

General Manager, Commercial and Technical Services

Job Title:	General Manager - Commercial & Technical Services
Grade:	EPZA 2
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Commercial and Technical Services
Directorate:	N/A
Department:	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters, off Viwanda Road
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	a) Manager Technical Services b) Manager Water and Sewerage Services c) Manager Preventive Services
Indirect reports:	All other staff in Commercial & Technical Services Directorate
Remuneration	The basic pay attached to the position ranges from Kshs. 143,312.00 to Kshs. 445,000.00. Total for other allowances is Kshs. 240,000.00
Job Purpose	
The job holder is responsible for the generation of revenues, overall management of the authority's assets, provision of utilities and technical services to investors and citizens, and managing and leading Commercial and technical officers charged with delivery of these services.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
a) Provide leadership and management of Commercial and technical services directorate; b) Custodian and manager of the authority's properties; c) Liaise with government agencies and local authorities involved in physical planning, environmental and land matters; d) Liaise with consultants appointed by the authority when putting up structures and approval of structural plans; and e) Supervise, appraise staff and identify their development and training needs.	
II. Operational Responsibilities / Tasks	

- a) Provide professional advice to the authority in technical areas;
- b) Oversee maintenance of water and sewerage resources and provision of services;
- c) Generate revenues for the authority from assets;
- d) Formulate, interpret and apply Commercial and technical services policies, procedures rules and regulations;
- e) Lead in land banking & acquisition and secure all land belonging to the Authority and ensure the Authority's land is surveyed, beacons and titled;
- f) Maintenance and major repairs of EPZA buildings and installations and regular facelift to keep them in high utility and standards for investors use;
- g) Water network improvement through upgrading of existing reticulation system and water chambers to secure our bulk meters;
- h) Improve collection of leases and rental incomes through reviews and benchmarking to ensure alignment with EPZA financial objectives;
- i) Execution of key infrastructural projects in EPZ public zones including Road expansion, Water reticulation and industrial sheds;
- j) Environmental sustainability of the EPZ zones and other key installations including Effluent Treatment Plant; and
- k) Protection of Government revenue in EPZ Zones.

Job Dimensions:

I. Financial Responsibility:

- a) Development of budgets and approval;
- b) Setting water collection targets and Rent and Leases collection targets;
- c) Water and sewerage tariffs adjustments and reviews;
- d) Rental and leases rates reviews; and
- e) Approval/recommendations for certificates of works from contractors.

II. Responsibility for Physical Assets

- a) Responsible for all landed assets owned by the Authority
- b) Provide oversight for all the department physical assets

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:

- a) Work predominantly in a comfortable office environment.

<ul style="list-style-type: none"> b) Field work is also required when supervising projects and infrastructure c) Customer visits are required 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> a) Masters Degree in Business Administration/Engineering/Architecture/Quantity Surveying, Urban Planning or equivalent from a recognized Institution; b) Bachelors degree in Business Administration/Strategic Management/Engineering/Architecture/Quantity Survey/Land Economics or related field from a recognized Institution 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Leadership Course lasting not less than 4 weeks from a recognized Institution; b) Member to a professional body; c) Certificate in Computer Proficiency d) Meets the provisions of Chapter Six of the Constitution. 	
Previous relevant work experience required.	
Have twelve (12) years relevant experience with three (3) served in the position of Manager Technical Services or a comparable senior position in the Public Service or reputable organization;	
Functional Skills:	Behavioural Competencies/Attributes:
<ul style="list-style-type: none"> a) Ability to drive change in a dynamic environment b) Business management skills c) Strategy planning and implementation d) Policy developments and formulation 	<ul style="list-style-type: none"> a) Integrity b) Good Interpersonal skills c) Team management d) Leadership skills e) Negotiation skills

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
Directorate	N/A
Departments	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ.
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	<ul style="list-style-type: none"> a) Manager Investment Promotion b) Assistant Manager Corporate Communications c) Office Administrator
Indirect reports:	<ul style="list-style-type: none"> a) All staff in Investments and Corporate Communications
Remuneration	The basic pay attached to the position ranges from Kshs. 143,312.00 to Kshs. 445,000.00. Totals for other allowances is Kshs. 240,000.00
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	

- a) Develop work plans and budgets for the Directorate for approval
- b) Oversee the execution of the approved Directorate work plans and budgets
- c) Oversee performance management in the Directorate
- d) Prepare and submit all monthly, quarterly and annual reports for the directorate
- e) Prepare draft board management papers for approval
- f) Identify training needs for the directorate staff
- g) Participate in workforce planning and recruitment of staff within the directorate
- h) Spearhead the development and review of the Institution's strategic plan
- i) Identify procurement needs of the directorate
- j) Mentor and coach directorate 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 Directorate.
Job Dimensions:
I. Financial Responsibility:
a) Development of budgets. b) Preparation of procurement plans. c) Recommendation of proposals to incur expenditure within budget.
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 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).
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
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
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:

- a) Foreign language proficiency
- b) Analytical skills
- c) Conceptual skills
- d) Basic Financial literacy
- e) Proficient in computer packages
- f) Familiar with Government Protocol issues

Behavioral Competencies/Attributes:

- a) Leadership skills
- b) Good Communication Skills
- c) Public Speaking skills
- d) Presentation skills
- e) Well-groomed and portrays a good public image

General Manager, Finance, Human Resource and Administration

Job Title:	General Manager- Finance, Human Resources and Administration
Grade:	2
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	N/A
Directorate:	Finance and Accounts
Department:	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	<ul style="list-style-type: none"> a) Manager Finance and Accounts b) Manager Human Resource and Administration
Indirect reports	<ul style="list-style-type: none"> a) All other staff in the Finance, Human Resource and Administration Directorate
Remuneration	The basic pay attached to the position ranges from Kshs. 143,312.00 to Kshs. 445,000.00. Total for other allowances is Kshs. 240,000.00
Job Purpose	
The job holder is responsible for ensuring that all the financial resources of the Authority are acquired, disbursed, prudently invested, fully accounted for and reported efficiently.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Prepare and consolidate Authority budget and expenditure plans for board approval b) Develop work plans and budgets for the Directorate for approval c) Oversee the execution of the approved Directorate work plans and budgets d) Prepare and submit financial reports to the board and other statutory bodies e) Oversee performance management in the directorate f) Prepare and submit all monthly, quarterly and annual reports for the Authority g) Prepare a draft board management papers for approval h) Identify training needs for the directorate staff i) Participate in the recruitment of staff within the directorate 	

- j) Participate in the development and review of the Institution's strategic plan
- k) Identify procurement needs of the directorate
- l) Mentor and coach directorate staff
- m) Participate in various committees in the Institution

II. Operational Responsibilities / Tasks

- a) Advise the authority on financial viability of proposed investments.
- b) Ensure financial reports are prepared and submitted in compliance with the Authority's requirements and required professional standards.
- c) Manage all financial relationships with external agencies
- d) Assist in operations and other related functions within the Authority's business.
- e) Ensure sound corporate governance by identifying risks and developing and implementing proper financial controls in order to minimize those risks.
- f) Spearhead formulation, implementation, maintenance and review of sound financial policy systems and procedures to sustain the Authority.
- g) Develop systems for the effective and efficient management of financial resources
- h) Ensure timely and accurate reporting and analysis in order to aid management decision making.
- i) Ensure efficient revenue collection, disbursement, accounting and reporting.
- j) Coordinate and lead the annual audit process, liaise with external auditors and the finance and staff committee of the board and assess any changes necessary.
- k) Prepare short and long-term financial forecasts for use by internal management
- l) Ensures compliance to tax laws
- m) Preparing budgets and periodic financial performance reports for presentation to the Board of Directors.
- n) Provide team leadership, development and coaching to staff in the finance and administration function.
- o) Oversee the protection of the Authority's assets
- p) Liquidity management, planning and forecasting.
- q) Contribute to the achievement of the Authority's business objectives by providing advice and guidance on financial strategy.
- r) Respond to auditors comments concerning finances and operations and oversee required action to address deficiencies
- s) Approve the chart of accounts and maintain commitment controls
- t) Monitor directorate expenditure and recommend corrective actions as necessary

Job Dimensions:

I. Financial Responsibility:

- Develop budgets.
- Approval of expenditure.
- Safeguarding the Authority's finances

II. Responsibility for Physical Assets

- Responsible for physical assets assigned by the institution;

III. Decision Making / Job Influence

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

IV. Working Conditions:

- Work predominantly within the office with minimal travel to regional offices
- Located in a busy office with constant interruptions and must meet other staff on a regular basis
- Spends long hours in intense concentration
- Long hours on computer conducting financial analysis and preparing detailed reports which requires attention to details and high level of accuracy
- Must meet several deadlines and has to manage a number of requests and situations at one time.
- Stress due to tight deadlines
- Makes financial decisions whose impact can adversely affect the Authority and face grave consequences
- Custodianship of finances which requires high level of safety and security resulting in to high risk taking and responsibility.

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

- Masters degree in any of the following fields:- Finance, Accounting, HR Business Administration, Commerce or equivalent qualification from a recognized institution;
- Bachelor's degree in Accounting, Commerce, Finance, Economics or related field.

Professional Qualifications / Membership to professional bodies

- Must be conversant with Public sector accounting and demonstrate knowledge on Human Resource Management and Administration.
- HR Administration and computer proficiency course from a recognized institution;
- Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- Membership of ICPAK or a relevant professional body;

- Computer proficiency course from a recognized institution and
- Meets the provisions of Chapter Six of the Constitution

Previous relevant work experience required.

Served in the grade of Manager, Finance and Accounts for a minimum period of three (3) years; or served for at least twelve (12) years in the public service or in a large and reputable organization three (3) years of which must have been at senior management level;

Functional Skills:

- IT proficiency
- Analytical skills
- Knowledge of Generally Accepted Accounting Principles
- Computerized Accounting Programs
- Preparation of Financial Statements

Behavioral Competencies/Attributes:

- Interpersonal skills
- Leadership/supervisory skills
- Ethics and integrity
- Decision making skills
- Stress management
- Effective verbal and listening skills
- Time Management
- Respectful
- Be flexible
- Critical thinking.

Manager, Technical Services

Job Title:	Manager, Technical Services
Grade:	EPZA 3
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	N/A
Directorate:	N/A
Department :	Technical Services
Section / Unit:	N/A
Location / Work station:	EPZA Headquarter, Off Viwanda Road
Reporting Relationships	
Reports to:	General Manager, Utilities and Technical Services
Direct reports:	a) Assistant Manager Property b) Assistant Manager Engineering
Indirect reports:	All other Staff Technical Services Department
Remuneration	The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Totals for other allowances is Kshs. 143, 800.00
Job Purpose	
<p>Oversees engineering, property department and maintenance works to ensure that all jobs are completed on time, within budget, and to user specifications.</p> <p>To oversees the implementation of EPZA projects, ensure that all projects are constructed as per the acceptable construction industry standards, oversee project implementation through to commissioning, undertaking capacity building with other relevant institutions; carrying out of preliminary cost estimates for projects to be implemented; surveying projects being implemented; and preparing technical design reports, Auditing and inspecting of materials both at the Headquarters and regional offices</p>	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<p>a) Develop work plans and budgets for the Water and sewerage Department for approval</p> <p>b) Oversee the execution of the approved department's work plans and budgets</p> <p>c) Oversee performance management in the department</p> <p>d) Prepare and submit all monthly, quarterly and annual reports for the department</p>	

- e) Identify training needs for the department staff
- f) Participate in workforce planning and recruitment of staff within the department
- g) Identify procurement needs of the department
- h) Mentor and coach departmental staff
- i) Participate in various committees in the institution

II. Operational Responsibilities / Tasks

- a) Supervising technical operations as performed by Engineers, architects, property officers and technicians to ensure Authority's and client expectations are met.
- b) develop policies and strategies effective for the timely resolution of critical technical or procedural issues.
- c) ensure work operations conform to acceptable standards of quality service.
- d) managers maintain proper records of technical and procedural operations.
- e) ensure availability of operational/efficient work units and resources, and also oversee the maintenance of security against vandals and accidental damage.
- f) ensure compliance with health and safety policies and procedures.
- g) conduct inspections to identify equipment, facilities, or systems, which require repairs or replacement.
- h) Supervise and coordinate technical staff operations to ensure proper resolution of company/client problems
- i) Provide hands on training to technical staff to ensure a competent and effective workforce
- j) Liaise with managers and other departmental heads to develop tactical plans for the delivery of professional services
- k) Develop and implement policies and procedures for the performance of work operations
- l) Ensure availability of work tools, machine, and other necessary equipment required for the performance of job duties
- m) Conduct periodic inspections to ensure the efficient performance of work equipment and systems
- n) Prepare cost estimates required for operations, labor, and materials
- o) Coordinate and assign to technical personnel according to their capabilities to ensure an even distribution of workload
- p) Monitor and review employee work performance to identify areas of inefficiency
- q) Mentor and motivate technical staff to deliver timely and high-quality services to customers
- r) Present reports of work operations to management in order to provide information useful in taking key business decisions
- s) Ensure technical operators comply with set health/safety policies and procedures

Job Dimensions:	
I. Financial Responsibility:	
<ul style="list-style-type: none"> a) Development of budgets for technical department. b) Develop and monitor procurement of technical related inventory. c) Recommend expenses for approval. 	
II. Responsibility for Physical Assets	
<ul style="list-style-type: none"> a) Responsible for physical assets assigned by the EPZA b) Provide oversight for all the Departmental physical assets 	
III. Decision Making:	
<ul style="list-style-type: none"> a) Make strategic, operational and financial decisions b) Plan the work of subordinates. c) Appraise/evaluate subordinates performance. 	
IV. Working conditions:	
<p>Works predominantly within the office.</p> <p>Field work when monitoring infrastructure development</p> <p>Customer visits</p>	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> a) Masters degree in Engineering, Regional and Urban Planning Project Management, Strategic Management or any other relevant field b) Bachelors degree In Civil Architecture/Quantity Surveying, Mechanical Engineering or equivalent from a recognized Institution 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Leadership Course lasting not less than 4 weeks b) Registered and practicing as an Engineer in Kenya/Architect, Quantity Surveyor c) Certificate in Computer Proficiency d) Meets the provisions of Chapter Six of the Constitution. 	
Previous relevant work experience required.	
Have nine (9) years relevant experience with three (3) years' experience in the position of Assistant Manager Engineering or Assistant Manager, Property or equivalent position in the Public Service or reputable organization	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> a) Development water & sewerage tariffs and billings b) Knowledge of billing software c) Knowledge of Geographical Information System 	<ul style="list-style-type: none"> d) Interpersonal skills e) Communication skills f) Team leadership g) Customer care h) Negotiation skills

	i) Innovation
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Manager, Water and Sewerage Services

Job Title:	Manager Water and Sewerage
Grade:	EPZA 3
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Commercial and Technical Services
Directorate:	N/A
Department :	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Headquarter, Off Viwanda Road
Reporting Relationships	
Reports to:	General Manager, Commercial and Technical Services
Direct reports:	c) Assistant Manager Water Services d) Assistant Manager Sewerage & Environment
Indirect reports:	All other staff in Water and Sewerage department
Remuneration	The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Totals for other allowances is Kshs. 143, 800.00
Job Purpose	
The job holder is responsible for Overseeing the Authority's water and sewerage services and ensuring optimal returns on these resources in order to meet demands of the investors and meet the financial objectives of the Authority.	
Key Responsibilities / Duties / Tasks	
III. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Water and sewerage Department for approval b) Oversee the execution of the approved department's 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) Identify training needs for the department staff f) Participate in workforce planning and recruitment of staff within the department g) Identify procurement needs of the department h) Mentor and coach departmental staff i) Participate in various committees in the institution 	

IV. Operational Responsibilities / Tasks

- a) Formulate, interpret and apply water and sewerage policies, procedures, rules and regulations.
- b) Provide professional advice to the authority in technical areas relating to water & sewerage.
- c) Oversee provision of quality services for water and sewerage to investors and other customers.
- d) Generate revenues for the authority from water and sewerage assets through prudent management and pricing.
- e) Maintenance and major repairs of EPZA water infrastructure and installations to keep them in high utility and standards for investors and customers use.
- f) Development and improvement of Water network through upgrading of existing reticulation system and water chambers to secure our bulk meters.
- g) Design and construction of water and sewerage infrastructure.

Job Dimensions:

V. Financial Responsibility:

- d) Development of budgets for water and sewerage department.
- e) Develop and monitor procurement of water and sewerage spare parts inventory.
- f) Recommend expenses for approval.

VI. Responsibility for Physical Assets

- c) Responsible for physical assets assigned by the EPZA;
- d) Provide oversight for all the Departmental physical assets

VII. Decision Making:

- d) Make strategic, operational and financial decisions
- e) Plan the work of subordinates.
- f) Appraise/evaluate subordinates' performance.

VIII. Working conditions:

Works predominantly within the office.
Field work when monitoring infrastructure development
Customer visits

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

Academic Qualifications

- a) Masters Degree in Physical Sciences, Biological Sciences, Environmental Health /Water Engineering or relevant degree from a recognized Institution;
- b) Bachelors degree in physical sciences, Biological Sciences, Resource management, , Environmental Health, Environmental Engineering or any other relevant degree from a recognized Institution

Professional Qualifications / Membership to professional bodies

- c) Registered Environmental Impact Assessment and Audit lead Expert by a national environmental protection Agency e.g. NEMA;
- d) Membership to relevant professional body;
- e) Have attended Leadership course lasting not less than 4 weeks from a recognized Institution;
- f) Certificate in Computer Proficiency
- g) Meets the provision of Chapter Six of the Constitution.

Previous relevant work experience required.

Have nine (9) years' relevant experience with three (3) years served in the position of Assistant Manager Sewerage and Environment or Assistant Manager, Water Services or comparable position in the Public Service or reputable organization

Functional Skills:

- a) Development water & sewerage tariffs and billings
- b) Knowledge of billing software
- c) Knowledge of Geographical Information System

Behavioral Competencies/Attributes:

- a) Interpersonal skills
- b) Communication skills
- c) Team leadership
- d) Customer care
- e) Negotiation skills
- f) Innovation

Manager, Human Resource and Administration Job Title:	Manager, Human Resource & Administration
Grade:	EPZA 3
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Finance, Human Resource and Administration
Department:	Human Resources & Administration
Directorate:	N/A
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters with possible travel to other work stations

Reporting Relationships

Reports to: General Manager, Finance, Human Resource and Administration
Direct reports: Assistant Manager, Human Resource
Assistant Manager, Administration

Remuneration The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Totals for other allowances is Kshs. 143, 800.00

Job Purpose

The job holder will develop, review and implement HR and Administration policies, strategies, programs and procedures to support strategic goals and objectives to enhance performance in the Authority.

Key Responsibilities / Duties / Tasks

I. Managerial / Supervisory Responsibilities

- a) Provide professional leadership through development of Human Resource and Administration plans
- b) Develop HR & Administration policies
- c) Develop work plans and prepare budgets for the Department for approval
- d) Oversee the execution of the approved departmental work plans and budgets
- e) Coordinate the performance management in the Authority
- f) Coordinate the preparation and submission of all quarterly and annual reports for the

department

- g) Prepare draft board management papers for approval
 - h) Consolidate training needs for the Authority
 - i) Develop Manpower plans and recruitment strategies for the Authority
 - j) Participate in the development and review of the Institution's strategic plan
 - k) Identify procurement needs of the department
 - l) Mentor and coach Authority staff
 - m) Participate in various committees in the Authority
 - n) Provide Advisory role to the CEO and Board and Heads of Departments/Directorates on HR Matters
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II. Operational Responsibilities / Tasks

- a) Conduct workforce analysis, determine optimum staff requirements and design organizational structure to maximize synergies across functions to achieve the strategic plan
- b) Conduct job analysis, oversee development of job descriptions to facilitate Human resource planning, staff recruitment and selection
- c) Develop a performance management system, training and development plan,
- d) Conduct job evaluation to design a pay structure and design a career development plan.
- e) Coordinate training and development in the Authority
- f) Develop an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management, medical, insurance and welfare programs
- g) Oversee maintenance, storage and security of records to ensure integrity of data and
- h) information related to human resources programs as well as administrative support services;
- i) Oversee provision of cost-effective office services
- j) Ensure compliance with statutory requirements and regulations
- k) Develop employee welfare programs
- l) Develop fleet management systems and policies.
- m) Ensure that Authority's properties and assets are properly insured for damage and loss

Job Dimensions:

I. Financial Responsibility:

- Responsible for HR and Administration budget development and implementation
 - Develop and monitor procurement for the department
 - Recommend HR & Administration expenses for payment.
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II. Responsibility for Physical Assets

- Responsible for physical assets assigned by the Authority
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- Responsible for physical assets in the Authority both movable and immovable

III. Decision Making:

- Plan the work of subordinates
- Assign work to subordinates
- Monitor subordinates work performance
- Appraise/evaluate subordinates performance
- Make decisions using operational decisions

IV. Working conditions:

- Work predominantly within the office with periodic travel to other work stations.

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

Academic Qualifications

- Masters Degree in any of the following disciplines:- Human Resource Management/Development/Planning, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution;
- Bachelors Degree in any of the following disciplines:- Human Resource Management/Development/Planning, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution and
- CHRP(K) from IHRM or equivalent from a relevant professional body.

Professional Qualifications / Membership to professional bodies/Chapter Six of the Constitutions

- Higher Diploma in HRM, Post Graduate Diploma in HR Or HR related equivalent
- IHRM
- Practicing certificate from IHRM
- Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- Membership to a relevant professional body;
- Certificate in computer applications from a recognized institution; and
- Meets the provisions of chapter six of the constitution.

Previous relevant work experience required.

Have Nine (9) years relevant experience with at least three (3) years served in the grade of Assistant Manager, Human Resource or comparable senior position in the Public Service or reputable organization

Functional Skills:

Behavioral Competencies/Attributes:

- Knowledge of Kenya Labor Laws
- Budgeting
- Human Resource Management
- Fleet Management
- Industrial Relations
- Supervisory
- Administration

- Leadership skills
- Interpersonal skills
- Integrity and professionalism
- Counselling and coaching
- Excellent writing skills
- Oral communication and presentation skills
- Analytical skills
- Persuasion and negotiation skills
- Planning and organizing skills
- Emotional Intelligence

Corporate Secretary and Manager Legal Services

Job Title:	Corporate Secretary and Manager, Legal Services
Grade:	EPZA 3
Ministry /Corporation:	EPZA
Directorate:	N/A
Directorate:	N/A
Department	Corporate and Legal Services
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	a) Assistant Manager, Legal Services b) Principal Legal Officer
Indirect reports	All other staff in Legal and corporate department
Remuneration	The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Totals for other allowances is Kshs. 143, 800.00.
Job Purpose	
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.	
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

- 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 directorates/departments at the Authority.
- j) Oversee the preparation and processing of legal opinions, legal notices and licensing of EPZ Enterprises.
- k) Oversee research on emerging legal issues and advise the Authority accordingly.
- l) Ensure proper representation for the Authority in Court and Arbitration proceedings and liaise with outsourced external Lawyers.
- m) Ensure the Authority complies with relevant regulatory and legal requirements as stipulated in the EPZ Act and all other applicable legislation.
- n) Monitor the performance of the department including achievement of performance targets.
- o) Provide overall guidance, mentorship, motivation and supervision to staff in the department

Job Dimensions:

I. Financial Responsibility:

- Development of budgets for the Department
- Develop and monitor procurement for the Department
- Recommend expenditure for the Department

II. Responsibility for Physical Assets	
<ul style="list-style-type: none"> a) Responsible for physical assets assigned by the Authority; b) Provide oversight for all the departmental physical assets 	
III. Decision Making:	
<ul style="list-style-type: none"> a) Make strategic, operational and financial decisions for the Department b) Plan the work of subordinates c) Assign work to subordinates d) Monitor subordinates work performance e) Appraise/evaluate subordinates performance 	
IV. Working conditions:	
<ul style="list-style-type: none"> • Works largely in an office environment with occasional travel 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<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 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Postgraduate Diploma in Laws b) Member of Law Society of Kenya c) Advocate of High Court of Kenya d) Registered Certified Public Secretary by ICPSK e) Leadership Course Lasting not less than four (4) weeks from a recognized Institution f) 5 Day Corporate Governance Course g) Certificate in computer proficiency from a recognized institution; and h) Meets the provision of Chapter Six of the Constitution. 	
Previous relevant work experience required.	
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.	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> Analytical skills IT proficiency Minute writing skills 	<ul style="list-style-type: none"> Team Leadership Interpersonal skills Communication skills Team leadership Negotiation skills Attention to detail

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Manager, Supply Chain

Job Title:	Manager, Supply Chain
Current Grade:	EPZA 3
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	N/A
Directorate:	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 Principal Supply Chain Officer
Indirect reports:	All other staff in Supply Chain Department
Remuneration	The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Totals for other allowances tis Kshs. 143, 800.00
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 Directorate/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 	

<p>II. Operational Responsibilities / Tasks</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>e) Coordinate cost-effective disposal of obsolete machinery, equipment, furniture and other salvage goods in accordance with government and donor supplies policies and procedure</p> <p>f) Ensure effective Procurement management including driving optimal and cost effective supply of goods and services in the organization;</p> <p>g) Develop procedures and manuals to guide procurement process in the Authority.</p> <p>h) Participate in the development of procurement and contracting requirements;</p> <p>i) Continuously monitor requisitions to ensure that proper procedures are followed and policies enforced;</p> <p>j) Develop Market survey strategies</p> <p>k) Carry out induction for interns and young professionals</p>
<p>Job Dimensions:</p>
<p>I. Financial Responsibility:</p> <p>Development of the Department's Work plan and budget Cost effective utilization of funds in procuring goods and services Responsibility for Physical Assets</p> <p>Responsible for physical assets assigned by the Authority Responsible for the security and storage of stores</p>
<p>II. Decision Making:</p> <p>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</p>
<p>III. Working Conditions</p> <p>Works predominantly in an office or comfortable environment. The working conditions can be stressful due to issuing of reports that may contain un-</p>

favourable 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 Strategic Management or any other relevant equivalent disciplines

II. Professional Qualifications / Membership to professional bodies

- a) Leadership Course lasting not less than 6 weeks
- b) Certificate in Computer Proficiency
- a) Member of 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

Behavioural 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