



CAREER OPPORTUNITIES –REPLACEMENTS (EXTERNAL)

Export Processing Zones Authority is a State Corporation established by the Government of Kenya through an Act of Parliament – the Export Processing Zones Act (Cap 517 of the Laws of Kenya) for the promotion and facilitation of export oriented investment and for the development of an enabling environment for such investments.

Pursuant to this objective, the Authority is seeking to recruit highly motivated visionary, dynamic and results oriented candidates to fill the undermentioned positions:

NO	POSITION	No. of Posts	Job Group	Job Ref .No	Terms of service
1.	Manager Supply Chain	1	3	EPZA/06/2018	4 year Contract
2.	Principal Legal Officer	1	5	EPZA/07/2018	Permanent & Pensionable

APPLICATION REQUIREMENTS

Candidates interested in these positions are expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. Specifically, those applying for positions listed above must obtain and submit with their application, copies of the following:

- 1) Certificate of Good Conduct from the Directorate of Criminal Investigations.
- 2) Clearance/Compliance Certificate from Higher Education Loans Board (HELB)
- 3) Tax compliance Certificate from Kenya Revenue Authority
- 4) Clearance from the Ethics & Anti-corruption Authority (EACC)
- 5) Clearance from Credit Reference Bureau (CRB)

Suitably qualified candidates should apply in confidence using the Job Application Form (as attached) indicating the Job Reference Number on the Job Application Form and send to epza.jobadverts@epzakenya.com attaching copies of certificates, relevant testimonial, National ID and requirements of Chapter Six of the Constitution of Kenya.

All applications should be sent online in pdf format and should be received not later than Tuesday 5th June, 2018 at midnight East Africa Time.

Export Processing Zones Authority is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

The job description and Specifications for the advertised positions and the Job application form can be accessed at www.epzakenya.com/careers

1. Manager, Supply Chain

Job Title:	Manager, Supply Chain
Current Grade:	EPZA 3
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	N/A
Division:	N/A
Department:	Supply Chain Management
Section / Unit:	N/A
Location / Work station:	Headquarters with possible travels to the regional offices
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	Assistant Manager Supply Chain,
Indirect reports:	Principal Supply Chain Officer, Senior Supply Chain Officer , Supply Chain Officer, Senior Supply Chain Assistants/Supply Chain Assistant
Job Purpose	
Responsible for developing and consolidating strategic procurement plans and ensuring efficient utilization of funds as per the requirements of the Public Procurement and Asset Disposal Act and Regulations.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop the Department's Work plan and budget; b) Prepare monthly, quarterly, annual departmental and statutory reports c) Develop the draft procurement plan of the Authority d) Oversee the execution of the Authority's approved procurement plan e) Prepare draft Board management papers for approval f) Mentor and coach departmental staff g) Coordinate performance management in the department h) Provide advisory services to the CEO, Board and Heads of Departments on Procurement related issues i) Participate in the determining staffing requirements and recruitment of staff for the department j) Chair departmental meetings k) Determine the training and development needs in the Department l) Identify procurement needs of the Department m) Participate in committees meetings as appropriate 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Coordinate the development and implementation of procurement plans and budgets outlining key activities to be undertaken, resource requirements, performance measures and indicators as well as expected outcomes b) Determine Procurement management information system requirements for monitoring, tracking and controlling operating costs as well as maintaining up-to-date inventory of goods and services c) Coordinate the development of detailed tender specifications and performance standards to facilitate procurement of capital equipment, goods and services in strict compliance to both government and donor procedures and regulations 	

- d) Coordinate and participate in procurement negotiations with suppliers and vendors to consider tender applications against approved technical specifications and with due regard to market price, cost, quality and speed of delivery as well as economy of operations
- e) Coordinate cost-effective disposal of obsolete machinery, equipment, furniture and other salvage goods in accordance with government and donor supplies policies and procedure
- f) Ensure effective Procurement management including driving optimal and cost effective supply of goods and services in the organization;
- g) Develop procedures and manuals to guide procurement process in the Authority.
- h) Participate in the development of procurement and contracting requirements;
- i) Continuously monitor requisitions to ensure that proper procedures are followed and policies enforced;
- j) Develop Market survey strategies
- k) Carry out induction for interns and young professionals
- l) Act as Secretary to the management Tender Committee.

Job Dimensions:

I. Financial Responsibility:

Development of the Department's Work plan and budget
 Cost effective utilization of funds in procuring goods and services
 Responsibility for Physical Assets

Responsible for physical assets assigned by the Authority
 Responsible for the security and storage of stores

II. Decision Making:

Makes strategic financial and operational decisions for the section
 Plans the work of subordinates
 Assigns work to subordinates
 Monitors subordinates work performance
 Appraises/evaluates subordinates performance

III. Working Conditions

Works predominantly in an office or comfortable environment.
 The working conditions can be stressful due to issuing of reports that may contain unfavourable decisions.

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

I. Academic Qualifications

- a) Master's in Procurement, Supplies, Logistics, Business Administration or Business Management, Strategic Management or any other relevant equivalent disciplines from a recognized Institution
- b) Bachelors degree in Procurement, Supplies, Logistics, Business Administration or Business Management, Commerce, Social Sciences and Strategic Management or any other relevant equivalent disciplines

II. Professional Qualifications / Membership to professional bodies

- a) Graduate Diploma from Institute of Purchasing and Supply (UK) or Certified Procurement Supply Professional Kenya (CPSP-K) Part IV Final or its accepted equivalent from a recognized professional body
- b) Leadership Course lasting not less than 6 weeks
- c) Certificate in Computer Proficiency
- a) Member of Kenya Institute of Supply Management (KISM) or relevant professional body
- b) Meets the provision of chapter Six of the constitution

III. Previous relevant work experience required.

Have nine (9) years' experience with three (3) years served in the position of Assistant Manager, Supply Chain Management

Functional skills

Strong planning and organization skills
Conflict resolution skills
Capacity building and coaching skills
Public speaking & PR skills
Computer/ICT skills
Knowledge of Laws and regulations affecting
Public Procurement and Asset Disposal

Behavioral competencies/ Attributes:

Leadership and Organizational skills
Ability to drive change and innovation
Human relations & interpersonal skills
Team building and motivational skills
Negotiating, facilitating and influencing skills
High level of integrity

Salary and Benefits

Salary Range Kshs 140,318 - Kshs 350,000

Other Allowances Kshs 143,800 _____

The successful candidate will enter the scale at Kshs 140,318

2. Principal Legal Officer

Job Title:	Principal Legal Officer
Current Grade:	EPZA 5
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:	Assistant Manager Legal Services
Direct reports:	Senior Legal Officers, Legal Officers
Indirect reports:	Senior Legal Assistants/Legal Assistant
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	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Participate in development of the Department's Work plan and budget b) Prepare 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 	
II. 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 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:	
<ul style="list-style-type: none"> 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	
a) Masters in Law, Business Administration and Social Services equivalent from a recognized Institution b) Bachelor of Laws or equivalent from a recognized Institution	
Professional Qualifications / Membership to professional bodies	
c) Postgraduate Diploma in Law from Kenya School of Law d) Member of Law Society of Kenya e) Advocate of High Court of Kenya f) Certificate in computer proficiency from a recognized institution; and g) Meets the provision of Chapter Six of the Constitution	
Previous relevant work experience required.	
a) Have six (6) years relevant experience with three (3) years' experience as a Senior Legal Officer	
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
Salary and Benefits	
Salary Range	Kshs 73,306 - Kshs 154,500
Other Allowances	Kshs 60,400 _____
The successful candidate will enter the scale at Kshs 73,306	