



## AGRICULTURAL FINANCE CORPORATION

The Agricultural Finance Corporation (AFC) is a Development Financial Institution (DFI) wholly owned by the Government of Kenya. AFC remains the leading Government Credit institution mandated to provide credit for the sole purpose of developing agriculture. This role is critical as agriculture is the mainstay of the Kenyan economy where majority of the Kenyan population which is rural based relies on agriculture as their main source of income and food system. AFC has exciting career opportunities and wish to recruit a dynamic, visionary professionals to fill the following positions: -

	<b>POSITION</b>	<b>VACANCIES</b>	<b>GRADE</b>
1.	Chief Audit & Quality Assurance Officer	1	13
2.	Head of Human Capital & Training	1	12
3.	Internal Auditor	2	8/9
4.	Credit Officers	10	7
5.	Accountants	4	8/9
6.	Head of Corporate Communication	1	12
7.	Communications officer	1	7
8.	Information Communication Technology Officers	2	7
	<b>Total</b>	<b>21</b>	

### MODE OF APPLICATION:

Qualified candidates should apply by post, courier, or hand-delivery by indicating the job title on both the application letter and envelope. The enclosed envelope shall contain current detailed Curriculum Vitae indicating email address, telephone contacts and three (3) professional referees, copies of academic and professional certificates, relevant testimonials, and the National Identity Card addressed to:

**The Managing Director  
Agricultural Finance Corporation  
Development House 7<sup>th</sup> Floor, Moi Avenue  
P.O. Box 30367 – 00100 GPO NAIROBI**

Hard copy applications shall be received at the office of the Managing Director on 7<sup>th</sup> Floor, Development House, Moi Avenue , Nairobi.

The dead line for the applications is Wednesday **8<sup>th</sup> January 2025 at 5.00pm.**

AFC is an equal opportunity employer and persons living with disabilities are encouraged to apply.

Only shortlisted candidates shall be contacted and any form of canvassing or lack of any of the requirements listed shall lead to automatic disqualification

Detailed information on each job responsibilities and person specifications is indicated below:

## **1. CHIEF AUDIT & QUALITY ASSURANCE OFFICER**

**Job purpose:** The Chief Audit & Quality Assurance Officer leads the internal audit function of Agricultural Finance Corporation. This role oversees the development and execution of audit strategies, ensuring compliance with regulatory standards, and contributing to the continuous improvement of operational processes.

### **Key Responsibilities:**

#### **1. Audit Strategy and Planning:**

- Development and execution of a risk-based audit strategy aligned with institutional goals and regulatory requirements.
- Planning and coordination of audit activities to ensure comprehensive coverage of relevant areas.

#### **2. Quality Assurance Oversight:**

- Maintain a robust quality assurance program for internal audit activities.
- Lead in periodic reviews of audit processes, methodologies, and reports to ensure adherence to professional standards.

#### **3. Team Leadership Support:**

- leading and managing the internal audit team.
- Foster a culture of excellence, continuous learning, and professional development within the audit team.

#### **4. Regulatory Compliance:**

- Stay informed on relevant laws, regulations, and industry standards.
- Lead the efforts to ensure that audit activities and reports comply with all regulatory requirements.

#### **5. Risk Management:**

- Identify and assess risks associated with institutional operations.
- Develop risk-based audit plans and methodologies to address key areas of concern.

#### **6. Audit Execution:**

- overseeing the execution of internal audits, ensuring thorough and objective evaluations.
- review and assess the effectiveness of internal controls, risk management processes, and governance structures.

#### **7. Stakeholder Communication:**

- Communicate audit findings, recommendations, and risk assessments to senior management and relevant stakeholders.
- Provide insights and recommendations to enhance operational efficiency and compliance.

#### **8. Continuous Improvement:**

- Leading initiatives for continuous improvement in internal audit processes.
- Implement best practices and leveraging technology to enhance the efficiency and effectiveness of audit activities.

#### **9. Collaboration:**

- Collaborate with external auditors and regulatory bodies as necessary.
- Work closely with other departments to ensure a coordinated and integrated approach to risk management and internal controls.

### **Qualifications and Skills:**

- Bachelor's degree in accounting, Finance, or related field.
- Master's Degree in the related field.
- Professional certification CPAK and a member to professional body in good standing.
- Certified Internal Auditor, CIA or equivalent qualification is preferred.
- At least nine (9) years' experience in internal audit, risk management, or a related field within the financial industry.
- A Leadership course from a recognized institution.
- In-depth knowledge of internal audit methodologies, regulatory requirements, and industry best practices.
- Leadership skills with the ability to support and collaborate effectively with a team of audit professionals.
- Excellent communication and presentation skills.
- Analytical mindset and a strong understanding of risk management principles.
- Ability to maintain independence and objectivity while contributing to a positive working environment.
- Familiarity with audit management software and tools.

## **2. HEAD, HUMAN CAPITAL AND TRAINING**

Reporting to the Chief Manager-Human Capital and Administration Officer, the incumbent will manage the human resources division and implement human resources policies and procedures to ensure the Corporation is resourced with professional, competent, and motivated workforce to deliver the Corporation's strategic objectives.

### **Responsibilities:**

1. Review and recommend for approval updated human resource policies and procedures in compliance with the applicable legislative framework and best practice.
2. Manage the recruitment and selection process to ensure that the Corporation is adequately resourced with the right caliber of staff.
3. Supervise the monthly processing of the Corporation's payroll and ensure timely remittance of related statutory deductions in line with approved budgets.
4. Supervise the administration of the AFC Retirement Benefits Scheme and act as the Secretary to the Board of Trustees in line with the RBA regulations and the Trust Deed.
5. Manage the employee industrial relations for the Corporation in liaison with the Chief Human Resources and Administration Officer to ensure employee and industrial harmony in the workplace.
6. Coordinate preparation of the Human Resource Division budget.
7. Manage the staff disciplinary process and act as Secretary to the Disciplinary Committee in line with the Corporation's disciplinary policy.
8. Coordinate timely implementation of all HR projects to ensure that project objectives are fully

met.

9. Supervise the administration of staff benefits such as medical scheme and leave benefits in line with the set policy.
10. Manage the staff welfare programs at AFC in line with the policy.
11. Supervise the administration of Insurance for staff and assets to ensure that adequate covers are obtained.
12. Ensure the division is adequately resourced by professional and competent staff including completing performance appraisals, personal development and succession plans effectively and foster a culture in which staff feel supported to deliver exceptional results; and
13. Any other relevant work that may be assigned to the job holder from time to time.

### **Required Qualifications and experience.**

1. Master's Degree in any of the following: Human Resource, Business Administration or equivalent from a recognized institution.
2. Bachelor's degree in any of the following: Human Resources, Business Administration or equivalent from a recognized institution.
3. Diploma in Human Resource Management from a recognized institution.
4. At least eight (8) years' experience in human resource management.
5. Demonstrate ability to drive organizational values through implementation of appropriate and diligent human resource management policies.
6. Must be a registered member of the Institute of Human Resource Management with a practicing certificate (IHRM).
7. Relevant Computer Application Qualification.

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

1. Strategic thinking.
2. Possess high levels of integrity, ethical standards, and professionalism.
3. Negotiation skills.
4. Analytical skills;
5. Emotional intelligence;
6. Independence and objectivities

### **3. INTERNAL AUDITOR**

The Internal Auditor plays a key role in conducting comprehensive internal audits within the Agricultural Finance Corporation, ensuring adherence to regulatory standards, identifying operational inefficiencies, and contributing to the enhancement of internal controls.

#### **Responsibilities:**

##### **1. Audit Planning and Execution:**

- Develop risk-based audit plans in collaboration with audit management, ensuring coverage of critical areas.
- Execute internal audits, assess the effectiveness of internal controls, and evaluate compliance with policies and regulations.

##### **2. Risk Assessment:**

- Identify and assess risks associated with financial operations, systems, and processes.
- Contribute to the development of risk-based audit plans and methodologies.

##### **3. Compliance Review:**

- Evaluate compliance with relevant laws, regulations, and industry standards.
- Keep abreast of changes in regulations and ensure audit activities align with compliance requirements.

##### **4. Internal Control Evaluation:**

- Assess the design and effectiveness of internal controls, including financial reporting controls and operational processes.
- Identify control weaknesses and recommend improvements.

##### **5. Audit Documentation and Reporting:**

- Maintain thorough and accurate documentation of audit procedures, findings, and recommendations.
- Prepare clear and concise audit reports for management, highlighting key findings and proposed actions.

##### **6. Stakeholder Communication:**

- Communicate audit results to relevant stakeholders, including senior management and process owners.
- Collaborate with business units to discuss audit findings and assist in the development of corrective action plans.

##### **7. Continuous Improvement:**

- Identify opportunities for process improvements and efficiency enhancements based on audit observations.
- Contribute to the development and implementation of best practices within the internal audit function.

##### **8. Follow-up and Monitoring:**

- Monitor the implementation of audit recommendations and verify the effectiveness of corrective actions.
- Provide periodic updates to audit management on the status of open audit issues.

##### **9. Training and Mentoring:**

- Provide guidance and support to other junior audit staff.
- Stay informed about industry trends and changes in audit methodologies.

## **Qualifications and Skills:**

- Bachelor's degree in accounting, Finance, or related field.
- Professional certification CPAK and a member of ICPAK
- At least three (3) years' experience in internal auditing, preferably within the financial industry.
- Strong understanding of internal control frameworks, risk management principles, and audit methodologies.
- Excellent analytical and problem-solving skills.
- Effective communication and interpersonal skills.
- Proficiency in audit management software and Microsoft Office applications.
- Ability to work independently and as part of a collaborative team.
- Attention to detail and a commitment to maintaining the highest standards of professionalism and objectivity.

## **4. CREDIT OFFICERS**

### **Job Purpose**

Provide credit services to customers as outlined in AFC's credit guidelines as to enable the Corporation meets its goals and objectives

### **Principal Accountabilities:**

- Taking prospective customers through the loaning procedures and requirements, stakeholders and the general public in order to enable them make an informed decision;
- Identify potential borrowers through interviews so as to recruit only those with viable proposals;
- Recommend cases with viable proposals to the Branch Manager for further consideration of release for application forms;
- Allocate a Client ID. number in the FITNES system so as to capture all the relevant information pertaining to the client;
- Make a farm visit to both the project and security farms so as to verify the information concerning the proposal and also ascertain the value of the security for its adequacy;
- Appraise and present the processed loan applications to the branch loans committee so as to be considered for approval, rejection or deferment as the case may be;
- Verify all legal formalities have been completed in order to commence disbursement process;
- Monitor the delinquent accounts so as to take remedial action on each case for AFC's survival;
- Participate in ASK shows and field days to show case AFC's products
- Prepare monthly monitoring and evaluation reports on loan accounts under my supervision so as to assess performance and take any remedial action as necessary;
- Accompany the appointed auctioneers when they are performing the seizure of loose assets and sale of securities so as to confirm that the tasks are being undertaken as per the laid down procedures;
- Attend and participate in the branch loans/arrears committee and staff meetings so as to

- participate in the deliberations for improved performance;
- Conduct post disbursement verification to ensure full project implementation.
- Perform training of fellow staff members in credit management, ICT and other related issues;
- Any other relevant work that may be assigned to the job holder from time to time.

### **Education, experience, knowledge and skills**

#### **Qualifications:**

- Bachelor of Science degree in Agriculture, Accounting, Economics, Banking and Finance or related social science field
- Computer literacy

#### **Experience:**

- At least three (3) years practical experience of a credit function in a financial institution
- Solid understanding of lending procedures

#### **Other skills**

- Strong communication skills
- Negotiation skills
- Computer literacy
- Business acumen
- Report writing skills
- Individual leadership skills
- Analytical skills
- Planning and organizing skills
- Commitment to customer service and excellence
- Knowledge of AFC products for cross-selling
- Thorough understanding of credit appraisal process.

## **5. ACCOUNTANT**

#### **Job Purpose:**

To manage accounting operations ensuring proper accountability, the enforcement of internal checks, and compliance with established procedures.

#### **Responsibilities:**

1. Safeguard and maintain the Corporation's assets to ensure proper utilization and accountability of resources.
2. Oversee and verify the accuracy of all cash collections, ensuring banking receipts and the maintenance of audit trails for all transactions.
3. Review and confirm the accuracy of client accounts, ensuring up-to-date loan records and accurate financial reporting.
4. Provide secretarial services and record proceedings in key committees, ensuring accurate documentation and timely follow-up on actions.
5. Assist in the preparation and implementation of annual plans and budgets, ensuring financial goals and targets are met.



6. Assist in Supervise and preparation of weekly imprest claims and monthly reconciliations of imprest, collections, and Mpesa accounts, ensuring accountability of cash collections.
7. Monitor and analyze organizational expenditure, highlighting variances and recommending areas for improvement.
8. Verify the transmittal cash book and ensure the creation of batches in the banking system to maintain accurate cash balances.
9. Ensure the safekeeping and accurate accounting of overnight cash, maintaining safety and accountability of the Corporation's funds.
10. Manage timely settlement of supplier invoices and payments in line with established financial procedures.
11. Prepare discharge of charge documents upon loan balance clearance to ensure the timely release of securities.
12. Oversee the proper filing and maintenance of corporate records to ensure documents are systematically stored for easy retrieval.
13. Apply parallel credit balances daily to respective accounts in arrears to reflect the accurate status of accounts.

### **Requirements:**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field from a recognized university.
- Certified Public Accountant (CPAK) finalist or its equivalent.
- A minimum of 3 years relevant experience in accounting, preferably in a financial institution or corporate setting.

### **Other skills**

- A demonstrable ability to drive organizational value through the implementation of appropriate and diligent financial management practices;
- Have demonstrated personal integrity;
- Strong leadership and management skills;
- Problem solving , analytical and orientation to detail skills;
- Excellent interpersonal, presentation, oral and written communication skills;
- Ability to make critical and timely decisions in a highly sensitive environment;
- Familiarity with the Public Sector financial accounting principles and procedures;
- Must be computer literate.

## **6. HEAD OF CORPORATE COMMUNICATION**

### **Job Purpose**

The Head of Corporate Communication is accountable for developing and executing the Corporation's communication strategy to enhance its reputation, brand visibility, and stakeholder engagement. This role ensures effective internal and external communication, promotes a positive corporate image, and aligns communication efforts with the Corporation's strategic

objectives. The position also coordinates media relations, corporate social responsibility initiatives, and crisis communication to safeguard and strengthen the Corporation's public perception.

### **Responsibilities**

- Develop and implement a comprehensive corporate communication strategy aligned with the organization's objectives.
- Oversee all internal and external communication channels to ensure consistent messaging and branding.
- Manage media relations, including press releases, media briefings, and responding to inquiries, to maintain a positive public image.
- Coordinate corporate events, public relations campaigns, and stakeholder engagement activities.
- Monitor and manage the organization's reputation by addressing potential risks and handling crisis communication effectively.
- Develop and maintain relationships with key stakeholders, including government entities, partners, and the public.
- Oversee the production of communication materials, such as newsletters, reports, brochures, and digital content.
- Coordinate corporate social responsibility (CSR) initiatives and ensure alignment with organizational values.
- Conduct regular media and communication audits to evaluate the effectiveness of strategies and recommend improvements.
- Manage the corporate communication team, training, and performance evaluation.
- Develop and monitor the communication budget, ensuring cost-effective utilization of resources.
- Provide strategic counsel to senior leadership on communication matters, including branding and stakeholder management.
- Stay updated on industry trends and best practices to enhance the organization's communication approach.

### **Qualifications**

- Master's degree in mass Communication or Public Relations or Marketing or Journalism.
- Bachelor's degree in Communication or Public Relations, Journalism, Marketing, or mass communication.
- Professional certification in Public Relations, Communications, or related fields (e.g., CIPR, PRSA, or similar) is an added advantage.
- Diploma in Copyright law will be an added advantage

### **Experience**

- At least eight (8) years of experience in corporate communication, public relations, or media management, with at least three (3) years at a senior leadership role.

- Proven experience in developing and implementing successful communication and branding strategies.
- Strong background in stakeholder engagement and crisis communication management.
- Demonstrated expertise in managing media relations and public affairs.
- Experience working with diverse stakeholders, including government, private sector, and international partners

#### **Other skills**

- Excellent Communication and interpersonal skills
- Excellent organizational, Planning, analytical and research skills
- High ethical standards of behavior, good judgment, respect for others, confidentiality and attention to details coupled with positive attitude.
- Passionate about development finance, agriculture, social impact financing, and sustainable development.
- Energetic, proactive and capable of working independently as well as being an active member of the team.

## **7. COMMUNICATIONS OFFICER**

### **Job Purpose**

The Communications Officer is responsible for executing the organization's communication strategies to enhance visibility, ensure consistent messaging, and foster effective engagement with internal and external stakeholders. The role involves content creation, media relations, and supporting public relations initiatives to promote the organization's objectives and maintain a positive public image.

### **Responsibilities**

- Update the AFC website in liaison with ICT department to ensure current and factual information on the website at all times;
- Organize corporate functions and outreach programs to ensure that efficiency in AFC's events management;
- Collect and edit information in order to prepare well researched internal publications;
- Maintain good working relations with the media so as to ensure favorable coverage of the Corporation;
- Prepare proposals for corporate social responsibility activities in liaison with the General Manager Business Development as per the existing policy;
- Monitor and analyze media coverage to gauge quality of the Corporation's publicity;
- Prepare speeches for top management to ensure that they are in line with the Corporation's agenda;
- Undertake photography in corporate functions for communication purposes; and
- Any other relevant work assigned to the job holder from time to time.

### **Qualifications**

- Bachelor's Degree in Mass Communication, Journalism or Marketing or Public relations.

- Professional certification in Public Relations, marketing, journalism , or public relations or related fields (e.g., CIPR, PRSA) is an added advantage.

### **Experience**

- 3 years of experience in corporate communication, public relations, or related fields.
- Proven track record in content creation, media relations, and digital communication.
- Experience in coordinating events and managing campaigns is desirable.

### **Other skills**

- Publishing skills (in design)
- Events organizing & management
- Communication Skills: Strong written and verbal communication skills with the ability to tailor messages to diverse audiences.
- Digital Literacy: Proficiency in managing websites, social media platforms, and digital analytics tools.
- Creativity: Ability to create engaging and innovative content across various mediums.
- Media Relations: Knowledge of media practices and experience in building relationships with journalists and media outlets.
- Organizational Skills: Strong project management skills, with the ability to prioritize tasks and meet deadlines.
- Interpersonal Skills: Excellent relationship-building skills to work effectively with internal and external stakeholders.

## **8. ICT OFFICERS**

### **Job Purpose**

Identify system requirements, install updates and monitor system performance so as to ensure that AFC ICT requirements are efficient.

### **Responsibilities**

- Establish system specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing system infrastructure.
- Establish system requirements by planning and executing the selection, installation, configuration, and testing of PC and server software and operating system.
- Maintain system performance by performing system monitoring and analysis, and performance tuning; troubleshooting system software, networks and operating and system management systems; designing and running system load/stress testing; escalating application problems to vendor.
- Secure system by developing system access controls, monitoring and evaluation; establishing and testing disaster recovery policies and procedures; completing back-ups; maintaining documentation.
- Prepare and train users by designing and conducting training programs; providing references and support.
- Upgrade system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software.

## **Qualifications and Experience**

- Bachelor's degree in Computer Science, information technology or equivalent.
- At least three (3) years' relevant experience in busy IT department in a similar role
- Additional professional qualification in ICT is an added advantage eg CCNA, mobile applications, data analyst, information security etc.

## **Other skills**

- Analytical skills
- Oral and written Communications skills
- Team working skills;
- attention to detail

