



REPUBLIC OF KENYA

## THE NATIONAL TREASURY & PLANNING

### INFRASTRUCTURE FINANCE & PUBLIC PRIVATE PARTNERSHIPS PROJECT

#### JOB OPPORTUNITIES

**Credit No. 61210-KE**

**Project ID No: P121019**

The Government of Kenya (GoK) in conjunction with the World Bank is implementing a five-year Infrastructure Finance and Public Private Partnerships Project (IFPPP) whose overall development objective is to increase private investment in the Kenyan infrastructure market by improving the enabling environment to generate a pipeline of bankable PPP projects. This objective will be achieved through the provision of technical expertise and building capacity to implement the Government's Public Private Partnerships (PPP) National program. The Public Private Partnerships (PPP) Unit is looking for highly motivated individuals to fill the positions of **Technical Expert, Financial Expert, Transaction Experts, Monitoring and Evaluation Expert, PPP Capacity Building Expert, PPP County Officers, PPP Legal Officers, PPP Project Officers, PPP Procurement Officer, Office Administrative Assistant, Information Officer, and Support Staff and Drivers** for a period of one (1) year renewable based on performance.

**PPP TECHNICAL EXPERT Ref: IFPPP/PPPU/TECH/2017-18 -1 Post**

#### **Objective**

To provide technical advice and support to the PPP Secretariat/ Unit to carry out its mandate to assist MDAs to identify, select, appraise, approve, negotiate and monitor PPP projects throughout their life cycle; developing technical tools and guidelines as well as technical procedures for PPP projects.

The Expert will assist in establishing project management capacity [in Contracting Authorities] and liaison with Contracting Authorities to provide the necessary technical assistance to PPP Projects. He/she will ensure adherence to procedures and policies for PPP Project screening and provide technical input, project management skills, pre and post contracting as well as technical evaluation for PPP Projects tenders.

The Technical Expert is expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Carry out technical reviews of technical documents including; Project business cases for eligibility for PPP program; Technical annexes of PPP contracts by Authorities/line ministries; PPP Project's draft contracts and annexes; Technical qualification criteria for Pre-Qualification Documents across sectors; Technical sections of tender documents for specific PPP projects across sectors;
- ii. Provide technical assistance to contracting authorities, advisors and private sector;
- iii. Coordinate/Manage the technical activities of contacting authorities and advisors during the project procurement phase;
- iv. Provide technical guidance and support for the following; Issuance of a standard form for request for Expression of Interest and Information Memorandum and provide technical input for it; Replies to bidders' queries involving technical aspects of the PPP project;
- v. Support Capacity Building of contracting authorities and the PPP Unit staff;

vi. PPP Contract Management and Performance.

**(a) Qualification**

A university degree in Engineering is mandatory. Postgraduate qualification in any related field will be an added advantage.

**(b) Experience**

- Minimum experience of 10 years in Project Management with at least 5 years' hands-on experience in Project Management of PPP Projects.
- Experience with at least two financially closed PPP deals

**(c) Skills**

- Language and report writing skills
- Team leadership and multi-tasking skills are required

**FINANCE EXPERT      Ref: IFPPP/PPPU/FIN/2017-18      - 1 Post**

**Objective**

To provide requisite expert advice and leadership on key financial, commercial, financing, funding, risk allocation, Value for Money, affordability, fiscal impact, contingent liability, tax and procurement (together "Financial") aspects of PPP project development, procurement and post-award contract management including the project identification/ justification, business case/ feasibility, procurement implementation and contract management phases of the PPP project cycle across the full range of PPP sectors in Kenya.

The Finance Expert is expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Provide the requisite PPP financial and overall project structuring advice and support to the PPP Unit to enable it to carry out its mandate to assist CAs across various sectors and county governments, to identify, select, appraise, approve, procure, negotiate and monitor PPP projects throughout their cycle, including: Project Identification and Selection; Project Preparation and Appraisal (Feasibility Study/ Business Case Development Phase); Selection of Private Party, Commercial and Financial Close (Procurement Phase); PPP Contract Management and Performance Monitoring – working with the technical and legal advisers and the appointed TAs;
- ii. Provide support as required to the Office Administering the Fund (OAF) for the newly established Project Facilitation Fund (PFF)
- iii. Lead the PPP Unit's efforts of establishing an Auditing, Accounting and Taxation Framework for PPP projects in Kenya
- iv. Advise and assist the PPP Unit in the development of Kenya's financial markets for PPP investment:
- v. Provide advice on the PPP capacity building requirements of the PPP Unit and the Contracting Authorities, and assist in the enhancement efforts:
- vi. Provide expert financial input into all aspects of the Unit's PPP activities.

**(a) Qualification**

An MBA with focus on finance or financial economics, or a degree in finance, accounting, management/business administration or economics, with professional qualifications preferably CFA.

**(b) Experience**

- A minimum of 10 years' demonstrated professional experience in providing financial advice on PPPs and project finance transactions with a proven track record in all the financial aspects of PPP projects. Demonstrated experience in financially closing PPP projects will be critical.

**(c) Skills**

- Language and report writing skills
- Demonstrated interpersonal and team leadership and team participation skills

**PPP TRANSACTION EXPERTS      Ref: IFPPP/PPPU/TRN/2017-18      - 3 Posts**

**Objective**

To provide PPP transaction expertise and support to the PPP Unit to carry out its mandate to assist CA's and their advisers to appraise, evaluate and negotiate PPP projects documents leading to successful financial closure of projects.

The Experts will assist in establishing transaction capacity in Contracting Authorities and the Unit, and liaison with Contracting Authorities to provide the necessary transaction expertise and support to PPP Projects. He/she will ensure adherence to procedures and policies for PPP Project screening and provide legal, commercial and financial skills, pre and post contract as well as evaluation of PPP Projects tenders.

The Transaction Experts are expected to meet the above objective by performing, without limitation, the following tasks:

- i. Provide the requisite PPP overall project structuring advice and support to the PPP Unit to enable it to carry out its mandate to assist CAs across various sectors and county governments, to identify, select, appraise, approve, procure, negotiate and monitor PPP projects throughout their cycle, including: Project Identification and Selection; Project Preparation and Appraisal (Feasibility Study/ Business Case Development Phase); Selection of Private Party, Commercial and Financial Close (Procurement Phase); PPP Contract Management and Performance Monitoring – working with the technical, financial and legal advisers and the appointed TAs;
- ii. Carry out reviews and make comments/ recommendations on transaction documents including; Project Agreements and Schedules; Payment and Performance Mechanisms; EPC and O&M Contracts; Financing Agreements; Complex Financial Models;
- iii. Coordinate/Manage the transaction activities of contacting authorities and advisors during the project procurement phase including;
- iv. Provide guidance and support for the following; Replies to bidders queries during the bid process; Development of template PPP transaction documents;
- v. Support Capacity Building of contracting authorities and the PPP Unit staff;
- vi. PPP Contract Management and Performance.

**(a) Qualification**

A university degree in Law/Commerce/Engineering is a must. Post graduate qualification in any related field will be an advantage.

**(b) Experience**

- Minimum experience of 10 years in PPP transaction leadership/management with at least 10 transactions closed in the sectors encompassed by GOK's pipeline.
- Working on the public sector side is not a pre-requisite, indeed experience of working on both the public and private sectors would be an added advantage.

**(c) Skills**

- Team leadership and multi-tasking skills are required.
- Fluency in spoken and written English.

**(d) Negotiation Skills**

The Transaction Expert should have highly developed negotiation skills and be recognized as a highly skilled negotiator

**(e) Numeracy**

The Transaction Expert must have strong numeracy skills and be able to understand complex financial models and financing structures for leveraged project financing transactions

## **MONITORING AND EVALUATION EXPERT Ref: IFPPP/PPPU/M&E/2017-18 -1 Post**

### **Objective**

To establish the Monitoring & Evaluation (M&E) function and system for the PPP Unit. This will be undertaken through the joint development of a shared M&E system among key stakeholders which will be supported by facilitating stakeholders to undertake their own M&E activities and to link these into an overall assessment of project progress and needed actions.

The M&E Expert will thus guide the overall strategy formulation and implementation of the M&E function and system and provide timely and relevant information to project stakeholders including the World Bank.

The Monitoring & Evaluation Expert is expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Establish project M&E plans consistent with an institutional framework, systems, and operations of the PPPU and its objectives and strategy including detailed design of data collection, analysis, and reporting plan for project indicators, M&E implementation arrangements, roles and responsibilities, work plan and budget
- ii. Coordinate with the Ministries and Agencies Nodes to ensure that coherent and standard M&E data gathering and reporting systems are in line with the PDOs and intermediate results indicators established for projects.
- iii. Supervise implementation of approved M&E work plans during implementation;
- iv. Generate and assess information required for monitoring, evaluation and reporting on key operational and performance indicators and outcome objectives established for the projects under the PPP program as detailed in approved work plans and results frameworks;
- v. Preparation and monitoring implementation project work plans
- vi. Program performance reporting
- vii. Oversee program knowledge management initiatives
- viii. M&E Capacity Building

### **(a) Qualification**

Relevant Bachelor's degree with preferably related professional trainings in monitoring and evaluation. Professional training in knowledge management will be an added advantage.

### **(b) Experience**

- A minimum of 10 years demonstrated experience in monitoring and evaluation of development projects at least 5 of which should be preferably in the public service and donor funded projects.
- Experience in M&E for PPP projects would be an added advantage.
- Strong technical skills in data management and M&E.
- Demonstrated knowledge of and experience in monitoring and evaluating multiple projects- both donor funded and Government funded.
- Experience in using MS Office package.

### **(c) Skills**

- Excellent analytical, report writing skills and must be computer literate.
- Demonstrated communication, interpersonal, team leadership and team participation skills.
- Fluency in spoken and written English.

**Objective**

To provide capacity building advice and support to the PPP Unit to carry out its mandate to assist MDAs to identify, select, appraise, approve, negotiate and monitor PPP projects throughout their life cycle, as well as developing capacity building tools and guidelines for contracting authorities and the PPP Unit.

The Capacity Building Expert is expected to meet the above objective by performing, without limitation, the following tasks:

- i. Capacity building of contracting authorities and PPP Unit staff; Undertake comprehensive capacity analysis of various teams and individual implementing PPP projects in the country and develop a corresponding capacity building plan; Identify reputable training institutions to train and offering PPP related certification to public officials supporting the PPP agenda in the country; Maintain close collaboration with local and international training institutions offering short and long term courses in infrastructure finance and related areas; Review outlines of various courses the PPP Unit has been invited to participate and give appropriate recommendations; Coordinate the compilation, editing and publishing of capacity building materials developed in-house.
- ii. PPP curriculum development and implementation: Act as PPP Unit Lead in developing PPP related curriculum alongside other relevant government agencies in the country; Collaborate with local professional and institutions of higher learning to support roll out of short and regular PPP related courses; Engage the various relevant professional associations with a view to mainstream PPP modules as part of such associations Continuous Professional Development (CPDs)
- iii. Management of training and thematic workshops: Plan, budget and implement high- level technical workshops as required from time to time; Maintain an annual calendar of Workshops and Conferences locally and abroad and lead plan participation of the PPP Unit.

**(a) Qualification**

Degree in business administration, public policy, finance, economics or related field including professional training in at least one of these areas; capacity building, human resource development, and or curriculum development

**(b) Experience**

- A minimum 10 years' professional experience, 5 of which must be in capacity building/corporate training.
- Experience in undertaking training needs analysis and developing of corresponding training programs, developing and rolling out curriculum for both short professional and regular academic courses.
- Experience working with public institutions and working knowledge in Public Private Partnerships Legal and Institutional Frameworks will be an added advantage.

**(c) Skills**

- Strong communication and training skills;
- Fluency in spoken and written English is essential;
- Strong interpersonal and team skills.

**Objective**

Assist the PPP Unit in providing the requisite PPP advice and support to County Governments to enable them to identify, develop, select, appraise, approve, procure, negotiate and monitor PPP projects throughout their life cycle.

The County Officers are expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Assist the PPP Unit in providing the requisite PPP advice and support to County Governments to identify, select, appraise, approve, negotiate and monitor PPP projects throughout their life cycle including: Project Identification and Selection; Project Preparation and Appraisal; Selection of Private Party; Reaching Commercial and Financial Close (Negotiations Phase); PPP Contract Management and Performance;
- ii. Support counties in establishing specific county government PPP institutions and processes, with clear roles and responsibilities.

**(a) Qualification**

A Bachelor's degree in Finance, Law, Engineering, Urban Planning or any other PPP technical related field. A postgraduate degree will be an added advantage.

**(b) Experience**

Minimum of 10 years' demonstrated work experience in infrastructure development and service provision.

**(c) Skills**

- Fluency in spoken and written English is essential;
- Strong strategic thinking and communication skills

**PPP LEGAL OFFICERS**

**Ref: IFPPP/PPPU/LO/2017-18**

**- 3 Posts**

**Objective**

To strengthen the legal services function at the Unit and augment the capacity of the PPP Unit in carrying out its mandate under the PPP Act 2013 to assist CAs across various sectors and county governments, to identify, select, appraise, approve, procure, negotiate and monitor PPP projects throughout their cycle, as well as supporting the Government in entrenchment of its PPP policy, legal and regulatory framework.

The Legal Officers are expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Legal Advisory, Contracts and Procurement; Project Identification and Selection; Project Preparation and Appraisal (Feasibility Study Phase); Selection of Private Party (Procurement Phase); Reaching Commercial and Financial Close (Negotiations Phase); PPP Contract Management and Performance Provide support, consistent with the PPP Act and supporting regulations, throughout the PPP procurement process including review of draft PQ notice, RFQ, PIM, and RFP documents for proposed PPP projects; Provide guidance on the development of the draft PPP Agreement and related agreements;
- ii. Regulatory; Work closely with: TAs and the Unit's Legal Expert in reviewing relevant sector laws and make recommendations on areas for refinement and/or amendment to accommodate PPP projects; the Unit's Legal Expert, as well the County Advisors, in the completion and operationalization of the County PPP legal framework; the Unit's Legal Expert in the formulation of appropriate circulars, communications and directives to all contracting authorities to educate and guide on emerging PPP legal standards, instruments and approved methods, as the case may be;
- iii. Compliance and Institutional Support; Support the Legal Expert in: Managing the internal legal affairs of the Unit; Oversighting of the PPP Disclosure Framework and Portal; Design, communication, implementation and monitoring of a Compliance Monitoring, Evaluation and Reporting Framework to support the Unit execute a PPP compliance monitoring audit.

**(a) Qualification**

A university degree in law and preferably with a corresponding post-graduate qualification. Professional certification in a PPP or project finance related field will be an added advantage.

**(b) Experience**

- A minimum of 4 years demonstrated professional experience in the field of public legal work;
- Familiarity with Kenya's PPP legal framework;
- Experience in working on PPPs is a must;
- Experience in complex legal document origination, review, vetting, investment contract drafting, contract negotiations, regulatory development or compliance work is essential

**(c) Skills**

- Fluency in spoken and written English is essential
- Strong interpersonal and team skills

**PPP PROJECT OFFICERS      Ref: IFPPP/PPPU/PRO/2017-18      - 3 Posts**

**Objective**

To provide technical support to the PPP Unit to carry out its mandate to assist MDAs to identify, select, appraise, approve, negotiate and monitor PPP projects throughout their life cycle, as well as developing technical tools and guidelines as well as technical procedures for PPP projects.

The Officer will support establishment of project management capacity [in Contracting Authorities] and liaison with Contracting Authorities to provide the necessary technical assistance to PPP Projects. He/she will assist ensure adherence to procedures and policies for PPP Project screening and provide technical input, project management skills, pre and post contracting as well as technical evaluation for PPP Projects tenders.

The Project Officers are expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Ensure up-to-date PPP project status at all times including; Maintaining PPP project documentations and ensure that they are updated as required; Preparing regular project progress status reports as required; Coordinating regular meetings to review PPP project progress; Undertaking necessary follow-ups with CAs and relevant PPPU experts on pending project tasks; Supporting documentation of PPP project experiences including lessons learnt, best practices and case studies; Expediting information / deliverables from CA's, Advisers, Ministries, Bidders, Nodes and other project parties as required;
- ii. Provide input to reviews of project documents including; Project business cases for eligibility for PPP implementation; Coordinate the preparation of the tender documents (Request for Qualification, Request for Proposal, Project Agreements) and specifically review the Technical annexes of PPP contracts; Technical qualification criteria for Pre-Qualification Documents for the various sectors;
- iii. Provide support to contracting authorities, transaction advisors, PPP Experts;
- iv. Assist in coordination/management of the technical activities of contacting authorities and advisors during the project procurement phase;
- v. PPP Contract Management and Performance.

**(a) Qualification**

A university degree in either Finance, Financial Economics or Engineering. Postgraduate qualification in a related field will be an added advantage.

**(b) Experience**

Minimum experience of 10 years in project preparation and implementation of infrastructure projects with preferably 3 or more year's hands-on experience in project management.

**(c) Skills**

- Language and report writing skills
- Team leadership and multi-tasking skills are required.

## **PPP PROCUREMENT OFFICER Ref: IFPPP/PPPU/PO/2017-18 - 1 Post**

### **Objective**

To assist the PPP Unit to carry out its mandate of assisting CAs to identify, select, appraise, approve, negotiate and monitor PPP projects throughout their life cycle.

The Procurement Officer is expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Provide the requisite support to the PPP Unit generally to carry out its mandate to assist CAs to identify, select, appraise, approve, negotiate and monitor PPP projects throughout their life cycle including: Project Identification and Selection; Project Preparation and Appraisal (Feasibility study phase); Selection of Private Party (Procurement Phase); Support for PPP Contract Management.
- ii. Support capacity building for the PPP Unit and CAs.

### **(a) Qualification**

A university degree in procurement, law, engineering, commerce or any other relevant qualification. A post graduate qualification on procurement and/or PPP advisory services is desirable.

### **(b) Experience**

- A minimum of 5 years' demonstrated experience in the field of procurement in a busy public or private sector environment is desirable.
- Experience in drafting of PPP procurement documents and other related documents/agreements; PPP procurement, and managing bidding processes will be an added advantage.

### **(c) Skills**

- Language and report writing skills
- Strong interpersonal and team skills.

### **EVALUATION CRITERIA:**

**Technical Expert, Financial Expert, Transaction Experts, Monitoring & Evaluation Expert, PPP Capacity Building Expert, PPP Legal Officers, PPP Procurement Officer.**

CVs will be evaluated taking into account the following criteria: Academic and professional qualifications; Relevant experience; Language skills; Demonstrated interpersonal and team leadership and team participation skills; Geographical extent of PPP experience –experience of working with PPP programmes will be an added advantage, both internationally and in markets similar to Kenya's; Breadth of sectoral experience; Experience of different types of PPP structures.

### **PPP County Officers, PPP Project Officers.**

CVs will be evaluated taking into account the following criteria: Academic and professional qualifications; Relevant experience; Language skills; Demonstrated interpersonal and team leadership and team participation skills; Breadth of sectoral experience

## **OFFICE ADMINISTRATIVE ASSISTANT Ref: IFPPP/PPPU/OAA/2017-18 - 1 Post**

### **Objective**

To provide PPPU professional staff with a productive working environment through the optimal use of physical, material and support staff resources.



The Office Administrative Assistant is expected to meet the above objectives by performing, without limitation, the following tasks:

- i. Assist the PPPU senior staff to make and implement administrative decisions based on a broad understanding of relevant policies or operational requirements at the PPP Unit;
- ii. Supervise the work of support staff (executive assistant, drivers, messengers and security);
- iii. Schedule use of vehicles, meeting room and office equipment;
- iv. Develop and maintain records management systems (manual and electronic) to ensure efficient and systematic control of the creation, receipt, maintenance and use of documents;
- v. Maintain personnel files and records and staff leave roster;
- vi. Implement systems to ensure the physical security of office premises;
- vii. Maintain and replenish the inventory of office supplies;
- viii. Ensure proper functioning of computer equipment and networks by taking regular back-up of files, recording problems and referring them to the firm(s) responsible for equipment and network maintenance;
- ix. Liaise with suppliers of goods and services to the PPPU;
- x. Arrange and coordinate special projects and events, conferences, workshops, office activities, committee and staff meetings;
- xi. When required, assist in making necessary follow up in the process for procurement of goods and services; payments due under procurement contracts and help prepare necessary documents for payment;
- xii. Maintain a proactive calendar for the PPPU senior staff; Screen, filter, prioritize and ensure response to internal and external correspondence for the PPPU;
- xiii. Prepare reports, memos, letters and other documents requested by the management or professional staff;
- xiv. Prepare and follow-up all travel arrangements for PPPU staff members;

**(a) Qualification**

- University degree in Business Administration, or a related field.
- Excellent knowledge of English spoken and written.
- Excellent organizational, communications and writing skills

**(b) Experience**

- Minimum four (4) years of experience as Executive Assistant or Senior Executive Assistant, or Office Manager, in a busy office
- Experience with public sector will be an advantage.
- Competency with MS Office Applications, hands-on IT experience and basic IT troubleshooting skills.
- Experience in Human Resource management

**(c) Skills**

- Language and report writing skills
- Strong interpersonal and team skills.

**INFORMATION OFFICER      Ref: IFPPP/PPPU/IO/2017-18      - 1 Post**

**Objective**

To manage a fully-fledged information repository (library)/resource centre and Registry for PPPU using the available information resources.

The Information Officer is expected to meet the above objective by performing, without limitation, the following tasks:

- i) Establish a fully-fledged information repository (library)/resource centre.
- ii) Manage all aspects of the information repository including cataloging, circulation, collection development, reference and access, planning and promotion.

- iii) Coordinate efforts to collect and preserve the PPP publications, reports, photographs and other unique content.
- iv) Coordinate the Registry activities including but not limited to filing, mail management, records tracking, appraisal and Disposal records.
- v) Manage all the PPP information and foster cross communication between departments.
- vi) Oversee the automation of the information repository system once it is up and running as well as Records Digitization within the current Registry.
- vii) Oversee the maintenance and improvements of the current Registry System, its physical facilities, equipment and conditions of the records to ensure proper document management and control.
- viii) Provide professional reference services for researchers, project teams and other users.
- ix) Identify financial resources for continued library (information repository) and Registry maintenance, collections enhancement, archiving, and storage.
- x) Ensure that the library work and the larger “knowledge management” work is successful throughout PPP to enhance Knowledge creation and sharing.
- xi) Develop and implement information repository and Records Management policies and procedures to guide operations.

**(a) Qualification**

A minimum of Bachelor’s Degree in Library and Information Science Studies from a recognized institution.

**(b) Experience**

- Minimum three (3) years of experience as Library/Records Management Officer in a busy office.
- Practicable ability to establish and manage an automated and physical Library.
- Familiarity with public sector Information Management Initiatives.
- Ability to undertake multiple assignments.
- Ability to work with minimum supervision and complete assignments within set timelines
- Cross-cultural experience, understanding and sensitivity.
- Experience and good understanding of the public sector is an advantage.

**(c) Skills**

- Integrity, honesty, self-management and a dependable team player
- Excellent knowledge of English spoken and written
- Excellent communication, report writing and interpersonal skills.

**SUPPORT STAFF                      Ref: IFPPP/PPPU/SS/2017-18                      - 2 Posts**

**Objective**

The Office Support Staff are expected to perform support functions which contribute to the effective and efficient operations of the department.

**(d) Qualification**

- Kenya Certificate of Secondary Education qualification;
- A valid Certificate of Good Conduct from the Kenya Police

**(e) Skills**

- Good command of written & spoken English
- Polite and hard working
- Good interpersonal skills
- Ability to work as a team member.
- Ability to work under direction and with limited supervision
- Ability to demonstrate initiative.

**Objective**

Provide driving support to PPPU team

**(c) Qualification & Skills**

- Kenya Certificate of Secondary Education qualification;
- Passed Occupational Trade Test 1 for drivers;
- A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) that he/she is required to drive
- Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution.
- A valid Certificate of Good Conduct from the Kenya Police
- Attended a First Aid Certificate course from St. John Ambulance or Kenya Institute of Highway and Building Technology(KIHBT) or any other recognized Institution

**(d) Experience**

- Minimum ten (10) years of experience in a busy organisation in private or public sector
- Demonstrated outstanding professional competence in work performance and results.

**EVALUATION CRITERIA:****Office Administrative Assistant, Information Officer, Support Staff and Drivers**

CVs will be evaluated taking into account the following criteria: Academic and professional qualifications; Relevant experience; Language skills; Demonstrated interpersonal and team leadership and team participation skills.

Complete Application documents (curriculum vitae with details of your qualifications, experience, day and evening telephone numbers, email address and names of three referees) with **Position reference and name clearly marked on top** should be emailed or sent to the address below.

**Postal Address:**

Project Implementation Unit  
**Attention:** Procurement Specialist  
P.O. Box 21190-00100  
Nairobi, Kenya.

Telephone No.: 254 - 20 - 2210271/4

**Physical Address:**

Project Implementation Unit  
**Attention:** Procurement Specialist  
7<sup>th</sup> Floor, Anniversary Towers, North Tower.  
Building No.19 Monrovia Street/University Way  
Nairobi, Kenya.

E-mail: [procurement.ifppp@piu.go.ke](mailto:procurement.ifppp@piu.go.ke);  
[info@pppunit.go.ke](mailto:info@pppunit.go.ke)

**Deadline for submission of Applications is Friday 3<sup>rd</sup> August 2018 at 1600 hours Kenyan local time.**

**PROCUREMENT SPECIALIST**  
**FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY**