

## Assistant Manager, Operations and Investor Support

<b>Job Title:</b>	<b>Assistant Manager, Investor Support</b>
<b>Current Grade:</b>	EPZA 4
<b>Ministry /Corporation:</b>	Export Processing Zones Authority
<b>Directorate:</b>	Operations and Investor Support
<b>Department:</b>	Operations and Investor Support
<b>Section / Unit:</b>	Investor Support
<b>Location / Work station:</b>	EPZA HQs
<b>Reporting Relationships</b>	
<b>Reports to:</b>	<b>Manager - Investor Support</b>
<b>Direct reports:</b>	Principal Investor Support Officer
<b>Indirect reports:</b>	All other staff in the Operations and Investor Support Section
<b>Job Purpose</b>	
The job holder is responsible for ensuring sound Investor Support and facilitation for the EPZ Enterprises as well as investor retention and general growth and expansion 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 section for approval</li> <li>b) Oversee the execution of the approved section work plans and budgets</li> <li>c) Oversee performance management of staff who work in the office</li> <li>d) Prepare and submit monthly, quarterly and annual reports for the Region</li> <li>e) Identify training needs for section</li> <li>f) Participate in the recruitment of staff within the Region</li> <li>g) Participate in the development and review of the organization strategic plan</li> <li>h) Identify procurement needs of the section</li> <li>i) Mentor and coach staff who work in the section</li> <li>j) Participate in various committees in the Organization</li> </ul>	
<b>II. Operational Responsibilities / Tasks</b>	
a) Implement policies and procedure manuals for investor support facilitate	

<ul style="list-style-type: none"> <li>b) Promotion of the EPZ programme</li> <li>c) Ensure compliance with Kenya Laws by all EPZ Enterprises.</li> <li>d) Partner with different organizations for effective Investor support Service.</li> <li>e) Monitor performance of the EPZ Enterprises</li> <li>f) Liaison with different government agencies</li> <li>g) Undertake Pri - Investment and Post Investment facilitation for New EPZ Enterprises.</li> <li>h) Facilitate Backward Linkages between EPZ Investors and domestic suppliers</li> <li>i) Organise EPZ Stakeholders Forums.</li> <li>j) Carry out performance appraisals for staff in the section</li> <li>k) Source and disseminate strategic information to investors on International, Regional and national initiatives on potential Business opportunities and Markets.</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> </ul>
<b>II. Responsibility for Physical Assets</b>
Responsible for all EPZA physical assets in the Region/Zone/Head Office.
<b>III. Decision Making:</b>
<ul style="list-style-type: none"> <li>a) Make strategic, operational and financial decisions</li> <li>b) Plan work of subordinates</li> <li>c) Assign 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 from time to time</p> <p>Required to travel from time to time</p>
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<ul style="list-style-type: none"> <li>a) Masters Degree Business Management/Administration or related field from a recognized Institution</li> <li>b) Bachelors' Degree In Business Management/ Administration or related field from a recognized institution</li> </ul>

<b>Professional Qualifications / Membership to professional bodies</b>	
a) Management course lasting not less than 4 weeks from a recognized Institution b) Member of a relevant professional body c) Proficiency in Tax/Import/Export/Immigration Documentation, Business Licences/Permit Procedures d) IT proficiency e) Meets the provision of chapter six of the Constitution	
<b>Previous relevant work experience required.</b>	
Have nine (9) years relevant experience with three (3) years' experience as a Principal Investor Support Officer or Principal Liaison Officer or Principal Industrial Relations and Compliance Officer or relevant position in EPZA Job Group 5 or comparable position in the Public Service or reputable organization.	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
Organization skills Good IT skills Fair design and management skills	Good interpersonal and communication skills Work under pressure Team player Ability to meet deadlines Be well groomed
<b>Salary Scale for the position</b>	
Minimum basic Salary Kshs 75,731.00 Maximum basic salary Kshs 270,000.00 Total allowances 77,400.00	
Successful candidate will enter the scale at basic salary of Kshs 75,731.00	

## Assistant Manager, Corporate Communications

<b>Job Title:</b>	<b>Assistant Manager, Corporate Communications</b>
<b>Grade:</b>	EPZA 4
<b>Ministry /Corporation:</b>	Export Processing Zones Authority
<b>Directorate:</b>	Investments & Corporate Communications
<b>Section:</b>	Corporate Communications
<b>Location / Work station:</b>	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ
<b>Reporting Relationships</b>	
<b>Reports to:</b>	General Manager, Investment & Corporate Communication
<b>Direct reports:</b>	Principal Corporate Communications Officer
<b>Indirect reports:</b>	All other staff in the Corporate Communication section
<b>Job Purpose</b>	
Responsible for executing the Authority's corporate communications strategy, policy and programmes aimed at enhancing relationships with stakeholders and building a positive corporate image.	
<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 Section for approval</li> <li>b) Oversee the execution of the approved section work plans and budgets</li> <li>c) Oversee performance management in the section</li> <li>d) Prepare and submit all monthly, quarterly and annual reports for the section</li> <li>e) Prepare a draft board management papers for approval</li> <li>f) Identify training needs for the sectional staff</li> <li>g) Participate in the recruitment of staff within the section</li> <li>h) Participate in the development and review of the Authority's strategic plan</li> <li>i) Identify procurement needs of the section</li> <li>j) Mentor and coach section staff</li> <li>k) Participate in various committees in the Authority</li> </ul>	
<b>II. Operational Responsibilities / Tasks</b>	

- a) Identify main client groups and audiences and determine the best way to communicate publicity information to them.
- b) Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages.
- c) Assign, supervise and review the activities of public relations staff.
- d) Evaluate advertising and promotion programs for compatibility with public relations efforts.
- e) Establish and maintain effective working relationships with local and municipal government officials and media representatives.
- f) Direct activities of external agencies, establishments and departments that develop and implement communication strategies and information programs.
- g) Formulate policies and procedures related to public information programs, working with public relations executives.
- h) Respond to requests for information about employers' activities or status.
- i) Facilitate consumer relations, or the relationship between parts of the company such as the managers and employees, or different branch offices.
- j) Maintain company archives.
- k) Manage in-house communication courses.
- l) Produce films and other video products, regulate their distribution, and operate film library.
- m) Observe and report on social, economic and political trends that might affect employers.
- n) Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
- o) Manage communications budgets.
- p) Manage special events such as sponsorship of races, parties introducing new products, or other activities the firm supports in order to gain public attention through the media without advertising directly.
- q) Draft speeches for company executives, and arrange interviews and other forms of contact for them.

**Job Dimensions:**

**I. Financial Responsibility:**

- a) Preparation and development of section's budgets and approval.
- b) Oversee the execution of the approved section work plans and budgets

**II. Responsibility for Physical Assets**

- a) Responsible for physical assets assigned by the institution;
- b) Provide oversight for all the section physical assets

**III. Decision Making:**

- a) Makes strategic, operational and financial decisions for decisions for the section
- b) Plans the work of subordinates
- c) Assigns work to subordinates
- d) Monitors subordinates work performance
- e) Appraises/evaluates subordinates performance

**IV. Working conditions:**

Work predominantly within the office. The position will require participation in

public events and fairs and local & regional travel	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications</b>	
<ul style="list-style-type: none"> <li>a) Masters Degree in Communications/ International Relations/International Business or equivalent from a recognized Institution;</li> <li><b>b)</b> Bachelors degree in Public Relations, Communications or related field/Business administration or related field from a recognized Institution;</li> </ul>	
<b>Professional Qualifications / Membership to professional bodies</b>	
<ul style="list-style-type: none"> <li>a) Post-graduate Diploma in Public Relations as an added advantage</li> <li>b) Communications or in a relevant field;</li> <li>c) Membership to related professional bodies - PRSK, CIM KIM etc;</li> <li>d) Attended Management course lasting not less than four (4) weeks from a recognized Institution;</li> <li>e) IT Proficiency and</li> <li>f) Meets provisions of chapter 6 of the Kenya Constitution.</li> </ul>	
<b>Previous relevant work experience required.</b>	
Have nine (9) years relevant experience with three (3) years' experience in the position of Principal Corporate Communications Officer or comparable position in EPZA job Group 5 or similar position in the Public Service or reputable organization.	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>Organization skills</li> <li>Good IT skills</li> <li>Fair design and management skills</li> </ul>	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> <li>Work under pressure</li> <li>Team player</li> <li>Ability to meet deadlines</li> <li>Be well groomed</li> </ul>
<b>Salary Scale for the position</b>	
Minimum basic Salary Kshs 75,731.00 Maximum basic salary Kshs 270,000.00 Total allowances 77,400.00	
Successful candidate will enter the scale at basic salary of Kshs 75,731.00	

## Principal Project Appraisal Officer

<b>Job Title:</b>	<b>Principal Project Appraisal Officer</b>
<b>Grade:</b>	EPZA 5
<b>Ministry /Corporation:</b>	Export Processing Zone Authority
<b>Directorate:</b>	Investments and Corporate Communications
<b>Section:</b>	Project Appraisal
<b>Location / Work station:</b>	EPZA Head Office
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Assistant Manager, Project Appraisals
<b>Direct reports:</b>	Senior Project Appraisal Officer
<b>Indirect reports:</b>	All other Project Appraisal Officers
<b>Job Purpose</b>	
<p>The job holder is responsible for tracking, monitoring and processing of client's applications and ensuring that all projects meet specified criteria and are expeditiously handled in line with the Authority's policies and guidelines as amended from time to time.</p>	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) Participate in development of the section's Work plan and budget;</li> <li>b) Prepare monthly, quarterly and annual sectional reports</li> <li>c) Participate in section meetings</li> <li>d) Participate in committee meetings as appropriate</li> </ul>	
<b>II. Operational Responsibilities / Tasks</b>	
<ul style="list-style-type: none"> <li>a) Meet prospective investors to advice on EPZA services and incentives available.</li> <li>b) Ensure proper screening appraisal of projects submitted to EPZA for approval.</li> <li>c) Ensure expeditious facilitation of the implementation of new investments.</li> <li>d) Prepare regular reports and analysis on the progress of investor applications for EPZA management use.</li> </ul>	

<ul style="list-style-type: none"> <li>e) Screen serious investment proposals prior to licensing and ensure all required information and documentation is obtained.</li> <li>f) Assist investors in the preparation of applications to EPZA for licences or other services.</li> <li>g) Liaise with all relevant agencies and EPZA staff on issues related to individual applications.</li> <li>h) Analyse applications with respect to EPZA policies and criteria, and prepare initial approval recommendations.</li> <li>i) Monitor the progress of investor applications and licences within the EPZA approval and issuing systems, and continue liaison with the investor until the relevant EPZA decisions have been conveyed.</li> <li>j) Highlight any constraints and anomalies in the licensing and project appraisal procedures for resolution by management.</li> </ul>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
<ul style="list-style-type: none"> <li>a) Participates in preparation and development of Section budgets and approval.</li> <li>b) Assists in the execution of the approved Section work plans and budgets</li> </ul>
<b>II. Responsibility for Physical Assets</b>
Responsible for physical assets assigned by the Institution
<b>III. Decision Making:</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>IV. Working conditions:</b>
Works predominantly within the office with occasional travel
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<ul style="list-style-type: none"> <li>a) Masters degree in Project Management, Economics, Business Administration, Commerce, or any related field from a recognized Institution;</li> <li>b) Bachelors degree in Finance, Business, Commerce, Engineering or any related fields from a recognized Institution;</li> </ul>



<b>Professional Qualifications / Membership to professional bodies</b>	
<ul style="list-style-type: none"> <li>a) Post graduate Diploma in Project Management or equivalent from a recognized Institution will be an added advantage.;</li> <li>b) Attended a management course lasting not less than 2 weeks from a recognized Institution;</li> <li>c) Member to relevant professional body;</li> <li>d) Certificate in computer proficiency and</li> <li>e) Meets the provision of chapter six of the Constitution.</li> </ul>	
<b>Previous relevant work experience required.</b>	
Have six (6) years relevant experience with three (3) years' experience as Senior Project Appraisal Officer or equivalent position in EPZA Job Group 6 or comparable position in the Public Service or reputable organization.	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>a) Proficiency in IT</li> <li>b) Analytical skills</li> <li>c) Project Management</li> <li>d) Customer service orientation</li> </ul>	<ul style="list-style-type: none"> <li>a) Integrity</li> <li>b) Leadership skills</li> <li>c) Good communication skills</li> <li>d) Team work</li> <li>e) Interpersonal skills</li> <li>f) Attention to details</li> <li>g) Highly innovative</li> </ul>
<b>Salary Scale for the position</b>	
Minimum Basic Salary Kshs 73,136.00: Maximum Basic Salary Kshs 154,500.00 Total allowances 60,400.00	
Successful candidate will enter the scale at basic salary of Kshs 73,136.00	

## Office Administrative Assistant

<b>Job Title:</b>	<b>Office Administrative Assistant</b>
<b>Grade:</b>	EPZA 9
<b>Ministry /Corporation:</b>	EPZ-A
<b>Directorate:</b>	Finance, Human Resource and Administration
<b>Department:</b>	Human Resource and Administration
<b>Division:</b>	N/A
<b>Section / Unit:</b>	Administration
<b>Location / Work station:</b>	Administration Building, Viwanda Road
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Senior Assistant Office Administrator
<b>Direct reports:</b>	Corporate Secretary and Manager, Legal Services
<b>Indirect reports</b>	Office Assistants
<b>Job Purpose</b>	
The job holder is responsible for legal secretarial services and clerical/administrative work.	
<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) Data processing from manuscripts</li> <li>b) Operating office equipment and security of office equipment, documents and records</li> <li>c) Attending to visitors and clients</li> <li>d) Handling telephone calls and customers</li> <li>e) Handling appointments</li> </ul>	
<b>Job Dimensions:</b>	
<b>I. Financial Responsibility:</b>	
N/A	
<b>II. Responsibility for Physical Assets</b>	
Responsible for physical assets assigned by the institution;	

<b>III. Decision Making / Job Influence</b>	
<b>IV. Working Conditions:</b>	
Work predominantly within the office	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications-KNEC</b>	
KCSE Mean Grade of C- (Minus)	
<b>Professional Qualifications / Membership to professional bodies</b>	
a) Diploma in Legal Secretarial Studies from KNEC/Diploma in Law from Kenya School of Law or equivalent qualification from a recognized Institution b) Certificate in computer applications from a recognized institution. c) Meets the requirement of Chapter Six of the Constitution	
<b>Previous relevant work experience required.</b>	
Direct entry for Diploma Holders	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
Attention to detail	Interpersonal skills.
Communication skills	Honest and confidentiality
<b>Salary Scale for the position</b>	
Minimum Basic Salary Kshs 27,072.00: Maximum Basic Salary Kshs 47,912.00 Total Allowances 30,500.00	
Successful candidate will enter the scale at basic salary of Kshs 27,072.00	

## Driver

<b>Job Title:</b>	<b>Driver</b>
<b>Current Grade:</b>	EPZA 11
<b>Ministry /Corporation:</b>	Export Processing Zone Authority
<b>Directorate:</b>	Finance, Human Resource and Administration
<b>Division:</b>	N/A
<b>Department:</b>	Human Resource and Administration
<b>Section / Unit:</b>	Administration
<b>Location / Work station:</b>	EPZA HQ or regional offices
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Administration Officer
<b>Direct reports:</b>	N/A
<b>Job Purpose</b>	
Responsible for managing and operating the assigned fleet unit.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>II. Operational Responsibilities / Tasks</b>	
a) Maintaining cleanliness of the vehicle at all times. b) Maintaining a neat work ticket. c) Ensuring safety of passengers and/or goods. d) Ensuring security of the vehicle on and off the road. e) Detecting and reporting any malfunctioning of the vehicle or motor cycle systems to the transport officer. f) Carryout routine checks like engine Oil, Coolant, Tyre Pressure before and after any journey and report any unusual observation to the transport officer. g) To comply with all the Kenyan Traffic Laws and Government Check Unit regulations. h) Ensuring overall vehicle maintenance and management.	
<b>Job Dimensions:</b>	
<b>I. Financial Responsibility:</b>	

N/A	
<b>II. Responsibility for Physical Assets</b>	
a) Responsible for fleet unit assigned by the Authority	
<b>III. Decision Making:</b>	
a) Makes decisions using work instructions	
<b>IV. Working Conditions</b>	
a) The job holder is subject to moderate hazards and moderate physical demand.	
b) Experience moderate disruption to leisure	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications</b>	
Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D' plain or its equivalent;	
<b>Professional Qualifications / Membership to professional bodies</b>	
a) Valid Class BCE Driving License free from any endorsement;	
b) Occupational Trade Test Grade I/ II for drivers;	
c) Meets the provisions of chapter six of the constitution	
<b>Previous relevant work experience required.</b>	
Served in the grade of Driver atleast three (3) years	
<b>Functional skills</b>	<b>Behavioral competencies/ Attributes:</b>
a) Knowledge of the Kenya Traffic Act and GVCU regulations	a) Ability to communicate
<b>b) Good Judgement</b>	b) Interpersonal skill
<b>c) Ability to take instructions</b>	c) Integrity and commitment
	d) Team playing skills
<b>Salary Scale for the position</b>	
Minimum Basic Salary Kshs 16,595.00 : Maximum Basic Kshs 29,464.00 Total Allowances 22,000.00	
Successful candidate will enter the scale at basic salary of Kshs 16,595.00	