

CAREER OPPORTUNITIES

– REPLACEMENTS

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 replace the undermentioned positions:

No	Position	No. of Posts	JG	Qualifications	Terms of service
	General Manager Investments and Corporate Communications	1	2	<ul style="list-style-type: none"> Master's Degree in Business Administration, Communications, Commerce, International Relations, Marketing, Public Relations, Mass Communications or any related field from a recognized Institution; Bachelor's Degree in Business Administration, Communications, Commerce, International Relations, Marketing, Public Relations, Mass Communications or any related field from a recognized Institution; 	4 year Contract
	Corporate Secretary and Manager, Legal Services	1	3	<ul style="list-style-type: none"> Master's degree in Law or Social Sciences; Bachelor's degree in Law; Postgraduate Diploma in Law Member of Law Society of Kenya with current practicing certificate; Advocate of High Court of Kenya; Registered Certified Public Secretary by ICPSK with current practicing certificate; 	4 year Contract
	Assistant Manager, Corporate Communications	1	4	<ul style="list-style-type: none"> Master's Degree in Communications/International Relations/International Business or its equivalent from a recognized Institution; Bachelor's degree in relevant field; Post Graduate Diploma in Public Relations as an added advantage 	4 year Contract
	Senior Assistant Office Administrator	2	6	Bachelor's Degree in Business Office Management or related field from recognized Institution Diploma in Office Management/Diploma in Secretarial Studies from the Kenya National Examinations Council; OR Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council	P & P

	Senior Project Appraisal Officer	1	6	<ul style="list-style-type: none"> Bachelors degree in Project Management, Economics, Business Administration, Commerce, or any related field from a recognized Institution; 	P & P
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APPLICATION REQUIREMENTS

Shortlisted candidates for interviews must fulfil the following requirements of Chapter Six of the Constitution of Kenya.

- 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 and can access the detailed job description and the Job Application Form (to be downloaded from the "careers" section at www.epzakenya.com) and send to epza.jobadverts@epzakenya.com attaching copies of certificates, relevant testimonial and National ID.

All applications should be sent online in pdf format and should be received not later than 24th June, 2019 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 may be found on our website www.epzakenya.com.

1) General Manager, Investments and Corporate Communications

Job Title:	General Manager, Investments and Corporate Communications
Grade:	EPZA 2
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Investments and Corporate Communications
Location / Work station:	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ.
Reporting Relationships	
Reports to:	Chief Executive Officer
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	

- 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.

Job Dimensions:

I. Financial Responsibility:

- a) Development of budgets.
- b) Preparation of procurement plans.
- c) Recommendation of proposals to incur expenditure within budget.
- d) Review cheque vouchers and actual cheques for accountability and adherence to good financial.

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institution;

III. Decision Making:

- a) Make strategic, operational and financial decisions
- b) Plan the work of subordinates.
- c) Assign work to subordinates.
- d) Monitor subordinates work performance.
- e) Appraise/evaluate subordinates performance.

IV. Working conditions:

Work predominantly within the office. The function however requires occasional local and international travel

V. Job Competencies (Knowledge, Experience and Attributes / Skills).	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> a) Masters Degree in Business Administration, Communications, Commerce, International Relations, Marketing, Public Relations, Mass Communications or any related field from a recognized Institution; b) Bachelors Degree in Business Administration, Communications, Commerce, International Relations, Marketing, Public Relations, Mass Communications or any related field from a recognized Institution; 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Graduate Marketing Diploma (MSK or CIM), professional examining body; b) Leadership Course lasting not less than 4 week from a recognized Institution; c) Member of professional societies/bodies: - MSK, PRSK; d) Certificate in computer proficiency and e) Meets the provisions of chapter six of the Constitution. 	
Previous relevant work experience required.	
Have twelve (12) years' experience with three (3) years' experience as Manager, Investment Promotion or comparable position in the Public Service or reputable organization	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> a) Foreign language proficiency b) Analytical skills c) Conceptual skills d) Basic Financial literacy e) Familiarity with Public Procurement and Disposal Policies and Procedures f) Proficient in computer packages g) Familiar with Government Protocol issues 	<ul style="list-style-type: none"> a) Leadership skills b) Good Communication Skills both written and oral c) Public Speaking skills d) Presentation skills e) Well-groomed and portrays a good public image
Salary Scale for the position	
Minimum basic Salary Kshs 143,312.00 Maximum basic salary Kshs 445,000.00 Total allowances 240,000.00	
Successful candidate will enter the scale at basic salary of Kshs 143,312.00	

2. Corporate Secretary and Manager Legal Services

Job Title:	Corporate Secretary and Manager, Legal Services
Grade:	EPZA 3
Department	Corporate and Legal Services
Reporting Relationships	
Reports to:	Chief Executive Officer
Job Purpose	
<p>The job holder is responsible for ensuring the Authority functions effectively and operates within its mandate by providing Company secretarial services, governance and overall legal advice to the Authority as provided under the EPZ Act, (CAP 517) of the Laws of Kenya and other relevant legislation.</p>	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Department for approval b) Oversee the execution of the approved Department work plans and budgets c) Oversee performance management in the Department d) Prepare and submit all monthly, quarterly and annual reports for the Department e) Prepare draft board management papers for approval f) Identify training needs for the Department staff g) Participate in workforce planning and recruitment of staff within the Department h) Spearhead the development and review of the Authority's strategic plan i) Identify procurement needs of the Department j) Mentor and coach Departmental staff k) Participate in various committees in the Authority 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Advise Management and Board on all legal matters affecting the Authority. b) Facilitate the holding of Board and Board Committee Meetings including collecting, organizing and distributing information, documents or board papers required for such meetings. c) Ensure Board Committees are properly constituted and provided with clear terms of reference. d) Prepare Annual Board work plan, Board calendar for meetings, take and maintain minutes and communicate board resolutions and action areas for management to attend to Board decisions and resolutions. e) Continually review developments in corporate governance, facilitate proper induction of Board members into their roles and advise and assist them with respect to their duties and responsibilities. f) Provide advice to the Board on legal and governance matters. g) Provide legal advice to the Authority and Investors in the EPZ programme and give due interpretation to the provisions of the EPZ Act and other applicable legislation. h) Ensure safe custody of the Authority Seal and other vital legal records and documents including Land Titles and lease agreements. i) Oversee the drawing, designing and implementation of legal agreements and contracts in liaison with relevant divisions/departments at the Authority. 	

<p>j) Oversee the preparation and processing of legal opinions, legal notices and licensing of EPZ Enterprises.</p> <p>k) Oversee research on emerging legal issues and advise the Authority accordingly.</p> <p>l) Ensure proper representation for the Authority in Court and Arbitration proceedings and liaise with outsourced external Lawyers.</p> <p>m) Ensure the Authority complies with relevant regulatory and legal requirements as stipulated in the EPZ Act and all other applicable legislation.</p> <p>n) Monitor the performance of the department including achievement of performance targets.</p> <p>o) Provide overall guidance, mentorship, motivation and supervision to staff in the department</p>	
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>	
<p>Academic Qualifications</p>	
<ul style="list-style-type: none"> • Master’s degree in Law or Social Sciences • Bachelor’s degree in Law from a recognized institution of higher learning 	
<p>Professional Qualifications / Membership to professional bodies</p>	
<p>a) Postgraduate Diploma in Law</p> <p>b) Member of Law Society of Kenya with current practicing certificate</p> <p>c) Advocate of High Court of Kenya</p> <p>d) Registered Certified Public Secretary by ICPSK with current practicing certificate</p> <p>e) Leadership Course Lasting not less than four (4) weeks from a recognized Institution</p> <p>f) 5 Day Corporate Governance Course</p> <p>g) Certificate in computer proficiency from a recognized institution; and</p> <p>h) Meets the provision of Chapter Six of the Constitution.</p>	
<p>Previous relevant work experience required.</p>	
<p>Have nine (9) years’ relevant experience with three (3) years’ experience as Assistant Manager, Legal Services or comparable position in the Public Service or reputable organization.</p>	
<p>Functional Skills:</p>	<p>Behavioral Competencies/Attributes:</p>
<p>Analytical skills IT proficiency</p> <p>Minute writing skills</p>	<p>Team Leadership</p> <p>Interpersonal skills</p> <p>Communication skills Team leadership</p> <p>Negotiation skills</p> <p>Attention to detail</p>
<p>Salary Scale for the position</p> <p>Minimum basic salary Kshs 140,318.00 to Maximum basic salary Kshs 350,000.00 Total allowances 143,800.00</p> <p>Successful candidate will enter a basic of kshs 140,318.00.</p>	

3. Assistant Manager, Corporate Communications

Job Title:	Assistant Manager, Corporate Communications
Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Investments & Corporate Communications
Department	Corporate Communications
Location / Work station:	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ
Reporting Relationships	
Reports to:	Manager, Investment Promotion
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:	Behavioral Competencies/Attributes:
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

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

4. Senior Assistant Office Administrator

Job Title:	Senior Assistant Office Administrator
Grade:	EPZA 6
Ministry /Corporation:	EPZA
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:	General Manager
Direct reports:	N/A
Indirect reports	Office Assistant
Job Purpose	
The job holder is responsible for engaging in general secretarial and office administrative duties.	
Key Responsibilities / Duties / Tasks	

I. Managerial / Supervisory Responsibilities
Supervise office assistant
II. Operational Responsibilities / Tasks
a) Perform general office tasks, plan and schedule meetings and appointments. b) Make travel arrangements and bookings for official travel. c) Draft and respond to general correspondence. d) Maintain office and equipment in good working conditions. e) Take charge of documents and files, including classified materials; Facilitate travel, diary management. f) Ensure general cleanliness of the office g) Receive and attend to visitors. h) Ensure security of the office, documents and equipment. i) Store, retrieve and integrate information for dissemination to staff and clients.
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
Make decisions using standard operating procedures.
IV. Working Conditions:
Work predominantly within the office
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
a) Bachelors Degree in Business Office Management or related field from recognized Institution b) Diploma in Office Management/Diploma in Secretarial Studies from the Kenya National Examinations Council; c) OR d) Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council
Professional Qualifications (KNEC)/ Membership to professional bodies
Shorthand III (Minimum 110 wpm) Typewriting III (50 wpm) Computerized document processing III Business English III Communication II Commerce II Office Practice II Office Management III / Office administration management II Secretarial Duties II OR Higher Diploma in Secretarial studies from KNEC and Certificate in public relations course for (2 weeks) from KSG or other recognised institution Certificate in computer applications from a recognized institution

Previous relevant work experience required.

Served in the grade of Office Administrator for a minimum period of three (3) years in the Public Service or comparable position from a recognized Institution;

Functional Skills:

- a)IT proficiency.
- b)Analytical skills.
- c)Self-motivated

Behavioral Competencies/Attributes:

- a)Interpersonal skills.
- b)Ability to meet set deadlines.
- c)Honest and confidential

Salary Scale for the position

Minimum basic Salary Kshs 43,302.00 Maximum basic salary Kshs 110,000.00
Total allowances 46,000.00

Successful candidate will enter the scale at basic salary of Kshs 43,302.00

5. Senior Project Appraisal Officer

Job Title:	Senior Project Appraisal Officer
Grade:	EPZA 6
Ministry /Corporation:	Export Processing Zone Authority
Directorate:	Investment Promotion and Corporate Communications
Division:	N/A
Department:	Project Appraisals
Section / Unit:	N/A
Location / Work station:	EPZA Head Office
Reporting Relationships	
Reports to:	Principal Project Appraisal Officer
Direct reports:	N/A
Indirect reports:	Project Appraisal Officers
Job Purpose	
The job holder is responsible for Projects Appraisals pipeline and for conducting the initial assessment to ensure applications are well completed, and all required documentation is availed.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
a) Prepare monthly, quarterly and annual sectional reports	
b) Supervise, mentor and coach staff	
II. Operational Responsibilities / Tasks	

- a) Assist investors on the EPZA applications process and ensure that the required information and documentation is prepared in accordance with the set guidelines.
- b) Meet prospective investors to advice on EPZA policies, procedures and guidelines for licensing.
- c) Respond to investor enquiries with regard to project appraisals.
- d) Generate practice notes on emerging issues in the practice of project appraisals for industrial development.
- e) Provide reports and analysis on pending applications highlighting any emerging issues for EPZA management's attention.
- f) Screen serious investment proposals prior to licensing and obtain any additional requirements before project is appraised.
- g) Liaise with all relevant agencies and EPZA staff on issues related to individual applications, including but not limited to site inspections, due diligence and research support.
- h) Analyse applications with respect to EPZA policies and criteria, and prepare initial approval recommendations.
- 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.
- j) Ensure expeditious facilitation of the implementation of new investments.

Job Dimensions:

I. Financial Responsibility:

Participate in preparation and development of Section budgets and approval.

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the Institution

III. Decision Making:

- a) Makes decisions using standard operating procedures
- b) Plans the work of subordinates
- c) Assigns work to subordinates
- d) Monitors subordinates work performance

IV. Working conditions:

Works predominantly within the office with occasional travel

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

Academic Qualifications

Bachelors degree in Project Management, Economics, Business Administration, Commerce, or any related field from a recognized Institution;

Professional Qualifications / Membership to professional bodies

- a) Supervisory Course from a recognized Institution;
- b) Certificate in Computer Proficiency
- c) Meets the provision of chapter six of the Constitution

Previous relevant work experience required.

Have three (3) years' experience in the position Project Appraisal Officer or comparable position in the Public Service or reputable Institution;

Functional Skills:

- a) Proficiency in IT
- b) Analytical skills
- c) Project Management
- d) Attention to detail

Behavioral Competencies/Attributes:

- a) Integrity
- b) Good communication skills
- c) Team work
- d) Interpersonal skills
- e) Highly innovative

Salary Scale for the position

Minimum basic Salary Kshs 43,302.00 Maximum basic salary Kshs 110,000.00
Total allowances 46,000.00

Successful candidate will enter the scale at basic salary of Kshs 43,302.00