

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

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

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

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

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

- 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			
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>			
<b>Academic Qualifications</b>			
Master's degree in Business, Economics or related field Bachelor's degree in Business, Commerce or any related fields.			
<b>Professional Qualifications / Membership to professional bodies</b>			
N/A			
<b>Previous relevant work experience required.</b>			
At least 6 years' experience in Marketing, 3 years at management level and 3 years post professional qualification experience			
<b>Functional Skills:</b>		<b>Behavioral Competencies/Attributes:</b>	
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	
<b>Approvals</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Head of Department</b>	_____	_____	_____
<b>Head of Human Resources</b>	_____	_____	_____

### 3. Legal Officer III EPZA/23/2017

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

h) Participate in development of Authority's policies on legal matters	
<b>Job Dimensions:</b>	
<b>I. Financial Responsibility:</b>	
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	
<b>II. Responsibility for Physical Assets</b>	
Responsible for physical assets assigned by the Authority	
<b>III. Decision Making:</b>	
a) Plans the work of subordinates b) Appraise/evaluate subordinates performance	
<b>IV. Working conditions:</b>	
a) Work predominantly within the office	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications</b>	
Postgraduate Diploma in Law Bachelor's degree in Law	
<b>Professional Qualifications / Membership to professional bodies</b>	
Advocate of the High Court of Kenya Member of Law Society of Kenya	
<b>Previous relevant work experience required.</b>	
Graduate entry point or 6 years post Diploma qualification serving experience	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
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

<b>Approvals</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Head of Department</b>	_____	_____	_____



#### 4. Security Guard III EPZA/25/2017

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

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

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

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

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

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

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

<b>IV. Working conditions:</b>			
Works predominantly in the office.			
<b>Job Competencies (Knowledge, Experience and Behavioral Competencies/Attributes / Skills).</b>			
<b>I. Academic Qualifications</b>			
Degree Professional Qualifications/Diploma			
<b>II. Professional Qualifications / Membership to professional bodies</b>			
Diploma in Business Administration, Finance and Accounting or related field or CPA II			
<b>III. Previous relevant work experience required.</b>			
At least 1 years of experience.			
<b>Functional skills:</b>		<b>Behavioral Competencies/Attributes:</b>	
<ul style="list-style-type: none"> <li>a) Organization skills</li> <li>b) Administrative skills</li> <li>c) Familiarity with bookkeeping and basic accounting procedures</li> <li>d) Competency in MS Office, databases and accounting software</li> <li>e) Accuracy and attention to detail</li> <li>f) Aptitude for numbers</li> </ul>		<ul style="list-style-type: none"> <li>a) Analytical skills</li> <li>b) Communications skills</li> <li>c) Ethics and integrity</li> </ul>	
<b>Approvals</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Head of Department</b>	_____	_____	_____
<b>Head of Human Resources</b>	_____	_____	_____

## 7. Accounts Assistant III EPZA/27/2017

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

<b>IV. Working conditions:</b>			
Works predominantly in the office.			
<b>Job Competencies (Knowledge, Experience and Behavioral Competencies/Attributes / Skills).</b>			
<b>I. Academic Qualifications</b>			
Diploma			
<b>II. Professional Qualifications / Membership to professional bodies</b>			
Diploma in Business Administration, Finance and Accounting or related field			
<b>III. Previous relevant work experience required.</b>			
At least 3 years of post-qualification serving experience.			
<b>Functional skills:</b>		<b>Behavioral Competencies/Attributes:</b>	
a) Organization skills b) Administrative skills		a) Analytical skills b) Communications skills c) Ethics and integrity	
<b>Approvals</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Head of Department</b>	_____	_____	_____
<b>Head of Human Resources</b>	_____	_____	_____