

1. General Manager- Operations and Investor Support REF: EPZA/01/2016

Job Title:	General Manager- Operations & Investor Support
Grade:	EPZA 2
Location / Work station:	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ.
The job holder is responsible for formulating investor support strategies, policies, regulations and guidelines for effective investor Support, Facilitation, Compliance, Industrial Relations and Regional Management of the EPZ Programme.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Division for approval b) Oversee the execution of the approved Divisional work plans and budgets c) Oversee performance management in the Division d) Prepare and submit monthly, quarterly and annual reports for the division e) Prepare draft board management papers for approval f) Identify training needs for the divisional staff g) Participate in workforce planning and recruitment of staff within the division h) Spearhead the development and review of the Division's strategic plan i) Identify procurement needs of the division j) Mentor and coach divisional staff k) Participate in various committees in the Organization 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Oversee the functions of the implementation of Division's strategic plan, monitoring and evaluation. b) Lead in the review of the Divisional strategic plan and operational plans c) Identify, examine, analyse and initiate review of policies touching on Operations and Investor Support. d) Ensure EPZ Enterprises comply with relevant Kenya Laws in their operations. e) Spearhead the performance contracting process among the staff in the Division f) Ensure implementation of work Plan for the Division g) Develop linkages and partnerships with different Government Agencies, County Governments and other h) Institutions for effective investor support facilitation i) Oversee Advocacy role in investor support Facilitation j) Plan and co-ordinate annual EPZ Investor Forums k) Lead the development, expansion and growth of the EPZ programme in the Regions l) Oversee Pre – Investment and post Investment facilitation for EPZ Investors m) Ensure sound management of Public Zones 	

n) Carry out annual staff performance appraisals	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> • Master’s degree in Business Administration • Bachelor’s degree in Economics, Business Administration or relevant Social Sciences 	
Professional Qualifications / Membership to professional bodies	
Membership to a relevant professional body	
Previous relevant work experience required.	
Twelve (12) years of relevant experience, 8 of them in senior management.	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> a) Proficiency in computer applications; b) Strategic planning c) Project management d) Interpretation of financial reports e) Understanding of policy development process f) Entrepreneurial skills g) Report writing h) Research and innovation skills 	<ul style="list-style-type: none"> a) Interpersonal skills b) Communication skills c) Team leadership d) Advocacy e) Negotiation skills f) Creativity g) Critical thinking h) Analytical alertness i) Attention to detail j) Networking skills k) Presentation skills

2. General Manager, Investments and Corporate Communications - EPZA/02/2016

Job Title:	General Manager, Investments and Corporate Communications
Grade:	EPZA 2
Location / Work station:	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ.
Job Purpose	
<p>The job holder is responsible for carrying out</p> <ul style="list-style-type: none"> - The Planning, executing and monitoring the Investment Promotion/Marketing and Corporate Communications functions - Generate A in A receipts for the Authority through application fees, license fees and rentals. - Enhance the Investor and Scrotal portfolio of projects in the program - Develop support linking sectors that benefit investors in the program can benefit from (an ecosystem that supports investors). - Translate corporate goals and objectives into strategies, activities targets in line with Authority's Strategic Plan. - Maintain business relations with investors, government agencies and other stakeholders through MOUs and other agreements - Generate ideas, problem solving, and advising on issues related to the EPZ program, as well as serving as a resource of information about the program to prospects 	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Division for approval b) Oversee the execution of the approved Divisional work plans and budgets c) Oversee performance management in the Division d) Prepare and submit all monthly, quarterly and annual reports for the division e) Prepare draft board management papers for approval f) Identify training needs for the divisional staff g) Participate in workforce planning and recruitment of staff within the division h) Spearhead the development and review of the Institution's strategic plan i) Identify procurement needs of the division j) Mentor and coach divisional staff k) Participate in various committees in the Institution 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Translate corporate goals and objectives into investment attraction, linkage and advocacy targets, strategies and operational plans in line with Authority's Strategic Plan. b) Budget for and coordinate investment promotion and Corporate Communications functions for the Authority. c) Initiate revenue generating projects that will ensure financial sustainability of the Authority d) Design and executive marketing and promotion strategy and programs. 	

- e) Formulate and implement sales and promotion, project appraisal, product and linkages policies and procedures.
- f) Maintain business relations with investors, government agencies and other stakeholders working arrangements, MOUs and other agreements.
- g) Establishment and application of appropriate systems to monitor and respond to investor enquiries.
- h) Establishment and application of project screening and appraisal systems
- i) Establish support for market access and promotion of EPZ companies' products and services in various markets.
- j) Work on EPZ capital projects such as the Leather Industrial Park from conception to planning and pre-construction stage.
- k) Generate ideas, problem solving, and advising on issues related to the EPZ program, as well as serving as a resource of information about the program.
- l) Planning and execution of EPZA's Corporate Communications Strategy which includes Corporate image enhancement, media relations (both print and electronic), interactive PR (IT based), printing & publications, internal & external communications, organizing and branding company functions, production of PR consumables and Identification and execution of CSR Initiatives, organizing and handling visits to the EPZ industrial complex, and participating in fairs and other events
- m) Performance Contract reporting for the Division.

I. Job Competencies (Knowledge, Experience and Attributes / Skills).

- a) Knowledgeable on investment trends
- b) Trade Fair & events management
- c) Ability to developing communities of interest with stakeholder groups,
- d) Industry Liaison with sectoral and industry leaders both locally and internationally
- e) Development and use of market intelligence for the Authority's investment promotion strategy.
- f) Public speaking and presentation skills
- g) Interpersonal skills
- h) A flair of diplomatic etiquette
- i) Proficiency in protocol issues of the Public Service
- j) international travel Exposure

Academic Qualifications

Bachelor's Degree in Business Administration/Communications/Commerce, International Relations, Marketing, Public Relations, Mass Communications
 Master's Degree in a related field.

Professional Qualifications / Membership to professional bodies

Professional Marketing Diploma (MSK or CIM), professional association in related professional societies/bodies: - MSK, PRSK, KIM

Previous relevant work experience required.

At least 11 years' experience with a minimum of 6 years' experience in a senior managerial role and 6 years post qualifications experience.

Work predominantly within the office with occasional travel			
Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Master's degree in Business, Economics or related field Bachelor's degree in Business, Commerce or any related fields.			
Professional Qualifications / Membership to professional bodies			
N/A			
Previous relevant work experience required.			
At least 6 years' experience in Marketing, 3 years at management level and 3 years post professional qualification experience			
Functional Skills:		Behavioral Competencies/Attributes:	
a) Proficiency in IT b) Analytical skills c) Project Management		a) Integrity b) Leadership skills c) Good communication skills d) Team work e) Interpersonal skills	
Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____
Head of Human Resources	_____	_____	_____

3. Legal Officer III EPZA/23/2017

Job Title:	Legal Officer III
Current Grade:	EPZA 7
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	N/A
Department:	Corporate & Legal Services
Division:	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Head Office
Reporting Relationships	
Reports to:	Senior Legal Officer/ Assistant Manager – Legal Services
Direct reports:	Legal Assistant
Indirect reports:	
Job Purpose	
The job holder is responsible for ensuring the Authority functions effectively and operates within its mandate by interpreting and applying legal policies, procedures, rules and regulations	
Key Responsibilities / Duties / Tasks	
A. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Participate in development of the Department’s Work plan and budget b) Participate in the preparation of monthly, quarterly and annual sectional reports c) Mentor and coach staff d) Participate in the implementation of the performance management system in the department e) Participate in departmental meetings f) Participate in committee meetings as appropriate 	
B. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Interpret and apply legal policies, procedures , rules and regulations b) Draft legal documents including leases and contracts c) Undertake research on various legal aspects and processes related to the mandate of the Authority d) Provide legal advice on all transactions e) Act as Counsel in Court proceedings and liaise with Attorney General/External Lawyers on litigation matters f) Research and prepare Authority’s cases appropriately g) Undertake legal audit to confirm compliance by the Authority with applicable laws 	

h) Participate in development of Authority's policies on legal matters	
Job Dimensions:	
I. Financial Responsibility:	
a) Participate in budget development and implementation b) Participate in procurement for the department c) Participate in the vetting and recommend legal fees for payment	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the Authority	
III. Decision Making:	
a) Plans the work of subordinates b) Appraise/evaluate subordinates performance	
IV. Working conditions:	
a) Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Postgraduate Diploma in Law Bachelor's degree in Law	
Professional Qualifications / Membership to professional bodies	
Advocate of the High Court of Kenya Member of Law Society of Kenya	
Previous relevant work experience required.	
Graduate entry point	
Functional Skills:	Behavioral Competencies/Attributes:
a) Report drafting and writing skills b) IT proficiency c) Litigation skills	a) Interpersonal skills b) People Skills c) Professionalism d) Ability to work under pressure

Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____

4. Security Guard III EPZA/25/2017

Job Title:	Security Guard III
Grade:	EPZA 13
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	N/A
Department:	Security
Division:	N/A
Department / Unit:	N/A
Location / Work station:	Head Office and EPZA Branches across the Country
Reporting Relationships	
Reports to:	Security Supervisor II
Direct reports:	N/A
Indirect reports:	N/A
Job Purpose	
The job holder is responsible for protecting EPZA property and safety and security of persons.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Make sure all imports and exports have proper documents b) Control of vehicular and human traffic within the zone. c) Ensure all workers in EPZ factories display valid gate passes. d) Patrol perimeter fence and all EPZ installations and guarding. e) Ensure that no idlers or job seekers are allowed within the zone. f) Check all the consignment taken to local territory. 	
Job Dimensions:	
III. Financial Responsibility:	
N/A	
IV. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
V. Decision Making:	
Makes decisions using work instructions	
VI. Working conditions:	
Work predominantly outside the office	

Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
O level certificate with at least a mean of Grade D (plain)			
Professional Qualifications / Membership to professional bodies			
Certificate in Security Management			
Previous relevant work experience required.			
N/A			
Functional Skills:		Behavioural Competencies/Attributes:	
a) Competent driver b) Investigative skills c) First Aid skills. d) Fire Fighting skills.		a) Interpersonal skills b) Discreteness c) Communication skills	
Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____
Head of Human Resources	_____	_____	_____

5. Security Officer III/security Supervisor I EPZA/24/2017

Job Title:	Security Officer III/ Supervisor I
Current Grade:	EPZA 7
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	N/A
Department:	Security
Division:	N/A
Department / Unit:	N/A
Location / Work station:	EPZA Head Office and other branches in the country
Reporting Relationships	
Reports to:	Security Officer II
Direct reports:	Security Guards
Indirect reports:	Security Supervisors II
Job Purpose	
The job holder is responsible for ensuring the security and safety of persons, assets and facilities in the EPZ Program.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Makes decisions using standard operating procedures b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Makes operational decisions b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance e) Appraises/evaluates subordinates performance 	
Job Dimensions:	
I. Financial Responsibility	
<ul style="list-style-type: none"> a) Participate in budget development and implementation b) Develop and monitor procurement for the department c) Recommend departmental expenses for approval. 	
II. Responsibility for Physical Assets	
Responsible for the security of all physical assets in the institution	
III. Decision Making:	

<ul style="list-style-type: none"> a) Make decisions using standard operating procedures b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance 			
IV. Working conditions:			
<p>May be required to work odd hours</p> <p>Required to be on call all the time</p> <p>Is exposed to risk and threats</p>			
Job Competencies (Knowledge, Experience and Attributes / Skills).			
Academic Qualifications			
Bachelor's degree/ Diploma in Security Administration Management or accepted equivalent			
Professional Qualifications / Membership to professional bodies			
Membership to a relevant professional association/body is an added advantage			
Previous relevant work experience required.			
<p>Must have served in the armed/disciplined forces for at least 3 years with a clean discharge certificate</p> <p>Diploma holders must have served at least 6 years' post diploma qualification experience with at least 1 year in a supervisory role.</p>			
Functional Skills:		Behavioral Competencies/Attributes:	
<ul style="list-style-type: none"> a) Investigative skills b) IT proficiency c) Report writing skills d) First Aid skills e) Ability to handle security equipment 		<ul style="list-style-type: none"> a) Leadership skills b) Interpersonal skills c) Discreteness d) Communication skills e) Security alertness and awareness 	
Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____
Head of Human Resources	_____	_____	_____

6. Accountant III /Accounts Assistant EPZA/26/2017

Job Title:	Accountant III /Assistant I
Grade:	7
Ministry /Corporation:	EPZ-A
Directorate:	N/A
Division:	Finance and Administration
Department:	Finance
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters Athi River
Reporting Relationships	
Reports to:	Senior Manager Finance and Accounts
Direct reports:	N/A
Indirect reports	N/A
Job Purpose	
The job holder is responsible for maintaining receipts and payments	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Receipt of all monies and direct deposits b) Making of payments after approval c) Accurate and efficient keeping of all monies registers and accurately maintaining all monies. d) Safe custody of all monies received until subsequent release for banking. e) Make petty cash payments and reimbursements. Within the agreed limits and guidelines. f) Prepare daily banking summaries and analysis by the close of business day. g) Ensure safe custody of revenue stamps in the cash office. h) Timely cash refund payouts after necessary approvals i) Undertake filling within the cash office 	
Job Dimensions:	
I. Financial Responsibility:	
Responsible for safe custody of funds assigned to him/her	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	

III. Decision Making:			
Make decisions using standard operating procedures			
IV. Working conditions:			
Works predominantly in the office.			
Job Competencies (Knowledge, Experience and Behavioral Competencies/Attributes / Skills).			
I. Academic Qualifications			
Degree Professional Qualifications/Diploma			
II. Professional Qualifications / Membership to professional bodies			
Diploma in Business Administration, Finance and Accounting or related field, CPA III			
III. Previous relevant work experience required.			
Direct entry for degree holders 6 years' post diploma/ CPA qualification serving experience.			
Functional skills:		Behavioral Competencies/Attributes:	
<ul style="list-style-type: none"> a) Organization skills b) Administrative skills c) Familiarity with bookkeeping and basic accounting procedures d) Competency in MS Office, databases and accounting software e) Accuracy and attention to detail f) Aptitude for numbers 		<ul style="list-style-type: none"> a) Analytical skills b) Communications skills c) Ethics and integrity 	
Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____
Head of Human Resources	_____	_____	_____

7. Accounts Assistant III EPZA/27/2017

Job Title:	Accounts Assistant III
Grade:	9
Ministry /Corporation:	EPZ-A
Directorate:	N/A
Division:	Finance and Accounts
Department:	Finance
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters Athi River
Reporting Relationships	
Reports to:	Senior Accountant
Direct reports:	N/A
Indirect reports	N/A
Job Purpose	
The job holder is responsible for maintaining receipts and payment records.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Making timely receipts of all EFTs and direct deposits b) Making payments after approvals c) Accurate and efficient keeping of all monies registers for the same. d) Keeping all monies received in safe custody until subsequent release for banking e) Ensures cash collection at the water selling points f) Making petty cash payments and reimbursements within the agreed limits and guidelines g) Preparing daily banking summaries and analysis by closure business day. h) Ensuring safe custody of revenue stamps in the cash office 	
Job Dimensions:	
I. Financial Responsibility:	
Responsible for safe custody of funds assigned to him/her	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
III. Decision Making:	
Make decisions using standard operating procedures	

IV. Working conditions:			
Works predominantly in the office.			
Job Competencies (Knowledge, Experience and Behavioral Competencies/Attributes / Skills).			
I. Academic Qualifications			
Diploma			
II. Professional Qualifications / Membership to professional bodies			
Diploma in Business Administration, Finance and Accounting, CPA II or related field.			
III. Previous relevant work experience required.			
Direct entry for Diploma / CPA II holders			
Functional skills:		Behavioral Competencies/Attributes:	
a) Organization skills b) Administrative skills		a) Analytical skills b) Communications skills c) Ethics and integrity	
Approvals			
	Name	Signature	Date
Head of Department	_____	_____	_____
Head of Human Resources	_____	_____	_____