

**MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY  
STATE DEPARTMENT FOR INDUSTRY**

**Principal Enterprise Development Officer CSG 8, Job Group 'N', Three (3) Posts**

**Salary Scale: Ksh. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540 – 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.**

**Terms of Service**

Permanent and Pensionable

**(a) Duties and Responsibilities**

An officer at this level will be deployed either at the Regional offices or at the headquarters. At the Regional offices, the officer will be responsible to the Director of Enterprise Development for effective administration and management of all the enterprise development activities in the region.

At the headquarters, the officer will head two or more sub – sections. Specific duties and responsibilities will include: - Initiation of policies, projects and programs in relation to Micro – and Small Enterprises; conducting Sector needs assessment as related to divisional activities; preparation of annual work plans and expenditure estimates; gathering and dissemination of sector specific information; preparation of divisional annual reports; and handling human resource matters in the division in liaison with Human Resource Management Division.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Senior Enterprise Development Officer or in a comparable and relevant position in the wider Public Service for a minimum period of three (3) years;
- (ii) Attended a management course lasting not less than four weeks; and
- (iii) Shown merit and ability as reflected in work performance and results.