

PRINCIPAL SECRETARY
STATE DEPARTMENT FOR ECONOMIC PLANNING

189 29 SEP 2025 189

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THE NATIONAL TREASURY AND ECONOMIC PLANNING
STATE DEPARTMENT FOR ECONOMIC PLANNING
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29 SEP 2025

MAIN RECORDS OFFICE
P. O. Box 30005 - 00100, NAIROBI



REPUBLIC OF KENYA

MINISTRY OF COOPERATIVES AND MICRO, SMALL AND MEDIUM
ENTERPRISES (MSMEs) DEVELOPMENT

State Department for Micro, Small and Medium Enterprises (MSMEs) Development

Office of the Principal Secretary

Tel: 020-2731531-9
0704097021/23
07884840/41
Fax: 020-2731511
Email: ps@msme.go.ke

Social Security House, Bishops Road Capitol Hill
P. O. Box 30547 - 00100
NAIROBI

When replying please quote:

Ref: No.MC/SD/MSME/HRM/10/(18)

19th September, 2025

The Prime Cabinet Secretary
Chief of Staff and Head of Public Service
The Attorney General
All Cabinet Secretaries
The Secretary to the Cabinet
The Comptroller, State House
All Principal Secretaries
The Chief of Staff to the Deputy President
The Chief of Staff to the Prime Cabinet Secretary
Secretary/ CEO, Public Service Commission
The Auditor-General
The Controller of Budget
The Clerk, National Assembly
The Clerk, The Senate
The Chief Registrar, Judiciary
All County Governors
All Regional/ County Commissioners
All Constitutional Commissions/ Independent Offices
All Chief Executive Officers of State Corporations/ State Agencies
All Heads of Departments, State Department for MSMEs Development

DMMSD
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29/9/2025

30 SEP 2025
32

On APP
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11/10/2025

RE-ADVERTISEMENT OF INTERNAL VACANT POSITIONS IN THE MINISTRY OF
COOPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs)
DEVELOPMENT- STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM
ENTERPRISES DEVELOPMENT

Applications are invited from suitably qualified serving officers in the wider public service
for the advertised vacant positions shown here below: -

V/NO.	POST	GRADE	NO. OF VACANCIES
1/2025	Principal Enterprise Development Officer (Market Development)	CSG 8	1
2/2025	Principal Enterprise Development (Policy)	CSG 8	1
3/2025	Principal Enterprise Development Officer (Coordination)	CSG 8	7
4/2025	Principal Enterprise Development (Partnership and Linkages)	CSG 8	1
5/2025	Principal Enterprise Development Officer (Finance and Resource Mobilization)	CSG 8	1
6/2025	Principal Enterprise Development Officer (Innovation and Product Development)	CSG 8	1
7/2025	Principal Enterprise Development Officer (Research)	CSG 8	1
8/2025	Principal Enterprise Development Officer (Digital Delivery and Communication)	CSG 8	1
9/2025	Senior Enterprise Development Officer (Partnership and Linkages)	CSG 9	1
10/2025	Senior Enterprise Development Officer (Coordination)	CSG 9	7
11/2025	Senior Enterprise Development Officer (Finance and Resource Mobilization)	CSG 9	1
12/2025	Senior Enterprise Development Officer (Market Development)	CSG 9	1
13/2025	Senior Enterprise Development Officer (Innovation and Product Development)	CSG 9	1
14/2025	Senior Enterprise Development Officer (Research)	CSG 9	1
15/2025	Senior Enterprise Development Officer (Policy)	CSG 9	1
16/2025	Senior Enterprise Development Officer (Digital Delivery and Communication)	CSG 9	1
Total number of positions			28

Interested and qualified persons are required to make their applications by completing ONE (1) application form (PSC 2) revised 2016. The form may be downloaded from the Public Service Commission website www.publicservice.go.ke

Please Note;

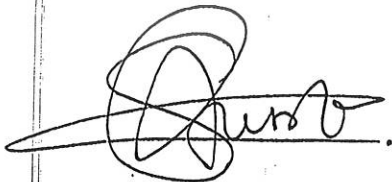
- Those who had applied are encouraged to re-apply
- Candidates should not attach copies of academic, professional certificates or transcripts. All details requested in the advertisement should be filled in the PSC 2 form
- Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic Professional Certificates and Transcripts during interviews.
- Shortlisted candidates shall be required to produce the original letter of appointment to their current substantive post during the interview.
- Only shortlisted candidates will be contacted.

Completed application forms should reach;

The Principal Secretary
State Department for Micro, Small and Medium Enterprises (MSMEs)
Development
P.O Box 30547 – 00100
NAIROBI

(indicate the position applied for on the envelope)

Or hand delivered to Prism Towers, 8th Floor, Human Resource Management and Development Office on or before 10th October, 2025 by 5.00 p.m (East African Time).



Susan Mang'eni, CBS
Principal Secretary

V/NO. 1/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (MARKET DEVELOPMENT), CSG 8, ONE (1) POST

Basic Salary Scale:	Ksh 52, 330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing data collection tools on the integrated MSMEs infrastructure;
- (ii) analyzing data and drafting reports on the integrated MSMEs infrastructure;
- (iii) maintaining database on: the integrated MSMEs infrastructure, production clusters, MSMEs business franchising, regulations on enforcement of preference in Government to products and services of the MSMEs and MSMEs products and services in the one-stop digital marketing platform;
- (iv) preparing reports on trade fairs and exhibitions for MSMEs products and services;
- (v) developing guidelines for MSMEs participation in trade fairs and exhibitions in collaboration with stakeholders;
- (vi) identifying linkages for MSMEs products and services;
- (vii) drafting reports on business innovation and incubation for MSMEs and market development strategies for MSME products and services;
- (viii) identifying and reviewing upgrades in technology and modernization;

- (ix) building capacity for MSMEs on e-commerce mechanisms, business development and management skills and product standardization and aggregation;
- (x) clustering of MSMEs into relevant sectors and sub-sectors;
- (xi) identifying market development strategies and priority value chains for MSMEs products and services;
- (xii) creating awareness on franchise business model and technology upgradation and modernization; and
- (xiii) maintaining database on MSMEs.

V/NO. 2/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (POLICY), CSG 8, ONE (1) POST

Basic Salary Scale:	Ksh 52, 330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade an officer must have:

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) identifying the gaps in the existing related MSMEs policies;
- (ii) developing data collection tools;
- (iii) drafting policies and guidelines for prioritization of MSMEs products and services in government procurement;

- (iv) preparing reports on stakeholder engagements for development of Policies and guidelines on access to modern management practices and business franchising for MSMEs;
- (v) preparing reports on stakeholder engagements for development of a framework for establishment of production clusters and subcontracting arrangements between MSMEs and Large enterprises;
- (vi) identifying MSMEs for Business Process Re-engineering applications;
- (vii) preparing reports on stakeholder engagements for development of guidelines for promotion and development of cottage industry;
- (viii) maintaining database on MSMEs Research & Knowledge Management; and
- (ix) generating periodic reports on MSMEs.

V/NO. 3/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (COORDINATION), CSG 8, SEVEN (7) POSTS

Basic Salary Scale:	Ksh 52, 330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) analyzing and validating information from the Financial Agencies on MSMEs beneficiaries for the promotion, development and enhancing competitiveness of MSMEs;

- (ii) developing mechanisms to support Progressive credit policies and practices targeting MSMEs;
- (iii) analyzing information on credit scoring and digital lending from financial institutions and agencies;
- (iv) identifying the credit products by financial institutions, private, public and other partners for MSMEs;
- (v) developing monitoring tools to access financial inclusion of youth, women and vulnerable groups;
- (vi) analyzing reports on Financial Inclusion Fund and other funds;
- (vii) conducting research on mortgage uptake by MSMEs;
- (viii) developing clustered data base for related MSMEs and Large Enterprises to promote partnership and collaborations;
- (ix) clustering of the MSMEs in various sub-sectors;
- (x) identifying relevant stakeholders in MSMEs sub-sector;
- (xi) developing appropriate and sustainable funding modalities to support MSMEs;
- (xii) developing and maintaining a database of investment partners for MSMEs; and
- (xiii) implementing monitoring and evaluation guidelines for the financial interventions (Financial Inclusion, Affirmative Funds, KIE, grants).

V/NO. 4/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (PARTNERSHIP AND LINKAGES), CSG 8, ONE (1) POST

Basic Salary Scale:	Ksh 52, 330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education,

- Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) analyzing and validating information from the Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;
- (ii) developing mechanisms to support Progressive credit policies and practices targeting MSMEs;
- (iii) analyzing information on credit scoring and digital lending from financial institutions and agencies;
- (iv) identifying the credit products by financial institutions (private, public and other partners) for MSMEs;
- (v) developing monitoring tools to assess financial inclusion of youth, women and vulnerable groups;
- (vi) analyzing reports on Financial Inclusion Fund and other Funds;
- (vii) conducting research on mortgage uptake by MSMEs;
- (viii) developing clustered data base for related MSMEs and Large Enterprises to promote partnership and collaborations;
- (ix) clustering of the MSMEs in various sub-sectors;
- (x) identifying relevant stakeholders in MSMEs sub-sector;
- (xi) developing appropriate and sustainable funding modalities to support MSMEs;
- (xii) developing and maintaining a database of investment partners for MSMEs; and
- (xiii) implementing monitoring and evaluation guidelines for the financial interventions (Financial Inclusion, Affirmative Funds, KIE, grants).

V/NO. 5/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (FINANCE AND RESOURCE MOBILIZATION), CSG 8, ONE (1) POST

Basic Salary Scale:	Ksh 52,330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programming, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) analyzing and validating information from the Financial Agencies on MSMEs beneficiaries for promotion, development and enhancement of competitiveness of MSMEs;
- (ii) developing mechanisms to support Progressive credit policies and practices targeting MSMEs;
- (iii) analyzing information on credit scoring and digital lending from financial institutions and agencies;
- (iv) identifying the credit products by financial institutions (private, public and other partners) for MSMEs;
- (v) developing monitoring tools to assess financial inclusion of youth, women and vulnerable groups;
- (vi) analyzing reports on Financial Inclusion Fund and other Funds;
- (vii) conducting research on mortgage uptake by MSMEs;
- (viii) developing clustered data base for related MSMEs and Large Enterprises to promote partnership and collaborations;
- (ix) clustering of the MSMEs in various sub-sectors;
- (x) identifying relevant stakeholders in MSMEs sub-sector;
- (xi) developing appropriate and sustainable funding modalities to support MSMEs;
- (xii) developing and maintaining a database of investment partners for MSMEs; and
- (xiii) implementing monitoring and evaluation guidelines for the financial interventions (Financial Inclusion, Affirmative Funds, KIE, grants).

V/NO. 6/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (INNOVATION AND PRODUCT DEVELOPMENT), CSG 8, ONE (1) POST

Basic Salary Scale:

Ksh 52, 330 - Ksh 96,130 p.m.

(CSG 8)

House Allowance:	Ksh 35,000 p.m.
Commuter Allowance:	Ksh 8,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) developing data collection tools on the integrated MSMEs infrastructure;
- (ii) analyzing data and drafting reports on the integrated MSMEs infrastructure;
- (iii) maintaining database on: the integrated MSMEs infrastructure, production clusters, MSMEs business franchising, regulations on enforcement of preference in Government to products and services of the MSMEs and MSMEs products and services in the one-stop digital marketing platform;
- (iv) preparing reports on trade fairs and exhibitions for MSMEs products and services;
- (v) developing guidelines for MSMEs participation in trade fairs and exhibitions in collaboration with stakeholders;
- (vi) identifying linkages for MSMEs products and services;
- (vii) drafting reports on business innovation and incubation for MSMEs and market development strategies for MSME products and services;
- (viii) identifying and reviewing upgrades in technology and modernization;
- (ix) building capacity for MSMEs on e-commerce mechanisms, business development and management skills and product standardization and aggregation;
- (x) clustering of MSMEs into relevant sectors and sub -sectors;

- (xi) identifying market development strategies and priority value chains for MSMEs products and services;
- (xii) creating awareness on franchise business model and technology upgradation and modernization; and
- (xiii) maintaining database on MSMEs.

**V/NO. 7/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (RESEARCH),
CSG 8, ONE (1) POST**

Basic Salary Scale:	Ksh 52, 330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) identifying the gaps in the existing related MSMEs policies;
- (ii) developing data collection tools;
- (iii) drafting policies and guidelines for prioritization of MSMEs products and services in government procurement;
- (iv) preparing reports on stakeholder engagements for development of policies and guidelines on access to modern management practices and business franchising for MSMEs;
- (v) preparing reports on stakeholder engagements for development of a framework for

- establishment of production clusters and subcontracting arrangements between MSMEs and Large Enterprises;
- (vi) identifying MSMEs for Business process re-engineering applications;
 - (vii) preparing reports on stakeholder engagements for development of guidelines for promotion and development of cottage industry;
 - (viii) maintaining database on MSMEs Research & Knowledge Management; and
 - (ix) generating periodic reports on MSMEs.

V/NO. 8/2024 - PRINCIPAL ENTERPRISE DEVELOPMENT OFFICER (DIGITAL DELIVERY AND COMMUNICATION), CSG 8, ONE (1) POST

Basic Salary Scale:	Ksh 52,330 - Ksh 96,130 p.m.	(CSG 8)
House Allowance:	Ksh 35,000 p.m.	
Commuter Allowance:	Ksh 8,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Senior Enterprise Development Officer, CSG 9 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) identifying mechanisms for promoting e-commerce for MSMEs;
- (ii) analyzing the Mapped-out technology upgrades and modernizations;
- (iii) identifying and creating awareness on the sector clusters for MSMEs;
- (iv) packaging of information on MSMEs activities, products and services;
- (v) analyzing business information of MSMEs;
- (vi) updating the database on MSMEs;

- (vii) analyzing compiled data on MSMEs for content development and management;
- (viii) analyzing data for uploading on social media;
- (ix) preparing materials on MSMEs Government policies, programs and projects for sensitization; and
- (x) identifying relevant digital communication channels for MSMEs products and services.

V/NO. 9/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (PARTNERSHIP AND LINKAGES), CSG 9, ONE (1) POST

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) compiling information from the Financial Inclusion Agencies on MSMEs beneficiaries for the promotion, development and enhancing competitiveness of MSMEs;
- (ii) identifying support mechanisms for Progressive credit policies and practices targeting MSMEs;
- (iii) collecting and collating information on credit scoring and digital lending from financial institutions and agencies;
- (iv) carrying out survey on flow of credit from financial institutions, private, public and other partners;
- (v) analyzing data on financial inclusion of youth, women and vulnerable groups; and
- (vi) collating and compiling reports on Financial Inclusion Fund and other Funds.

**V/NO. 10/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER
(COORDINATION), CSG 9, SEVEN (7) POSTS**

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) compiling information from the Financial Inclusion Agencies on MSMEs beneficiaries for the promotion, development and enhancing competitiveness of MSMEs;
- (ii) identifying support mechanisms for Progressive credit policies and practices targeting MSMEs;
- (iii) collecting and collating information on credit scoring and digital lending from financial institutions and agencies;
- (iv) carrying out survey on flow of credit from financial institutions, private, public and other partners;
- (v) analyzing data on financial inclusion of youth, women and vulnerable groups; and
- (vi) collating and compiling reports on Financial Inclusion Fund and other Funds.

**V/NO. 11/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (FINANCE AND
RESOURCE MOBILIZATION), CSG 9, ONE (1) POST**

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	

Commuter Allowance:	Ksh 6,000 p.m.
Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) compiling information from the Financial Inclusion Agencies on MSMEs beneficiaries for the promotion, development and enhancing competitiveness of MSMEs;
- (ii) identifying support mechanisms for Progressive credit policies and practices targeting MSMEs;
- (iii) collecting and collating information on credit scoring and digital lending from financial institutions and agencies;
- (iv) carrying out survey on flow of credit from financial institutions, private, public and other partners;
- (v) analyzing data on financial inclusion of youth, women and vulnerable groups; and
- (vi) collating and compiling reports on Financial Inclusion Fund and other funds.

V/NO. 12/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (MARKET DEVELOPMENT), CSG 9, ONE (1) POST

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) analyzing data on the integrated MSMEs infrastructure;
- (ii) updating data base on the integrated MSMEs infrastructure, business innovations, production clusters, business franchise and developed regulations on enforcement of preference in Government to products and services of the MSMEs;
- (iii) drafting reports on the integrated MSMEs infrastructure;
- (iv) verifying data for development of MSMEs integrated information system;
- (v) identifying MSMEs participating in trade fairs and exhibitions;
- (vi) analyzing data on MSMEs products and services for market development, and linkages to domestic and export markets;
- (vii) maintaining the database on MSMEs products and services and linkages to domestic and export market;
- (viii) building capacity for MSMEs on e-commerce mechanisms;
- (ix) analyzing and interpreting data on MSMEs;
- (x) updating database on MSMEs products and services in the one-stop digital marketing platform; and
- (xi) analyzing and maintaining data on technology upgradation and modernization.

V/NO. 13/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (INNOVATION AND PRODUCT DEVELOPMENT), CSG 9, ONE (1) POST

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	

Medical Cover:

As provided by the Government

Terms of Service:

Permanent and pensionable

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) analyzing data on the integrated MSMEs infrastructure;
- (ii) updating data base on the integrated MSMEs infrastructure, business innovations, production clusters, business franchise and developed regulations on enforcement of preference in Government to products and services of the MSMEs;
- (iii) drafting reports on the integrated MSMEs infrastructure;
- (iv) verifying data for development of MSMEs integrated information system;
- (v) identifying MSMEs participating in trade fairs and exhibitions;
- (vi) analyzing data on MSMEs products and services for market development, and linkages to domestic and export markets;
- (vii) maintaining the database on MSMEs products and services and linkages to domestic and export market;
- (viii) building capacity for MSMEs on e-commerce mechanisms;
- (ix) analyzing and interpreting data on MSMEs;
- (x) updating database on MSMEs products and services in the one-stop digital marketing platform; and
- (xi) analyzing and maintaining data on technology upgradation and modernization

V/NO. 14/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (RESEARCH), CSG 9, ONE (1) POST

Basic Salary Scale: Ksh 46,120 - Ksh 65,860 p.m.

(CSG 9)

House Allowance: Ksh 28,000 p.m.

Commuter Allowance: Ksh 6,000 p.m.

Leave Allowance:	As provided in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service:	Permanent and pensionable

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) identifying the gaps in the existing related MSMEs policies;
- (ii) collecting and collating data on MSMEs to develop demand driven interventions to address specific context of MSMEs;
- (iii) collecting and collating data for development of MSMEs financing policy;
- (iv) drafting data collection tools;
- (v) undertaking Research on socio-economic impact of MSMEs;
- (vi) conducting Surveys on MSMEs; and
- (vii) updating database on MSMEs Research & Knowledge Management.

V/NO. 15/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (POLICY), CSG 9, ONE (1) POST

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology, Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and
- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) identifying the gaps in the existing related MSMEs policies;
- (ii) collecting and collating data on MSMEs to develop demand driven interventions to address specific context of MSMEs;
- (iii) collecting and collating data for development of MSMEs financing policy;
- (iv) drafting data collection tools;
- (v) undertaking Research on socio-economic impact of MSMEs;
- (vi) conducting Surveys on MSMEs; and
- (vii) updating database on MSMEs Research & Knowledge Management.

V/NO. 16/2024 - SENIOR ENTERPRISE DEVELOPMENT OFFICER (DIGITAL DELIVERY AND COMMUNICATION), CSG 9, ONE (1) POST

Basic Salary Scale:	Ksh 46,120 - Ksh 65,860 p.m.	(CSG 9)
House Allowance:	Ksh 28,000 p.m.	
Commuter Allowance:	Ksh 6,000 p.m.	
Leave Allowance:	As provided in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent and pensionable	

For appointment to this grade, a candidate must have:-

- (i) served for a minimum period of three (3) years at the grade of Enterprise Development Officer I, CSG 10 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelor's degree in any of the following disciplines: Economics, Finance, Banking and Finance, Actuarial Science, Commerce, Entrepreneurship, Entrepreneurship and Enterprise Management, Enterprise Management, Business Management, Project Planning, Marketing, Information Technology, Information Communication Technology,

Computer Science, Statistics, Statistics and Programing, Communication and Public Relations, Media and Digital Communication, Public Communication, Education, Business Administration, Arts and Design or equivalent qualification from a university recognized in Kenya; and

- (iii) shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:-

- (i) mapping out technology upgrades and modernizations;
- (ii) mapping out developed database of MSMEs;
- (iii) disseminating information on MSMEs activities, products and services;
- (iv) compiling business information of MSMEs;
- (v) compiling data on MSMEs for content development and management;
- (vi) compiling data for upload in social media platforms; and
- (vii) compiling data on MSMEs Government policies, programs and projects