



**Micro and Small Enterprises  
Authority**

**EXTERNAL ADVERTISEMENT  
JOB VACANCIES**

The Micro and Small Enterprises Authority (MSEA), is a State Corporation established under the Micro and Small Enterprises Act No. 55 of 2012.

Micro and Small Enterprises Authority(MSEA) is implementing **The National Youth Opportunities Towards Advancement (NYOTA)**, a project fully funded by International Development Association (IDA) credit to the Government of Kenya (GOK).

Micro and Small Enterprises Authority invites applications from qualified persons to fill the following vacant positions under the NYOTA project.

**1. PROJECT OPERATIONS MANAGER: REF NO. NYOTA - 1/03/2026**

**Terms of Service: One (1) Year Fixed Contract**

**Job specification**

The Project Operations Manager will provide technical support to the Authority in the implementation and management of Component 2 activities of the NYOTA Project and will be responsible to the Project Coordinator in providing support in the day-to-day activities of the Project.

The Operations Manager will be responsible for;

- a) Supporting the Project Implementing Unit Project Coordinator in the technical and operational activities;
- b) Providing technical advice and inputs regarding the design and business processes of all activities under NYOTA Component 2 to ensure functional operational systems and effective process flow;
- c) Reviewing and updating all operational tools and inputs in line with the operational manual and providing support in the preparation and updating of annual work plans;

- d) Preparation of regular reports to the Project Coordinator.
- e) Supporting the Project Coordinator in supervision and the day-to-day management of project support functions, including the management information system (MIS), financial management, and procurement;
- f) Providing capacity building support in operation management to other members of the Project Implementation Unit;
- g) Performing any other duties as may be assigned.

### **Person Specifications**

For appointment to this position, a successful candidate must have: -

- a) Masters degree in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing, Commerce, Enterprise Development, Financial Management, Economics, Human Resource Management/Development, Project Management or any other relevant social sciences or Business Courses from a recognized Institution;
- b) Bachelors Degree in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing, Commerce, Enterprise Development, Financial Management, Economics, Human Resource Management/Development, Project Management or any other relevant social sciences or Business Courses from a recognized Institution;
- c) Eight (8) years experience, five (5) of which must be in project management.
- d) Proficiency in computer applications;

### **Key competencies and skills**

- a) Leadership and Strategic thinking skills
- b) Analytical skills
- c) Communication and reporting skills
- d) Presentation skills
- e) Interpersonal skills

## **2. DATA SCIENCE OFFICER: REF NO. NYOTA - 2/03/2026**

### **Terms of Service: One (1) Year Fixed Contract**

#### **Job specification**

##### **Specific duties entails: -**

- a) Leveraging data science, analytics, and automation tools to improve transparency, service delivery, and policy decision-making within the Authority and partner agencies.
- b) Collecting, cleaning, and organizing data from various sources.
- c) Building and maintaining data pipelines and databases.
- d) Analyzing data to identify trends, patterns, and insights.
- e) Developing predictive and statistical models to support decision-making.
- f) Visualizing data using dashboards and reports (Power BI, Tableau, Python, etc.).
- g) Communicating findings clearly to non-technical stakeholders.
- h) Researching and testing new data science tools and methods.
- i) Collaborating with ICT, M&E, and program teams on data-driven initiatives.
- j) Ensuring compliance with data protection and governance policies.
- k) Producing regular analytical and performance reports.
- l) Supporting training and building data literacy within teams.
- m) Monitoring KPIs and providing insights for planning and evaluation.
- n) Performing any other duty as may be assigned.

##### **Person Specifications**

For appointment to this position a successful candidate must have: -

- a) Bachelor's Degree in any of the following disciplines: Data Science, Computer Science, Mathematics, Statistics or a computing related field.
- b) Five (5) years' experience three (3) of which must be in Data Management
- c) Proficiency in computer applications;

##### **Key competencies and skills**

- a) Critical thinking skills
- b) Analytical skills
- c) Attention to detail
- d) Communication and reporting skills
- e) Presentation skills
- f) Interpersonal skills

### **3. PROJECT ADMINISTRATION OFFICER: REF NO. NYOTA - 3/03/2026**

**Terms of Service: One (1) Year Fixed Contract**

#### **Job specification**

The Project Administration Officer is responsible to the Project Coordinator and will oversee the administrative aspects of the project. The role ensures that all administrative operations are efficient, cost-effective and compliant with both World Bank and Kenya Government regulations. The position supports the effective implementation of the project's activities across the country.

Key responsibilities entail:

- a) Managing and streamlining NYOTA administrative systems, policies and procedures across the project.
- b) Coordinating NYOTA office operations, ensuring smooth day-to-day functions in both headquarters and County offices.
- c) Managing and coordinating transport logistics for staff, project activities including workshops, youth training events, field visits, public forums and stakeholder meetings.
- d) Tracking administrative expenditures against budget.
- e) Providing administrative support to project staff and consultants.
- f) Ensuring all administrative processes adhere to World Bank regulations.
- g) Implementing and enforcing policies on data protection and social safeguards.
- h) Serving as administrative liaison between technical teams leads, PIU, World Bank, NYOTA implementing agencies and other stakeholders.
- i) Coordinating logistics for meetings with government agencies, private sector partners and other stakeholders.
- j) Performing any other function as may be assigned.

#### **Person Specifications**

For appointment to this position, a successful candidate must have: -

- a) Bachelors Degree in any of the following disciplines: Business Administration, Management or any other related field.
- b) Five (5) years of experience three (3) of which must be in Project Administration
- c) Proficiency in computer applications;

## **Key competencies and skills**

- a) Leadership skills
- b) Problem-solving skills
- c) Organizational skills
- d) Communication and reporting skills
- e) Decision-making skills
- f) Interpersonal skills

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 following documents.

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

## **Application Procedure**

Applications should be sent through the post office or hand delivered to the Chief Executive Officer, clearly stating the position and reference number on both the cover letter and the envelope, together with a detailed CV, certified copies of academic certificates, copy of National Identity Card (ID), Names and Telephone Contacts of three referees so as to reach MSEA by **17<sup>th</sup> April, 2026, 5.00 pm (East African Time)** addressed to:-

### **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**

**Applicants to note; -**

Only shortlisted candidates will be required to present the following documents during interviews;

- (i) Original National Identity Card (ID)
- (ii) Original Academic and professional Certificates and Transcripts
- (iii) Any other testimonials

*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.*