



WOMEN ENTERPRISE FUND

VACANCY NOTICE

Women Enterprise Fund (WEF) is a Semi-Autonomous Government Agency under the Ministry of Gender, Culture, The Arts and Heritage established via Government Financial Management Act in 2007, through Legal Notice no.147 and whose core mandate is to provide accessible and affordable credit to support Kenyan women start and/or expand businesses for wealth and employment creation.

Pursuant to this mandate, the Fund invites applications from suitably qualified Kenyans to fill the under mentioned positions:

REF: NO	TITLE	NUMBER	JOB GRADE
WEF/HR/2024/1	Chief Executive Officer	1	WEF 1
WEF/HR/2024/2	Manager, Finance & Administration	1	WEF 2
WEF/HR/2024/3	Manager, Marketing Research and Communication	1	WEF 2
WEF/HR/2024/4	Manager, Audit & Risk	1	WEF 2
WEF/HR/2024/5	Deputy Manager, Human Resource & Training	1	WEF 3
WEF/HR/2024/6	Assistant Manager, Audit & Risk	1	WEF 4
WEF/HR/2024/7	Senior Officer, Audit & Risk	1	WEF 5

Details on the job & person specifications including applicable basic salaries are available on the Fund's website www.wef.go.ke

Applications clearly marked with the position reference and title and including detailed CV, copies of academic certificates, professional qualifications, testimonials, day-time telephone number, names and addresses of three professional referees should be delivered to the Fund by hand, courier or post so as to reach the address below on or before **29th July 2024 by 5:00 PM.**

**The Chairperson
Women Enterprise Fund
11th Floor, Britam Tower
P. O. Box 17126 -00100
NAIROBI.**

Note:

- SUCCESSFUL CANDIDATES** will be required to satisfy the requirements of Chapter six (6) of the Constitution of Kenya 2010 by submitting the following compliance documents:
 - Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
 - Clearance Certificate from Higher Education Loans Board (HELB);
 - Tax Compliance Certificate from KRA;
 - Clearance from the Ethics and Anti-Corruption Commission (EACC); and
 - Clearance from an Approved Credit Reference Bureau (CRB).
- ONLY SHORTLISTED CANDIDATES** will be contacted and shall be required to produce ORIGINALS of their National Identity Card, Academic and Professional Certificates during the interviews.
- Any form of canvassing will lead to **AUTOMATIC DISQUALIFICATION.**

Women Enterprise Fund is an equal opportunity employer committed to diversity and gender equality. Women, youth and persons living with disability (PWDs) are encouraged to apply.