

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 Pos ts	J G	Qualifications	Terms of servic e
1.	Senior Assistant Office Administrator (Re-advertisement)	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
2.	Senior Project Appraisal Officer (Re-advertisement)	1	6	Bachelors degree in Project Management, Economics, Business Administration, Commerce, or any related field from a recognized Institution;	P & P
3.	Internal Auditor	1	7	Bachelors of Commerce, Economics, Mathematics or Equivalent from a recognized university;	P & P
4.	Temporary Driver (Re-advertisement)	1	N/A	KCSE Mean grade D Plain Valid Class BCE Driving License free from any endorsement; Occupational Trade Test Grade III for drivers;	2 year contrac t

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 26th August 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.

1. Senior Assistant Office Administrator

Job Title:	Senior Assistant Office Administrator
Grade:	EPZA 6
Department:	Human Resource and Administration
Location / Work station:	Administration Building, Viwanda Road
Job Purpose	
The job holder is responsible for engaging in general secretarial and office administrative duties.	
I. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Supervise office assistants b) Perform general office tasks, plan and schedule meetings and appointments. c) Make travel arrangements and bookings for official travel. d) Draft and respond to general correspondence. e) Maintain office and equipment in good working conditions. f) Take charge of documents and files, including classified materials; Facilitate travel, diary management. g) Ensure general cleanliness of the office h) Receive and attend to visitors. i) Ensure security of the office, documents and equipment. j) Store, retrieve and integrate information for dissemination to staff and clients. 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> 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;

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

2. Senior Project Appraisal Officer

Job Title:	Senior Project Appraisal Officer
Grade:	EPZA 6
Directorate:	Investment Promotion and Corporate Communications
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 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
<ul style="list-style-type: none"> 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;
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

3. Internal Auditor

Job Title:	Internal Auditor
Current Grade:	EPZA7
Ministry /Corporation:	EPZA
Department:	Internal Audit
Location / Work station:	EPZA Head Office, with considerable travel to other EPZA branches
Job Purpose	
Responsible for conducting internal audits related to operations/processes and applications that support organizational functions. Provide advice on measures appropriate for gaps identified from systems audit findings	
Key Responsibilities / Duties / Tasks	
I. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Conduct information systems audit engagements including testing and evaluation programs, quality assurance, and reporting of audit results b) Assist in conducting continuous risk assessment of organization's information technology environment including general system controls, infrastructure controls, and application controls c) Support the financial and operational auditors in identifying high level information system risks, as well as designing and building automation tools for use by the audit department d) Assist in implementing new technologies and business applications by offering risk and control consulting and advice to management e) Assist in partnering with external consultants in certain areas to ensure quality audit approach, achievement of set audit objectives and completion within agreed schedule f) Assist in preparing reports and analyses that communicate audit results for the relevant business conditions and business risks/controls g) Recommend appropriate technical measures and solutions for gaps identified in the systems audits. h) Prepare progress and annual reports showing achievement of the unit and provide justification for performance variances 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor of Commerce, Economics, Mathematics of Equivalent or Bachelor of Science - Engineering from a recognized university;	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Registered Engineer or Accountant with good standing b) Meets the provisions of chapter six of the Constitution of Kenya 2010. 	

Previous relevant work experience required.
Direct entry for degree holders or 6 years serving experience for diploma in accounts/ CPA(K) holders
Salary Scale for the position
Minimum basic Salary Kshs 41,770.00 Maximum basic salary Kshs 73,952.00 Total allowances 40,500.00
Successful candidate will enter the scale at basic salary of Kshs 41,770.00

4. Temporary Driver

Job Title:	Temporary Driver
Current Grade:	N/A
Department:	Human Resource and Administration
Section / Unit:	Administration
Location / Work station:	EPZA HQ or regional offices
Reporting Relationships	
Reports to:	Administration Officer
Job Purpose	
Responsible for managing and operating the assigned fleet unit.	
Key Responsibilities / Duties / Tasks	
I. 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. Responsibility for Physical Assets	
<ul style="list-style-type: none"> a) Responsible for fleet unit assigned by the Authority 	
II. Working Conditions	
<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> c) Valid Class BCE Driving License free from any endorsement; d) Occupational Trade Test Grade II for drivers; e) Meets the provisions of chapter six of the constitution 	

Previous relevant work experience required.
Served in the grade of Driver at least three (3) years in the public service or in a reputable organization
Salary Scale for the position
Basic Salary Kshs 12,235.00
Allowances 11,765.00