



SHORT-TERM CONTRACT JOB OPPORTUNITIES AT KDC

Kenya Development Corporation (KDC) is a premier Development Finance Institution (DFI) mandated to promote sustainable socio-economic development by providing development finance, infrastructure finance, business support and advisory services to medium and large-scale industries, infrastructure projects and commercial undertakings in target sectors in Kenya and elsewhere.

KDC invites applications from qualified and suitably experienced professionals for the following six-month short-term contract positions-

1. PROPERTY MANAGEMENT OFFICER, JOB GRADE KDC 6 (1 Post)

a) Job Description

The officer will be responsible for the operational management of KDC's property portfolio to enhance occupancy, revenue collection, service delivery, compliance and asset value.

b) Duties and Responsibilities

Duties and responsibilities will entail: -

- i. Administering leases, including negotiation, execution, renewal, rent review, variation, termination and tenant exit processes;
- ii. Maintaining an accurate lease register and ensuring that renewals, rent reviews and termination processes are initiated and concluded before lease expiry;
- iii. Maintaining a register of controlled tenancies and irregular occupancy arrangements and coordinating appropriate action with Legal Services;
- iv. Coordinating tenant onboarding, including due diligence, KYC documentation, deposits, lease execution, handover and opening of tenant accounts;
- v. Monitoring rent, service charges, parking fees and other property income and following up delayed payments and outstanding arrears;
- vi. Reconciling tenant accounts with the Finance Department and maintaining updated arrears ageing and recovery-action report;

- vii. Monitoring occupancy, vacancies, tenant retention, rental yields and property utilisation and recommending measures to improve portfolio performance;
- viii. Liaising with appointed property management firms on tenant management, rent collection, maintenance, leasing and implementation of approved service standards;
- ix. Coordinating external service providers to ensure quality, timely and cost-effective service delivery;
- x. Conducting regular property inspections and coordinating preventive and corrective maintenance, statutory compliance and resolution of tenant complaints;
- xi. Maintaining complete and up-to-date property, tenant, lease, maintenance, valuation and service-provider records;
- xii. Preparing monthly property-management reports for Management and quarterly property performance reports and supporting papers for the Board and relevant Board Committees;
- xiii. Supporting property valuations, audits, insurance reviews, sustainability initiatives and feasibility studies for underutilised or underperforming properties;
- xiv. Supervising and providing technical guidance to junior property-management staff.

c) Person Specifications

- i) Cumulative service period of six (6) years relevant work experience;
- ii) Bachelor 's degree in any of the following disciplines: -Property Management and Valuation, Facilities Management, Construction Management, Building or equivalent qualification from a recognized institution;
- iii) Membership to a relevant professional body, and in good standing;
- iv) Shown merit and ability as reflected in work performance;
- v) Proficiency in computer applications;
- vi) Fulfil the requirements of Chapter Six of the Constitution of Kenya.

2. SENIOR PROPERTY MANAGEMENT OFFICER, JOB GRADE KDC 5 (1 Post)

(a) Job Description

The officer will provide strategic, technical and supervisory leadership in the management and optimisation of KDC's property portfolio.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Developing, implementing and reviewing property-management policies, strategies, procedures, annual work plans, budgets and performance targets;
- ii. Overseeing the complete lease-management cycle and ensuring that lease renewals, rent reviews, terminations and re-letting decisions are concluded before expiry;
- iii. Overseeing the identification and management of controlled tenancies, expired leases, irregular occupancy and tenancy disputes in liaison with Legal Services;
- iv. Providing leadership in revenue management, including billing controls, rent collection, arrears recovery, tenant-account reconciliation and enforcement of lease obligations;
- v. Establishing controls to prevent occupation without valid leases, delayed rent reviews, accumulation of arrears and loss of property-related income;
- vi. Overseeing tenant onboarding, lease restructuring, approved repayment arrangements, tenant exits and other tenancy-management processes;
- vii. Managing the performance of outsourced property management firms and ensuring compliance with contracts, service-level agreements and reporting requirements;
- viii. Coordinating external service providers to ensure quality service delivery, value for money and tenant satisfaction.
- ix. Reviewing property performance, including occupancy, vacancies, collections, arrears, rental yields, operating costs and lease-renewal rates, and implementing corrective measures;
- x. Leading property valuations, feasibility studies, investment appraisals, redevelopment assessments and asset-optimisation initiatives for underperforming or underutilised properties;

- xi. Advising Management and the Board on property acquisitions, disposals, redevelopment, lease restructuring, capital expenditure and other property investment decisions;
- xii. Ensuring compliance with tenancy laws, statutory requirements, health and safety standards, insurance conditions, environmental requirements and corporate governance standards;
- xiii. Reviewing monthly property-management reports and preparing and presenting consolidated quarterly property portfolio reports and Board papers;
- xiv. Following up implementation of Management, Board, committee and audit decisions relating to the property portfolio;
- xv. Supervising, mentoring and evaluating property-management staff and representing KDC in engagements with tenants, property managers, regulators, consultants and other stakeholders.

(c) Person Specifications

- i. Cumulative service period of nine (9) years relevant work experience;
- ii. Bachelor 's degree in any of the following disciplines: -Property Management and Valuation, Facilities Management, Construction Management, Building or equivalent qualification from a recognized institution;
- iii. Membership to a relevant professional body, and in good standing;
- iv. Shown merit and ability as reflected in work performance.
- v. Proficiency in computer applications.
- vi. Fulfil the requirements of Chapter Six of the Constitution of Kenya.

3. LEGAL OFFICER, JOB GRADE KDC 6 (2 Posts)

a) Job Description

This will be an operational grade for advocates with practical litigation and commercial legal experience. An officer at this level will be expected to independently handle routine litigation,

dispute resolution and commercial legal assignments while escalating complex or high-risk matters as appropriate.

b) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Conducting legal analysis of disputes involving the Corporation and advise on appropriate legal interventions and litigation strategies;
- ii. Independently prepare, review, file and serve pleadings, witness statements, affidavits, submissions, legal opinions and other court documents;
- iii. Representing the Corporation before courts, tribunals, quasi-judicial bodies and alternative dispute resolution forums where authorized.
- iv. Managing routine litigation matters in-house, including developing case strategies, preparing witnesses, complying with procedural requirements and ensuring that matters are prosecuted or defended expeditiously.
- v. Coordinating and monitoring litigation handled by external advocates, including reviewing legal strategies, monitoring performance against agreed service levels and verifying legal fees and disbursements;
- vi. Attending court proceedings and monitor the progress of cases to ensure timely prosecution and defence of matters, compliance with court directions and adherence to statutory timelines;
- vii. Advising on the enforcement and realization of securities including legal charges, mortgages, debentures, guarantees, liens, assignments and other collateral in accordance with applicable law;
- viii. Preparing, reviewing and issuing statutory notices relating to debt recovery, realization of securities and other legal enforcement processes;
- ix. Advising on insolvency, bankruptcy, receivership, liquidation and restructuring proceedings involving the Corporation's borrowers, debtors or counterparties;
- x. Assisting in preparing and interpreting legal opinions on litigation, recovery, commercial transactions and operational matters affecting the Corporation;

- xi. Drafting, reviewing and negotiating routine commercial agreements contracts, security documents, memoranda of understanding and other legal instruments;
- xii. Assisting in advising on commercial transactions, project financing, lending arrangements, recoveries and legal risks associated with the Corporation's financing activities;
- xiii. Conducting legal due diligence and support enforcement and recovery initiatives arising from the Corporation's lending and investment portfolio;
- xiv. Conducting legal research, analyse judicial decisions and monitor legislative and regulatory developments relevant to the Corporation's operations;
- xv. Maintaining an up-to-date repository of litigation records, legal precedents, court orders and legal opinions and ensure proper management of the Directorate's records;
- xvi. Assisting in the preparation of litigation status reports, legal risk reports, contingent liability reports, recovery reports and periodic Directorate reports for Management and the Board;
- xvii. Monitoring compliance with court orders, consent judgments, arbitral awards and settlement agreements involving the Corporation;
- xviii. Participating in negotiations, mediation and other alternative dispute resolution processes aimed at expeditious resolution of disputes;
- xix. Identifying legal risks arising from litigation and recommend appropriate mitigation measures to safeguard the Corporation's interests;
- xx. Assisting in developing, reviewing and implementing legal policies, procedures, manuals and standard operating procedures;
- xxi. Liaising with regulators, government agencies, law enforcement agencies and other stakeholders on matters affecting the Corporation's legal interests;
- xxii. Supervising, mentor and provide technical guidance to Legal Clerks, interns and other officers assigned to the Directorate;
- xxiii. Collaborating with internal departments to ensure legal compliance, facilitate recovery initiatives and provide practical and timely legal support on operational matters;

xxiv. Any other duties and responsibilities as assigned from time to time.

c) Person Specifications

- i. A Bachelor's Degree in Laws (LL.B) from a recognized institution;
- ii. A Postgraduate Diploma in Law from the Kenya School of Law;
- iii. Be admitted as an Advocate of the High Court of Kenya;
- iv. Hold a valid practising certificate;
- v. Be a member in good standing of the Law Society of Kenya;
- vi. Have at least three (3) years' post-admission experience in active litigation gained in a busy law firm or a financial institution, with demonstrable experience in commercial litigation, debt recovery, securities enforcement or banking and finance law;
- vii. Demonstrate practical experience in independently preparing pleadings and court documents, attending court and managing litigation files;
- viii. Demonstrate experience in drafting and reviewing routine commercial agreements and other legal instruments;
- xxv. Demonstrate agility in responding to urgent litigation, recovery, contractual and operational assignments within prescribed timelines;
- ix. Proficiency in computer applications;
- x. Fulfil the requirements of Chapter Six of the Constitution of Kenya.

APPLICATION GUIDELINES

Interested and qualified candidates should submit an **application letter, detailed CV including at least three referees, copies of academic and professional certificates, testimonials, and a copy of their Kenya National ID.**

Applications should be addressed to: -

The Director General
Kenya Development Corporation
P.O. Box 12665-00100, Nairobi

Applications should be submitted via email to careers@kdc.go.ke by 2nd October 2026. Only applications submitted via email will be considered. Only shortlisted candidates will be contacted.

KDC is an equal opportunity employer committed to implementing Article 232(1) of the Constitution of Kenya. Women, Persons with Disabilities, Marginalized and Minority Groups are encouraged to apply.

Canvassing in any form will lead to automatic disqualification