

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	
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	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> a) Professional/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	Behavioural competencies/ Attributes:
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
Minimum basic Salary Kshs 140,318.00 Maximum basic salary Kshs 350,000.00 Total allowances 143,800.00	
Successful candidate will enter the scale at basic salary of Kshs 140,318.00	

2. Assistant Manager, Corporate Communications

Job Title:	Assistant Manager, Corporate Communications
Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Investments & Corporate Communications
Division:	N/A
Department	Corporate Communications
Location / Work station:	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ
Reporting Relationships	
Reports to:	Manager, Investment Promotion
Direct reports:	Principal Corporate Communications Officer
Indirect reports:	All other staff in the Corporate Communication section
Job Purpose	
Responsible for executing the Authority's corporate communications strategy, policy and programmes aimed at enhancing relationships with stakeholders and building a positive corporate image.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Section for approval b) Oversee the execution of the approved section work plans and budgets c) Oversee performance management in the section d) Prepare and submit all monthly, quarterly and annual reports for the section e) Prepare a draft board management papers for approval f) Identify training needs for the sectional staff g) Participate in the recruitment of staff within the section h) Participate in the development and review of the Authority's strategic plan i) Identify procurement needs of the section j) Mentor and coach section staff k) Participate in various committees in the Authority 	
II. Operational Responsibilities / Tasks	

- 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

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

Academic Qualifications

- a) Masters Degree in Communications/ International Relations/International Business or equivalent from a recognized Institution;
- b)** Bachelors degree in Public Relations, Communications or related field/Business administration or related field from a recognized Institution;

Professional Qualifications / Membership to professional bodies

- a) Post-graduate Diploma in Public Relations;
- b) Communications or in a relevant field;
- c) Membership to related professional bodies - PRSK, CIM KIM etc;
- d) Attended Management course lasting not less than four (4) weeks from a recognized Institution;
- e) IT Proficiency and
- f) Meets provisions of chapter 6 of the Kenya Constitution.

Previous relevant work experience required.

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.

Functional Skills:

Organization skills
Good IT skills
Fair design and management skills

Behavioral Competencies/Attributes:

Good interpersonal and communication skills
Work under pressure
Team player
Ability to meet deadlines
Be well groomed

Salary Scale for the position

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

3. Principal ICT Officer

Job Title:	Principal ICT Officer
Grade:	EPZA 5
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Research, Strategy and Compliance
Department:	Resource Mobilization and ICT
Division:	N/A
Section / Unit:	ICT
Location / Work station:	EPZA Head office
Reporting Relationships	
Reports to:	Assistant Manager, ICT
Direct reports:	Senior ICT Officer
Indirect reports:	ICT Officers
Job Purpose	
The jobholder is responsible for implementing the approved departmental work plans, policies, processes and procedures to support business objectives; The holder will be responsible for Security, databases and infrastructure.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Execute approved section's work plans and budgets b) Assist in the Preparation and submission all monthly, quarterly and annual reports for the department c) Assist in the Identification of training needs for the departmental staff d) Participate in the development and review of the ICT strategy e) Mentor and coach departmental staff f) Participate as an alternate member to the ICT manager in various committees in the Institution 	

II. Operational Responsibilities / Tasks

- a) Manage the network infrastructure from a design, implementation, planning, and installation and support point of view.
- b) Monitor the utilization of the network systems and forecast and advice on capacity changes; reporting status to management. Identifying problems and bringing them to the Manager's attention with sufficient lead-time to avert crises
- c) Undertake on-going maintenance (housekeeping, health checks etc.) and maintain Technical Documentation for the systems, user manuals, license agreements, and documentation of modifications and upgrades
- d) Plan, implement, verify and troubleshoot local and wide-area enterprise networks and work focusing on advanced security, voice and wireless solutions.
- e) Plan, implement, verify and troubleshoot local and wide-area enterprise networks and work focusing on advanced security, voice, PABX's and wireless solutions.
- f) Facilitate the availability of hardware and software relating to servers, storage, network and communication systems for optimal performance and work towards minimal downtime of infrastructure;
- g) Develop policies on LAN/WAN availability, utilization and monitoring, and update departmental policies and procedures on network management;
- h) Liaise with the ICT Manager in identifying and prioritizing institutional infrastructure needs, develop cost/benefit analysis and capacity plans and collaborate with other functions in determining departmental specific needs;
- i) Carry out regular audits and tests of the network infrastructure and apply necessary corrective measures.
- j) Facilitate automation of all EPZA's network and infrastructure to improve inter-office communication;
- k) Establish a strong working relationship with external suppliers in order to enhance productivity and manage costs, through negotiations and systems error escalations.
- l) Formulate and implement information security strategies; directing system control development and access management, monitoring, control, and evaluation.
- m) Implement effective and efficient security measures that ensure network, systems and data security and recovery from internal and external security threats. These include network EPZA data access policies and restrictions
- n) Assess the Authority's information security measures, such as Unified Threat Management Devices, firewalls, anti-virus software and passwords, to identify any weak points that might make information systems vulnerable to attack.
- o) Carry out simulated attacks to test the efficiency of EPZA's security measures and prioritize security coverage to ensure that strategically important data, such as member registration information, receives the highest levels of protection.

- p) Provide training for EPZA employees, explaining security risks and demonstrating good practices, such as using strong passwords and protecting data when they use mobile devices outside the office.
- q) Set up procedures and automated processes to monitor the status of computers and networks to detect unusual patterns of behaviour and respond as necessary
- r) Analyse reports generated by the monitoring system to identify trends that might indicate a future risk;
- s) Prepare and submit monthly reports on the security levels of EPZA information
- t) Establishes system safeguards by directing disaster preparedness development; conducting preparedness tests
- u) Advise the ICT Manager on critical security issues; recommending risk-reduction solutions

Job Dimensions:

I. Financial Responsibility:

Participate in the preparation of budgets

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institution;

III. Decision Making:

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

IV. Working conditions:

Work predominantly within the office

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

Academic Qualifications

- a) Masters Degree in Business Information Technology, Computer Science or related field from a recognized Institution;
- b) Bachelors degree in Business Information Technology or Computer Science or a related field from a recognized Institution;

Professional Qualifications / Membership to professional bodies

- a) Have attended Management Course lasting not less than 2 weeks from a recognized Institution ;
- b) Memberships to a relevant professional body;
- c) Relevant IT Certification and
- d) Meets the provision of Chapter six of the Constitution.

Previous relevant work experience required.

Have Six (6) years' experience and served as Senior ICT Officer or similar position in the Public Service or reputable organization for three (3) years

Need to know:

ICT proficiency

Attributes:

Good communication skills

Interpersonal skills

Attention to details

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

4. Office Administrative Assistant- Legal

Job Title:	Office Administrative Assistant
Grade:	EPZA 9
Ministry /Corporation:	EPZ-A
Directorate:	Finance, Human Resource and Administration
Department:	Human Resource and Administration
Division:	N/A
Section / Unit:	Administration
Location / Work station:	Administration Building, Viwanda Road
Reporting Relationships	
Reports to:	Senior Assistant Office Administrator
Direct reports:	Corporate Secretary and Manager, Legal Services
Indirect reports	Office Assistants
Job Purpose	
The job holder is responsible for legal secretarial services and clerical/administrative work.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Data processing from manuscripts b) Operating office equipment and security of office equipment, documents and records c) Attending to visitors and clients d) Handling telephone calls and customers e) Handling appointments 	
Job Dimensions:	
I. Financial Responsibility:	
N/A	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	

III. Decision Making / Job Influence	
IV. Working Conditions:	
Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications-KNEC	
Diploma in Legal Secretarial Studies from KNEC or equivalent from a recognized Institution	
Professional Qualifications / Membership to professional bodies	
a) Certificate in computer applications from a recognized institution. b) Meets the requirement of Chapter Six of the Constitution	
Previous relevant work experience required.	
Direct entry for Diploma in Legal Secretarial Studies/Diploma in Law from Kenya School of Law or equivalent qualification from a recognized Institution	
Functional Skills:	Behavioral Competencies/Attributes:
Attention to detail	Interpersonal skills.
Communication skills	Honest and confidentiality
Salary Scale for the position	
Minimum Basic Salary Kshs 27,072.00: Maximum Basic Salary Kshs 47,912.00 Total Allowances 29,000.00	
Successful candidate will enter the scale at basic salary of Kshs 27,072.00	

5. Driver

Job Title:	Driver
Current Grade:	EPZA 11
Ministry /Corporation:	Export Processing Zone Authority
Directorate:	Finance, Human Resource and Administration
Division:	N/A
Department:	Human Resource and Administration
Section / Unit:	Administration
Location / Work station:	EPZA HQ or regional offices
Reporting Relationships	
Reports to:	Administration Officer
Direct reports:	N/A
Job Purpose	
Responsible for managing and operating the assigned fleet unit.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> 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. 	
Job Dimensions:	
I. Financial Responsibility:	

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

6. Office Assistant

Job Title:	Office Assistant
Current Grade:	EPZA 11
Ministry /Corporation:	Export Processing Zone Authority
Directorate:	Finance, Human Resource and Administration
Division:	N/A
Department:	Administration
Section / Unit:	Administration
Location / Work station:	EPZA Offices
Reporting Relationships	
Reports to:	Administration Officer
Direct reports:	N/A
Job Purpose	
Responsible for efficiently and effectively Collect, register and deliver incoming mail.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Collect, Register And Deliver Incoming Mail. b) Register And Dispatch Outgoing Mail. c) Deliver Documents Outside The Organization d) Deliver Documents Within The Organization e) cleaning offices, machines/equipment/apparatus; f) maintenance of general cleanliness around the offices by collection and disposal of litter; g) collecting and disposing waste including papers and ensure general proper 	

sanitation; h) dusting the office and ensuring habitable office conditions; i) moving or carrying office equipment, furniture and ensuring orderly arrangement; j) dispatching letters and files; and k) Performing general gardening including landscaping, lawn scarping, cutting grass, weeding, and pruning. l) Serve refreshments of tea and other soft drinks on staff and visitors.	
Job Dimensions:	
I. Financial Responsibility:	
N/A	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the Authority	
III. Decision Making:	
Makes decisions using work instructions	
IV. Working Conditions	
Works predominantly out of the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
a) Kenya Certificate of Secondary Education (KCSE) mean grade D	
Professional Qualifications / Membership to professional bodies	
a) Certificate in computer proficiency from a recognized institution; and b) Meets the provisions of chapter six of the constitution.	
Previous relevant work experience required.	
No experience required	
Functional skills	Behavioral competencies/ Attributes:
Organizational skills	Communication skills Interpersonal skill
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	

7. Temporary Electrical Artisan_

Job Purpose

The job holder will be required to Lay out, build, test and troubleshoot electronic and electrical components, equipment and units in the Zone. In addition, the function entails preparation of repair and maintenance schedules in EPZ workshops and other facilities and projects.

Job Responsibilities

- Routine checks of Electrical equipment;
- Fixing simple electrical gadgets and installations for maintenance in buildings;
- Monitoring and maintenance of standby generators in the Authority.
- Repairs and Maintenance of electric systems in the Authority.
- Assemble electronic systems based on established technical specifications and ensure that correlating repair and maintenance needs are fulfilled.
- Create cable and wiring connections in a safe and accurate manner, and perform regular inspections to identify defects and replacements.
- Construction of electrical systems in the Authority's minor projects.

Qualifications for the Job

- Government Trade Test Grade II/Artisan Course / Craft II (KNEC)/Technician I in Electrical & Electronics (power option).
- Served in the grade of Artisan or in a comparable and relevant position for at least six (6) years;
- O-Level Certificate with a minimum of D Plain
- Meets the provisions of chapter six of the constitution

Terms of employment

You will be paid a monthly wage of Kshs 24,000 on a two-year fixed term contract.

Please note that only shortlisted candidates will be contacted.

8. Temporary Driver

We are looking for a Driver to be engaged by the Authority on Temporary basis.

Job Purpose

To provide secure and timely driving services to the Authority and ensure safety and cleanliness of the vehicle assigned.

Job Responsibilities

- carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- driving the vehicle as authorized;
- ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
- maintaining daily work ticket;
- ensuring routine service and maintenance of the vehicle;
- timely reporting of accidents and follow up of police abstract; and
- Vehicle inspection and keeping up-to-date insurance documents.

Qualifications for the Job

- Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D' plain or its equivalent;
- Valid Class BCE Driving License free from any endorsement;
- Occupational Trade Test Grade III for drivers;
- 3 years' experience as a driver
- Meets the provisions of chapter six of the constitution

Terms of employment

You will be paid a monthly wage of Kshs 24,000 on a two-year fixed term contract.

Please note that only shortlisted candidates will be contacted.