



Commodities Fund



JOBS ADVERTISEMENT

Commodities Fund (ComFund) is a Government Agency under the Ministry of Agriculture and Livestock Development, established under Crops Act 2013 to provide easily accessible and affordable credit to the Crops Sector in Kenya. The Fund seeks to recruit experienced, highly motivated and results - oriented individuals, to fill the following positions;

S/N	DESIGNATION	NO.	Nature of Engagement
1.	ICT Manager	1 Position	Permanent & Pensionable
2.	Internal Auditor	1 Position	
3.	Executive Secretary / Personal Assistant to the Managing Trustee/ CEO	1 Position	
4.	Credit Officer	3 Positions	
5.	System Auditor	1 Position	
6.	Credit Assistant	1 Position	
7.	Audit Assistant	1 Positions	

1. MANAGER, INFORMATION COMMUNICATION TECHNOLOGY, JOB GRADE COMFUND II - COMFUND/MICT/01/2023

Overall Job Purpose

To spearhead technological developments in information technology, and leverage technology to the Fund's needs and champion optimal Information Communication Technology systems and projects.

Manager, ICT Job responsibilities.

- Initiating the development, reviewing and implementation of Information Communication Technology policies, strategies and programmes
- Overseeing systems analysis, design and systems specifications
- Monitoring implementation and maintenance of Information Communication Technology systems
- Monitoring the implementation of security standards in the Fund and overseeing overall systems documentation
- Initiating the development and maintenance of Information Communication Technology standards
- Overseeing all Information Communication Technology projects in the Fund and coordinating the designing of Local Area Network (LAN) and Wide Area Network (WAN).
- Coordinating the development of Unit's annual work plans and budgets

- Ensuring prudent utilization of resources; facilitating operational accountability and team building; overseeing the implementation of Unit's Quality Management System (QMS); ensuring compliance with principles and values of the public service
- Overseeing the training and development of staff in the Unit.

Qualifications and Experience

- Bachelor's Degree in Computer Science, Information Science, Information Communication Technology, Business Management and Information Technology or equivalent qualifications from a recognized institution
- Master's degree in Computer Science, Information Science, Information Communication Technology, Business Management and Information Technology or equivalent qualification from a recognized institution
- Certified Information Systems Auditor (CISA), or Certified Internal Auditor (CIA) or Certified Public Accountant (CPA)
- At least 6 years' experience directly related to the duties and responsibilities specified above
- Experience in working with an Enterprise Resource Planning System
- Certificate in any of the following: networking, systems audit or information systems security from a recognized institution
- Certificate in a Leadership Course lasting at least 4 weeks from a recognized institution

2. INTERNAL AUDITOR	JOB	GRADE	COMFUND	III	-
COMFUND/ADVERT/IA/02/2023					

Overall Job Purpose

The purpose of this position is to maintain a superior risk management framework and ensure that the requirements the principles of enterprise risk management are embedded in the day to day operation to the achievement of the Fund's objectives.

Internal Auditor Job Responsibilities

- Formulating, interpreting and implementing audit policies, strategies, procedures and programmes;
- Overseeing internal audit activities;
- Developing and reviewing audit management systems;
- Validating final audit reports/queries on financial statements;
- Validating audit programmes and work plans for the Fund;
- Reviewing annual audit reports;
- Verifying the accuracy and disclosures in financial statements;
- Providing leadership in the co-ordination of external audits to ensure that issues raised by auditors are addressed; and evaluating and documenting audit evidence.
- Undertake any other duties as allocated from time to time by the supervisor

Qualifications and Experience

- Master's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or equivalent qualification from a recognized institution
- Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics.
- served in the grade of Assistant Manager or in a comparable and relevant position in the Public or Private Sector for a minimum period of three (3) years
- Certificate in a Leadership course from a recognized institution
- Certified Public Accountants (CPA) Kenya Part III or Certified Internal Auditors (CIA) part III
- One (1) year relevant working experience in a reputable organization.
- Professional Body Membership (IIA, ICPAK, (ISACA)
- Demonstrated managerial, administrative and professional competence in work performance
- Certificate in a Management Course lasting at least 4 weeks from a recognized institution

3. EXECUTIVE SECRETARY /PERSONAL ASSISTANT TO MANAGING TRUSTEE - JOB GRADE COMFUND IV - COMFUND//EXS/PA/03/2023

Overall Job Purpose

To provide an efficient and responsive administrative, organisational and logistical support to the Executive Office.

Executive Assistant Job responsibilities.

- i) Undertake all administrative duties in the office of Managing Trustee and Chairman of Board of Trustees.
- ii) Management of the Managing Trustee's diary; receive and screen requests for meetings, carrying correspondence, drawing up programmes for selected visitors.
- iii) Receives and screens communications to the Managing Trustee and provide assistance using independent judgement to determine those that require priority attention; prioritise, channel and facilitate communication between department heads.
- iv) Prepare reports and other documents as requested by the Managing Trustee.
- v) Oversee Board meetings logistics including Board papers consolidation
- vi) Maintain chronological files for all outgoing/incoming mail/faxes/documents from the Managing Trustees office.
- vii) Follow up on administrative tasks and organize meetings for the Managing Trustee.
- viii) Oversee travel and accommodation arrangements for the Managing Trustee
- ix) Offer advice to support staff with regard to office management and other duties.

- x) Receiving and attending to Managing Trustee's visitors and ensuring security of the Managing Trustee's office, documents and equipment.
- xi) Perform any other duties assigned by the Managing Trustee.

Qualifications and Experience

- Bachelor's degree in any of the following disciplines:- Secretarial Studies; Business and Office Management or equivalent qualification from a recognized institution
- Certificate in Secretarial Management Course from a recognized institution
- Served in in a comparable and relevant position in the Public or Private Sector for a minimum period of three (3) years
- Demonstrated professional competence in management of office administrative services
- Good written and oral communication skills
- Organized, team player and good time management skills
- High level of professionalism, integrity and honesty

4 CREDIT OFFICER - JOB GRADE COMFUND IV COMFUND/CRO/04/2023

Overall Job Purpose:

Reporting to the Manager Credit, the Credit Officer is responsible for the entire credit administration process, including the consistent application of a credit policy, periodic credit reviews of existing customers, and the assessment of the credit worth of applicants & collections to meet set targets & minimize Portfolio while maximizing volumes, sustainability and profitability

Credit Officer Job Responsibilities

- i). Manage the business relationships & portfolio of intermediaries while growing a high quality loan book.
- i). Receive and appraise credit applicants and proposals from farmers and make appropriate recommendations
- ii). Ensure appropriate securities documentation in line with the Fund's Credit Risk Management policy.
- iii). Liaise with the Finance department for disbursements to farmers;
- iv). Design appropriate field monitoring missions involving the farmers within their catchments and submit timely reports.
- v). Develop a loan recovery programme for outstanding loans and ensure timely remittance of repayment to the Fund and provide recommendations on strategy to adopt with respect to default cases.
- vi). Contribute to product development to ensure that credit risk exposure is minimized
- vii). Review the loan portfolio on a regular basis and give recommendation on areas of improvement or remedy

- viii). Keeping abreast of issues related to compliance, legal, and market-risk involved in the endorsement of credit
- ix). Manage assigned projects within the Credit department;
- x). Any other official duties that may be assigned from time to time by the supervisor

Qualifications & Experience

- A Bachelor's degree in Commerce, Finance, Agribusiness or its equivalent from a recognized university
- Post graduate qualification in Credit Management or its equivalent is an added advantage
- Relevant professional qualifications e.g. CIFA, CPA, ACCA, CCP (at least part II)
- At least three (3) years working experience in credit Appraisal & Administration in a reputable financial institution
- Experience in working with an Enterprise Resource is an added advantage

- Be a Team player, approachable, self- motivated and Strong Credit Analytical skills
- High level of integrity and honesty.
- Good written and verbal communication skills and negotiation skills

5. SYSTEMS AUDITOR - JOB GRADE COMFUND IV - COMFUND/SYO/05/2023

Overall Job Purpose

Under direct supervision of Head of Internal Auditor, the System Auditor performs detailed evaluation of internal controls and reviews computer information systems.

Systems Auditor Job responsibilities.

- i). Perform general and application control reviews for computer information systems.
- ii). Perform information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance.
- iii). Direct and/or perform reviews of internal control procedures and security for systems under development and/or enhancements to current systems.
- iv). Recommend revisions to audit procedures to enhance efficiencies. Reviews internal controls throughout the Fund by evaluating the adequacy of system controls and recommends improvements.
- v). Prepare audit finding memoranda and working papers to ensure that adequate documentation exists to support the completed audit and conclusions.

- vi). Prepare and present written and oral reports and other technical information in a pertinent, concise, and accurate manner for distribution to Management.
- vii). Follow up on audit findings to ensure that Management has taken corrective action(s).
- viii). Assist and train other audit staff in the use of computerized audit techniques, and in developing methods for review and analysis of computerized information systems.
- ix). Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems.
- x). Conduct operational, compliance, financial and investigative audits, as assigned. Perform miscellaneous job-related duties as assigned.

Qualifications and Experience

- Bachelor's Degree in Computer Science/Management Information Systems, Accounting, Business or Finance.
- Certified Information Systems Auditor (CISA), or Certified Internal Auditor (CIA) or Certified Public Accountant (CPA)
- At least 3 years' experience directly related to the duties and responsibilities specified above
- Experience in working with an Enterprise Resource Planning System
- Knowledge of current technological developments/trends in the area of expertise.
- Proficient in using computer software (e.g., ACL, SQL, Excel) and application systems.
- Ability to perform control reviews on systems development, operation, programming, control, and security procedures and standards.
- Knowledge of auditing concepts and principles.
- Ability to review system backup, disaster recovery and maintenance procedures.
- Knowledge of software requirements for the auditing of computing systems and procedures.
- Knowledge of computer systems development and programming.
- Knowledge of general accounting principles.
- Ability to persuade and influence others.
- High level of Integrity and honesty.

6. CREDIT ASSISTANT - JOB GRADE COMFUND V - COMFUND/CRA/06/2023

Overall Job Purpose

Reporting to the Credit Officer the job holder is responsible for optimizing loan disbursement, loan recovery and service delivery.

Credit Assistant Job Responsibilities

- i). Update disbursement records, prepare and submit monthly, quarterly and annual reports on amount disbursed.
- ii). Coordinate remittance of collected funds, prepare and submit monthly, quarterly and annual reports on amount collected and balances outstanding and coordinate dispatch of demand letters to intermediaries, societies and estate farmers in consultation with the Credit Officer in charge.
- iii). Manage farmers' accounts in the credit management information system.
- iv). Prepare loan monitoring and loan status reports from time to time as required. Participate in the implementation of the credit policy as required
- v). Profile customers, loans and partners.

Qualifications & Experience

- i). Bachelors Degree in Business Related Field/ Agriculture studies or any other relevant course.
- ii). One (1) year relevant working experience in a similar role
- iii). Relevant Professional qualifications (CPA, CIFA, CCP, ACCA.- at least Part I)
- iv). Experience in working with an Enterprise Resource Planning System an added advantage
- v). Results-orientated, adheres to turn around times
- vi). Team player, approachable, self-motivated.
- vii). High level of professionalism, integrity and honesty

7. INTERNAL AUDIT ASSISTANT - JOB GRADE COMFUND V- COMFUND/IAA/07/2023

Overall Job Purpose:

Under the guidance of the Internal Auditor, audit assistant will constantly review the Fund's internal controls and procedures to ensure compliance at all levels at all time.

Audit Assistant Job Responsibilities

- i) Review the adequacy of controls established to ensure compliance with policies.
- ii) Assess the reliability and security of Financial and management information and the systems and operations that produce this information.
- iii) Working with the Internal Auditor and Risk Manager to assess operational risks and implementing the audit plan.
- iv) Assess the means of safeguarding the Fund's assets.
- v) Review established procedures and systems and propose improvements.
- vi) Appraise the use of resources with regard to economy and effectiveness.
- vii) Participate in project management through risk management, ensuring conformity to project methodology and incorporation of adequate controls.
- viii) Follow up on the implementation of audit recommendations.
- ix) Conduct adhoc appraisals, investigations or reviews as requested by management.
- x) Any other duties as shall be assigned by the Internal Auditor or Managing Trustee.

Qualifications & Experience

- Degree in Finance, Business, Accounting, or its equivalent from a recognised university.
- CPA/ ACCA part II or its equivalent.
- One (1) year experience in a similar role
- Results-orientated, adheres to turn-around times/deadlines.
- Team player, approachable, self-motivated.

METHOD OF APPLICATION

Applicants who meet the respective job requirements are to submit their physical application: CV with supporting copies of relevant academic and professional certificates, with contact details of three referees, addressed to:

**The Managing Trustee
Commodities Fund
Utalii House 11th Floor; Utalii Lane, Off Uhuru Highway
P. O. Box 52714 – 00200,
Nairobi**

or via email: info@comfund.co.ke

Application are to be received by Tuesday 5th September 2023. Indicate clearly the position you are applying for on the envelope and on the subject of your email.

Commodities Fund is an Equal Opportunity Employer. Persons Living with Disabilities, Youth, Women and applicants from marginalized regions are encouraged to apply. *Only Shortlisted candidates will be contacted. Any canvassing shall lead to automatic disqualification.*

Successful candidates will be required to fulfill the requirements of Chapter Six of the Constitution on Leadership and Integrity and submit valid clearance certificates from:

- Kenya Revenue Authority;
- Ethics and Anti-Corruption Commission;
- Higher Education Loans Board;
- A licensed Credit Reference Bureau and
- Directorate of Criminal Investigations.

NB For applicants with higher education certificates (degrees) from outside Kenya, submit a letter of recognition of qualifications from the Commission of University Education