



KDC JOB VACANCIES

Kenya Development Corporation (KDC), is a premier Development Finance Institution (DFI) incorporated on 27th November 2020 following the merger of Industrial & Commercial Development Corporation (ICDC), IDB Capital Ltd (IDB) and Tourist Finance Corporation (TFC). The Corporation's mandate is 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.

As part of our strategic realignment, we believe that attracting and retaining the right people is essential to the realization of our corporate goals and therefore must have in place, world-class human capital.

KDC therefore invites applications from qualified professionals for the following positions:

1. DIRECTOR, INVESTMENTS, JOB GRADE KDC 2

a) Job Purpose

The Director Investments will be responsible for creating viable and sustainable projects in the identified sectors that will enhance Development in the economy and achieve corporate objectives. The Director will develop policies, formulate and implement functional strategies for effective performance of the Directorate.

b) Job Specification

Duties and responsibilities

- (i) Conceptualizing, designing, testing and launching innovative products through a comprehensive marketing and brand awareness strategy;

- (ii) Interpreting proactively the Corporation's business strategy, identify partners and market opportunities;
- (iii) Identifying opportunities for investment in the Commercial & Industrial Development related projects;
- (iv) Formulating, implementing and evaluating portfolio management strategies for effective investments management;
- (v) Networking with Government, local and global business partners and stakeholders to create strategic partnerships;
- (vi) Providing fee-based management advisory services;
- (vii) Generating Directorate reports to Management and the Board and implement the resolutions;
- (viii) Providing leadership in the day-to-day management of the Directorate.

c) Person Specification

For a candidate to be appointed to this position, they must have;

- (i) At least twelve (12) years relevant work experience eight (8) of which must have been in a senior management position;
- (ii) Bachelor's degree in any of the following disciplines; Business, Finance, Economics, Statistics, Engineering, Social Sciences or any other relevant field of study from a recognized institution;
- (iii) Master's degree in a relevant field of study from a recognized institution.
- (iv) Certified qualification in any of the following; Certified Financial Analyst (CFA), Certified Investment and Financial Analyst (CIFA), Public Accountant (CPA (K) or Certified Chartered Accountants (ACCA (UK) or Certified Investment Management Analyst (CIMA) or its equivalent qualification from a recognized institution;
- (v) Member of a relevant professional body;
- (vi) Leadership course will be added advantage;
- (vii) Leadership experience in coordinating large business units;

- (viii) Specialist knowledge and diverse experience in the Tourism sector;
- (ix) Possess financial modelling skills;
- (x) Excellent negotiation, and communication skills;
- (xi) Demonstrated ability to collaborate at all levels of the organization
- (xii) Team development, strong leadership and managerial skills;
- (xiii) Meets the requirements of Chapter Six (6) of the Constitution of Kenya.

2. DEPUTY DIRECTOR, INVESTMENTS APPRAISAL AND ADMINISTRATION, JOB GRADE KDC 3

a) Job Purpose

The Deputy Director Investments Appraisal and Administration will be responsible for the development and review of investments and loan recovery policies, monitoring and evaluation of the existing investments and recommending appropriate strategies; and managing the credit risk on the loan portfolio in the most profitable and cost-effective manner in line with KDC objectives.

b) Job Specification

Duties and responsibilities

- (i) Developing and implementing customer centric strategies based on market needs;
- (ii) Identifying opportunities to initiate viable projects;
- (iii) Identifying project funding options;
- (iv) Evaluating the viability of the investment opportunities;
- (v) Identifying and mitigating key project risks;
- (vi) Monitoring the implementation and operation of projects;
- (vii) Ensuring compliance with all applicable statutory and regulatory requirements in projects;
- (viii) Managing the projects portfolio;
- (ix) Developing and implementing strategies for attracting and retaining prime clients;

- (x) Preparing investment performance reports;

c) Person Specifications

For a candidate to be appointed to this position, they must have;

- (i) At least ten (10) years' relevant work experience six (6) of which must have been in a management position;
- (ii) Bachelor's degree in any of the following disciplines: Business, Economics, Engineering, or any other relevant field from recognized institution;
- (iii) Master's degree in any relevant field from a recognized institution;
- (iv) Certified qualification in any of the following; Financial Analyst (CFA), Investment and Financial Analyst (CIFA), Public Accountant (CPA (K) or Association of Certified Chartered Accountant (ACCA (UK) or equivalent qualification from a recognized institution;
- (v) Member of a relevant professional body;
- (vi) Management course will be added advantage;
- (vii) Financial modelling and analysis skills;
- (viii) Proposal writing skills;
- (ix) Excellent business acumen;
- (x) Excellent negotiation, and communication skills;
- (xi) Team development, strong leadership and managerial skills;
- (xii) Proficiency in Computer Applications;
- (xiii) Fulfilled the requirements of Chapter Six (6) of the Constitution of Kenya.

3. ASSISTANT MANAGER, BUSINESS DEVELOPMENT JOB GRADE KDC 4

a) Job Purpose

The Assistant Manager, Business Development will be responsible for coordination, implementation and reviewing of the KDC's Business development strategy geared towards achieving KDC's mandate.

b) Job Specification

Duties and responsibilities

- i. Identifying potential business and investment opportunities
- ii. Monitoring competitors' offerings to understand each target markets, identify gaps or opportunities and liaison with innovation team develop appropriate products and solutions.
- iii. Co-developing the next generation products or services or solutions for the identified new business opportunities.
- iv. Leading the introduction and rollout of new products / solutions to existing and new clients
- v. Developing and communicating a unique value proposition to identified clients.
- vi. Initiating the identification of market niches based on KDC's competitive advantage
- vii. Formulating corporate brand identity and brand manual

c) Person Specification

- i. Master's degree in relevant field from recognized Institution;
- ii. Bachelor's Degree in any of the following fields: Business, Finance, Commerce, Economics, Marketing or equivalent qualifications from a recognized institution;
- iii. A minimum period of eight (8) years relevant work experience four (4) of which should have been at the level of supervisory level;
- iv. Management Course will be added advantage;
- v. Member of a relevant professional body in good standing where applicable;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Proficiency in computer applications; and
- viii. Fulfil the requirements of Chapter Six (6) of the Constitution.

4. ASSISTANT MANAGER, MANAGEMENT ADVISORY SERVICES, JOB GRADE KDC 4

a) Job Purpose

The Assistant Manager, Management Advisory Services will be responsible for overseeing the development, implementation and reviewing of the KDC's Business advisory strategy geared towards achieving KDC's mandate.

b) Job Specification

Duties and responsibilities

- i. Identifying potential business and investment opportunities;
- ii. Monitoring competitors' offerings to understand each target markets, identify gaps or opportunities and liaison with innovation team develop appropriate products and solutions;
- iii. Co-developing the next generation products or services or solutions for the identified new business opportunities;
- iv. Leading the introduction and rollout of new products / solutions to existing and new clients
- v. Developing and communicate a unique value proposition to identified clients;
- vi. Initiating the identification of market niches based on KDC's competitive advantage;
- vii. Formulating corporate brand identity and brand manual.

c) Person Specification

- i. Master's degree in relevant field from recognized field;
- ii. Bachelor's Degree in any of the following fields: Business, Finance, Commerce, Economics, Marketing or equivalent qualifications from a recognized institution;
- iii. A minimum period of eight (8) years relevant work experience four (4) of which should have been at the level of supervisory level;
 - i. Management Course will be an added advantage;
- iv. Member of a relevant professional body in good standing where applicable;
- v. Shown merit and ability as reflected in work performance and results;
- vi. Proficiency in computer applications; and
- vii. Fulfil the requirements of Chapter Six (6) of the Constitution.

5. ASSISTANT MANAGER, CORPORATE COMMUNICATION, JOB GRADE KDC 4

a) Job Purpose

The Assistant Manager, Corporate Communication will be responsible for maintaining the Corporation's reputation, visibility and corporate image through execution of effective communication policies, guidelines and initiatives.

b) Job Specification

Duties and responsibilities

- i. Incorporating online tools and in-person networking to create relationships and ultimately build the KDC brand, both online and off line;
- ii. Content creation – writing blog posts, articles, newsletters, communications materials, and material for social media channels;
- iii. Social media marketing– creating, managing and growing the authority’s presence through blogs, Twitter, Facebook, and other strategically relevant online properties;
- iv. Events and event planning– attending industry events and planning meetups for KDC leadership;
- v. Managing incoming media requests and building relationships with industry journalists; creating, executing and measuring media campaigns;
- vi. Responsible to overlook the customer support – collecting reports, and forwarding clients feedbacks to the management;
- vii. Managing any online feedback forums;
- viii. Implementing strategic communications plans and to provide local market insight for the authorities public-facing communications;
- ix. Analytics– Using Google Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives;
- x. Working with journalists, media producers, editors and strategic influencers;
- xi. Gathering information on programmes and significant events in a specific KDC Cluster area
- xii. Responsible for scheduling media interviews;
- xiii. Assisting in developing media plans, distribute and follow up media releases, book interviews and respond to media request.

c) Person Specification

- i. A minimum period of eight (8) years relevant work experience four (4) of which should have been at supervisory level;
- ii. Master’s Degree in Public Relations, Communications, Journalism, Marketing, International Relations or any other equivalent qualifications from a recognized institution;

- iii. Bachelor's Degree in Public Relations, Communications, Journalism, Marketing, International Relations or any other equivalent qualifications from a recognized institution;
- iv. Professional qualification and membership to a professional body where applicable;
- v. Management Course will be an added advantage;
- vi. Proficiency in computer applications;
- vii. Fulfilled the requirements of Chapter Six of the Constitution.

6. SENIOR PARTNERSHIP DEVELOPMENT AND RESOURCE MOBILIZATION OFFICER, JOB GRADE KDC 5

a) Job Purpose

The Senior Partnership development and Resource Mobilization officer will be responsible for initiating development of policies and strategies for developing and maintaining partnerships and collaborations and raising resources for KDC with a view of achieving its objectives.

b) Job Specification

Duties and responsibilities

- i. Developing proposals for funding;
- ii. Analyzing the financial structures and risks of the PPP Projects;
- iii. Analyzing proposals from potential strategic partners;
- iv. Developing programs and proposals for resource mobilization;
- v. Assessing, evaluating and managing pre -contract PPP activities.

c) Person Specification

- i. At least four (4) years' work experience.
- ii. Bachelor's degree in Finance, Economics, International Development Studies or its equivalent qualification from a recognized institution;
- iii. Supervisory Course will be added advantage;
- iv. Proficiency in Computer Applications

- v. Demonstrated merit and ability as reflected in work performance.
- vi. Fulfilled requirements of Chapter Six (6) of the Constitution.

7. RESEARCH AND INNOVATION OFFICER, JOB GRADE KDC 6

a) Job Purpose

The Research and Innovation Officer will be responsible for execution of effective strategies in research, policy and coordinating innovation efforts across the Corporation to ensure KDC achieves its mandate.

b) Job Specification

Duties and responsibilities

- i. Undertaking research and translate research findings to policy briefs to inform improvement of services;
- ii. Participating in undertaking impact assessment of the Corporation's decisions;
- iii. Identifying and implement business process re-engineering initiatives in the Corporation;
- iv. Participating in research activities, feasibility studies and baseline surveys to inform planning strategies in the Corporation and determine priority areas;
- v. Identifying research opportunities in the target sectors that are key to the achievement of Kenya's Vision 2030;
- vi. Undertaking research on emerging trends and business models in DFIs and advise management on the same;
- vii. Conducting research on the industries and targeted sectors with a view to determining the viability of establishing industries and/or commercial enterprises within them;
- viii. Undertaking analysis of research data and dissemination of research findings and implementing research project activities;
- ix. Identifying researched innovations/projects that are viable for funding;
- x. Maintaining database of institutions for collaboration on research work;
- xi. Carrying out inventory and documentation of relevant research findings;
- xii. Profiling products and/or services in compliance with the AADFI standards especially in relation to risk and credit management;

- xiii. Conducting research on the industries and targeted sectors with a view to determining the viability of establishing industries and/or commercial enterprises within them;
- xiv. Participating in preparation of departmental quarterly and annual reports for review by Management;
- xv. Drafting departmental annual budget, work plans and procurement plans;
- xvi. Providing input in the implementation of innovative strategies in the department to leverage technology to drive interventions.

c) Person Specification

- i. Bachelor's degree in any of the following disciplines; Strategic Management, Economics, Statistics, Project Management or its equivalent qualification from a recognized institution.
- ii. Proficiency in Computer Applications;
- iii. Fulfilled requirements of Chapter six (6) of the Constitution.

8. LEGAL ASSISTANT, JOB GRADE KDC 6

a) Job purpose

The Legal Assistant will be responsible for collecting, verifying and compiling legal information and documents to enable the directorate to achieve its objectives.

b) Job Specifications

Duties and responsibilities

- i. Reviewing and retrieving files for relevant action;
- ii. Opening legal files and filing contracts and court documents;
- iii. Responding to inquiries regarding specific cases;
- iv. Serving legal documents to clients and other stakeholders;
- v. Maintaining and updating files systematically and accurately to ensure rapid access and retrieval;
- vi. Monitoring progress of contract and court cases; and
- vii. Maintaining and updating master diary for court cases.

c) Person Specification

- i. Diploma in Law or Administration (with bias in legal matters) from a recognized institution;
- ii. Minimum KCSE C- (minus) or its equivalent;
- iii. Proficiency in Computer Applications;
- iv. A current Process Server Certificate or its equivalent qualifications;
- v. Experience in litigation;
- vi. Minimum of four (4) years in relevant work experience in the Public or Private Sector;
- vii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

Detailed application instructions are available on the KDC website www.kdc.go.ke under the careers section. The applications should be received by 16th April 2024. Only shortlisted candidates will be contacted.

Kenya Development Corporation is an equal opportunity employer and is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons living with disabilities. Therefore, women, persons living with disabilities, the marginalized and the minorities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification