketing, or equivalent qualifications from a recognized institution;
- c) Bachelor's Degree in Commerce, Business Administration, Business Management (Finance or Accounting option), Human Resources, Social Science, Information Communication Technology, Communications, Public Relations and Journalism, Marketing, or equivalent qualifications from a recognized institution;
- d) Relevant Professional qualification such as Certified Public Accountant (CPA) or Association of Certified Chartered Accountants (ACCA) or Higher Diploma in Human Resource Management or Chartered Institute of Public Relations (CIPR) where applicable;
- e) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- f) Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Human Resource Management (IHRM) or Chartered Institute of Public Relations (CIPR) or Public Relations Society of Kenya (PRSK), Computer Society of Kenya or any other recognized professional body;
- g) Proficiency in computer applications.
- h) Fulfill the requirements of Chapter Six of the Constitution

## **Key Competencies and Skills**

- a) Analytical skills
- b) Communication skills
- c) Strategic and leadership skills
- d) Creativity and innovative thinking
- e) Interpersonal and Negotiation skills
- f) Ability to mobilize resources
- g) Planning and organizing skills
- h) Business acumen
- i) Mentoring and Coaching skills
- j) Drive for results
- k) Problem-solving skills

Successful candidate will be required to provide the documents listed herein being the requirements of leadership and integrity as set out in Chapter six (6) of the Constitution of Kenya.

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

All applications should be sent through the post office or hand delivered to the Chief Executive Officer **not later than 10<sup>th</sup> February 2025**.

### **The Chief Executive Officer**

Micro and Small Enterprises Authority (MSEA)  
Utalii House 10<sup>th</sup> 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 shall lead to automatic disqualification.***

***Note: MSEA does not charge any fee for its recruitment process.***