



EMPLOYMENT OPPORTUNITIES

Kenya Dairy Board is a State Corporation established in 1958, under the Dairy Industry Act Cap. 336 Laws of Kenya. The Board is charged with the responsibility to regulate, promote and develop the dairy industry and to ensure the adoption of measures and practices designed to promote greatest efficiency in the dairy industry.

The Board is seeking to offer opportunities to qualified professionals who are focused, organised and result oriented in the following positions:

1. Principal Internal Audit Officer - Grade: KDB 4 (1) One Post

Salary Scale	: 107,698 -144,325 pm
House allowance	: 45,000 pm
Commuter Allowance	: 12,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service Insurance Scheme
Terms of Service	: Permanent

Reports to: - Manager Internal Audit

Duties and Responsibilities of the officer will entail:

- i. Developing a comprehensive programme of engagement coverage for assigned areas;
- ii. Ensuring conformity to acceptable standards, plans, budgets and schedules;
- iii. Assisting in the preparation of specific audit assignment plans and programmes;
- iv. Following up audits to determine the extent of implementation of audit recommendations;
- v. Carrying out audit tests on internal controls in all processes;
- vi. Ensuring that the audit findings are properly documented;
- vii. Preparing draft audit reports detailing audit findings;
- viii. Leading specific audit teams;
- ix. Preparing audit reports.

Minimum requirements

- i. Have a minimum period eight (8) years relevant work experience three of which must have been in a senior audit position.
- ii. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Be in possession of any of the following: - CPA (K) or, CISA or, CFE or, CIA or its equivalent;
- iv. Be a member of any of the following professional bodies- Institute of Certified Public Accountant of Kenya (ICPAK), Institute of Internal Auditors of Kenya (IIA Kenya), Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE);
- v. Be proficient in Computer applications;
- vi. Fulfil the requirements of Chapter Six of the Constitution;
- vii. Shown merit and ability as reflected in work performance and results.

2. Senior Research and Enterprises Officer - Grade: KDB 5 (1) One Post

Salary Scale	: 68,951-117,930 pm
House allowance	: 45,000 pm
Commuter Allowance	: 12,000 pm
Annual leave	: One month's basic Salary one per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service Insurance Scheme
Terms of Service	: Permanent

Reports to: - Principal Dairy Development Officer

Duties and Responsibilities of the officer will entail:

- i. Develop research work plan and Budget
- ii. Undertake market surveys, market intelligence and market research for decision making
- iii. Analysing and process dairy industry data, statistics and generate information for planning and decision making;
- iv. Prepare evidence-based briefings and reports for management and stakeholders;
- v. Develop research proposals for grant bidding;
- vi. Identify and analyse innovations for implementation by the Board or Dairy Industry;
- vii. Organizing and supporting dairy stakeholders;
- viii. Disseminating technologies and build capacity of stakeholders on milk quality, processing and value addition;

- ix. Identifying and carrying out of research on topical dairy issues; and
- x. Developing and implementing consumer awareness programmes

Minimum requirements

- i. Have a minimum of five (5) years relevant work experience in a comparable position;
- ii. Experience working as a research officer will be mandatory;
- iii. Have a Bachelor's Degree in any of the following: Economics, Statistics Agricultural Economics or its equivalent qualification from a recognized institution.
- iv. Be proficient in computers;
- v. Fulfil the requirements of Chapter Six of the Constitution; and
- vi. Show merit and ability as reflected in work performance and results.

3. Human Resource Management Officer - Grade KDB 6 (1) One Post

Salary Scale	: 44,447-59,563 pm
House allowance	: 35,000 pm
Commuter Allowance	: 8,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service Insurance Scheme
Terms of Service	: Permanent

Reports to: - Principal, Human Resource Management Officer

Duties and Responsibilities at this level will entail:

- i. Collating information relating to recruitment and selection, appointments, training, performance management, records and staff compliment control;
- ii. Collecting data in relation HIV/AIDS prevention, gender, disability mainstreaming, alcohol, drug and substance abuse, osha;
- iii. Processing of salaries, allowances, benefits and final dues and payroll administration;
- iv. Performing pre- selection and preparation for interviews;
- v. Inducting staff and on-boarding programmes;
- vi. Undertaking training needs analysis, projections and developing training programmes;
- vii. Developing training materials for in-house courses;
- viii. Administering performance appraisal, collates performance related data,
- ix. analysing and preparing related reports;
- x. Preparing periodic progress reports;
- xi. Preparing of Human Resource Management Division budget and procurement plans;
- xii. Preparing and analyzing Human Resource Management metrics and related reports;

- xiii. Implementing Human Resource Management policies, laws, regulations, procedures and systems.

Minimum requirements

- i. Have a minimum of three (3) years relevant work experience in a comparable position;
- ii. Experience in processing of payroll will be an added advantage;
- iii. Have a Bachelor's Degree in any of the following disciplines: - Human Resource Management, Business Administration or its qualifications from a recognized institution;
- iv. Have a post graduate Diploma in any of the following disciplines: - Human Resource Management, Human Resource Development, Industrial Relations, Business Administration or Certified Human Resource Professional finalist or Certified Public Secretaries Part 2 (CPS 2) or any equivalent qualifications from a recognized institution;
- v. Be a member of the Institute of Human Resource Management (IHRM);
- vi. Be proficient in Computer applications;
- vii. Fulfil the requirements of Chapter Six of the constitution;
- viii. Show merit and ability as reflected in work performance and results.

4. Records Management Officer - Grade KDB 6 (1) One Post

Salary Scale	: 44,447-59,563 pm
House allowance	: 35,000 pm
Commuter Allowance	: 8,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service Insurance Scheme
Terms of Service	: Permanent

Reports to: - Principal, Human Resource Management Officer

Duties and Responsibilities at this level will entail:

- i. Receiving, recording and dispatching all correspondences appropriately;
- ii. Ensuring that letters and other documents are appropriately filed and marked to action officers;
- iii. Updating and maintaining up-to-date file movement records;
- iv. Controlling, opening of files, renewing file covers and updating file index;
- v. Ascertaining the general cleanliness of the registry;
- vi. Proper handling of documents, pending correspondence and bring-ups
- vii. Initiating appraisal and disposal of files/documents in liaison with National Archives and Documentation Services;
- viii. Ensuring security of information, documents, files and office equipment; and Mentoring staff.

Minimum requirements

- i. Have a minimum of three (3) years relevant work experience in a comparable position;
- ii. Have a Bachelor's Degree in any of the following disciplines: - Information Science Management, Archives and Records Management or any other relevant and equivalent qualifications from a recognized Institution;
- iii. Be proficient in computer applications;
- iv. Fulfil the requirements of Chapter Six of the Constitution; and
- v. Show merit and ability as reflected in work performance and results.

5. Compliance Officer - Grade KDB 6 (2) Two Posts

Salary Scale	: 44,447-59,563 pm
House allowance	: 35,000; 25,500; 18,000; 15,400 pm
Commuter Allowance	: 8,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service insurance scheme
Terms of Service	: Permanent

Reports to: - Principal, Compliance Officer

Duties and Responsibilities at this level will entail:

- i. Enforcing the Dairy Industry Act;
- ii. Inspecting and recommending licensing of dairy premises;
- iii. Surveillance, sampling and testing of dairy produce;
- iv. Providing Advisory services to stakeholders;
- v. Carrying out investigations and providing intelligent reports; and
- vi. Organizing regulatory and stakeholder forums to enhance compliance.

Minimum requirements

- i. Have a minimum of three (3) years relevant work experience in a comparable position;
- ii. Have a Bachelor's Degree in any of the following disciplines: Dairy Technology, Food Science and Technology, Public Health, Animal Science or its equivalent qualification from a recognized institution;
- iii. Be proficient in computer applications;
- iv. Fulfil the requirements of Chapter Six of the Constitution; and
- v. Show merit and ability as reflected in work performance and results.

6. Records Management Assistant - Grade KDB 8 (1) One Post

Salary Scale	: 31,588-42,330 pm
House allowance	: 16,500 pm
Commuter Allowance	: 5,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service insurance scheme
Terms of Service	: Permanent

Reports to: - Records Management Officer

Duties and Responsibilities at this level will entail:

- i. Receiving, recording, filing and dispatching all correspondences appropriately;
- ii. Updating and maintaining up-to-date file movement records;
- iii. Assisting in opening of files, renewing file covers and updating file index;
- iv. Operating security systems for information and files in the registry;
- v. Ascertaining the general cleanliness of the registry; and
- vi. Ensuring proper handling of documents, pending correspondence and bring-ups.

Minimum requirements

- i. Diploma in any of the following: Archives and Records Management, Information Management, Information Science, Library Science or any other equivalent qualifications from a recognized Institution;
- ii. Have a minimum of three (3) years relevant work experience in a comparable position;
- iii. Be proficient in computer applications;
- iv. Fulfil the requirements of Chapter Six of the Constitution.

7. Senior Security Officer - Grade KDB 8 (1) One Post

Salary Scale	: 31,588 - 42,330 pm
House allowance	: 16,500 pm
Commuter Allowance	: 5,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service Insurance Scheme
Terms of Service	: Permanent

Reports to: - Administration Officer

Duties and Responsibilities at this level will entail:

- i. Interpreting and enforcing the implementation of security policies, procedures and standards as required by the Board;
- ii. Liaising with other security agencies regarding security matters of Board's properties;
- iii. Conducting due diligence for security service providers;
- iv. Ensuring appropriate security screening of visitors to Board`s offices;
- v. Coordinating the issuance of access instruments to all staff;
- vi. Analyzing CCTV footage and access control systems, for correlation and reporting of any possible infringements;
- vii. Securing Board's premises and personnel by patrolling the offices and Board property
- viii. Ensuring security of Board's property from theft and vandalization and other safety issues
- ix. Responding to emergencies and provide necessary assistant to employees and our clients
- x. Check the removal and movement of incoming and outgoing equipment and items
- xi. Keep records of items going out or coming into the Board premises as may be necessary
- xii. Ensure all Boards office and property are property locked during the non- working hours.
- xiii. Participate in developing, implementing and monitoring security strategies, policies and standards in line with the Board's mission and vision.
- xiv. Participate in carrying out intelligence gathering and investigations as directed by supervisor.

Minimum requirements

- i. Diploma in security related studies from a recognized Institution;
- ii. Must have served for a minimum of five (5) years' experience preferably in the disciplined forces;
- iii. Have with a clean record of discharge from any of the disciplined forces;
- iv. Proficiency in computer applications;
- v. Must be able to work long and odd hours;
- vi. Demonstrated competency in work performance; and
- vii. Fulfil the requirements of Chapter six (6) of the Constitution;

8. Accounts Assistant - Grade KDB 8

(6) Six Posts

Salary Scale	: 31,588 - 42,330 pm
House allowance	: 16,500; 12,800; 9,600;7,500 pm
Commuter Allowance	: 5,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB pension scheme
Insurance Cover	: As provided by the service insurance scheme
Terms of Service	: Permanent

Reports to: Senior Accountant.

Duties and responsibilities at this level will entail:

- i. Preparing payment vouchers in accordance with the laid down rules and regulations;
- ii. Entering primary data and balancing of cashbooks, imprest and advances ledgers;
- iii. Issuing receipts for inward payments;
- iv. Preparing and updating creditor ledgers;
- v. Preparing and updating debtors' ledgers;
- vi. Processing Imprest /travel advances and following up on surrenders;
- vii. Making petty cash payments and reimbursements after receipt of approvals;
- viii. Undertaking bank deposits and cash withdrawals;
- ix. Providing safe custody of records and assets under him/her;
- x. Writing cheques and posting payments and receipting vouchers in the cash books;
- xi. Paying staff claims as per the approval;
- xii. Preparing and filling records on payments/cash receipts

Minimum requirements

- i. Have passed Part II of the Certified Public Accountants (CPA) Examination or Level I of the Association of Certified Chartered Accountant (ACCA) or KATC (Finalist) with four years relevant work experience or its recognized equivalent qualifications;
- ii. Be proficient in computer applications; and
- iii. Fulfil the requirement of Chapter Six of the Constitution.

9. Driver - Grade KDB 10 (2) Two Posts

Salary Scale	: 21,032 - 28,185 pm
House allowance	: 3,200 - 6,750 pm
Commuter Allowance	: 4,000 pm
Annual leave	: One month's basic salary once per year
Pension	: As per KDB Pension Scheme
Insurance Cover	: As provided by the service insurance scheme
Terms of Service	: Permanent

Reports to: Administration Officer

Duties and responsibilities at this level will entail:

- i. Driving a vehicle as authorized;
- ii. Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;
- iii. Keeping safe custody and proper utilization of fuel cards;
- iv. Detecting and reporting malfunctioning of vehicle systems;
- v. Ensuring security and safety of the vehicle, passengers and goods;
- vi. Maintaining work tickets for vehicles assigned;
- vii. Maintaining cleanliness of the vehicle; and
- viii. Reporting of accidents and incidences related to the vehicle.

Minimum requirements

For appointment to this grade, an officer must: -

- i. Kenya Certificate of Secondary Education (KCSE) certificate D+ (plus) or its equivalent;
- ii. Valid driving license free from any current endorsement(s) for class(es) of vehicle;
- iii. Occupational Trade Test I/II/III for Drivers;
- iv. Certificate in Defensive Driving from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution.
- v. Certificate in First-Aid Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vi. Certificate Refresher Course for drivers lasting not less than one (1) week at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vii. Be proficient in computer applications;
- viii. Fulfil the requirements of Chapter six (6) of the Constitution; and
- ix. Shown merit and ability as reflected in work performance and results.

How to Apply

Application accompanied by a detailed CV containing academic qualifications, email addresses, day telephone contacts as well as copies of relevant certificates, testimonials, national identification card are invited from persons qualified for the above positions.

The applicants should also provide names, telephone numbers and contact addresses of a least two referees who are knowledgeable about their competence and area of specialization. The applicant should request their referees to submit their references directly to the undersigned.

Application and referees confidential report on the applicant's suitability for the job should only be submitted online via email on or before midnight of 25th January 2023 to recruit@kdb.co.ke addressed to:

**The Managing Director,
Kenya Dairy Board,
Headquarter Office,
NSSF Building, Block "A", Eastern Wing 10th Floor
P.O Box 30406-00100,
NAIROBI**