

1. Chief Executive Officer – Ref No. 1/01/2022

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| <b>Job Title</b>   | <b>Chief Executive Officer</b>   |
| <b>Grade:</b>  | EPZA 1   |
| <b>Ministry / Institution:</b>   | Export Processing Zones Authority  |
| <b>Directorate:</b>  | N/A  |
| <b>Division:</b>   | N/A  |
| <b>Department</b>  | N/A  |
| <b>Section / Unit:</b>   | N/A  |
| <b>Location / Work station:</b>  | EPZA Head Office   |
| <b>Reporting Relationships</b>   |  |
| <b>Reports to:</b>   | Board of Directors, EPZA   |
| <b>Direct reports:</b>   | <ol style="list-style-type: none"> <li>1. All General Managers</li> <li>2. Manager, Supply Chain</li> <li>3. Corporate Secretary and Manager Legal Services</li> <li>4. Manager, Internal Audit</li> </ol> |
| <b>Indirect reports</b>  | <ol style="list-style-type: none"> <li>1. Manager, HR &amp; Administration</li> <li>2. Manager, Preventive Services</li> <li>3. All staff in the Authority</li> </ol>                                      |
| <b>Remuneration</b>  | The basic pay attached to the position ranges from Kshs. 228,657.00 to Kshs. 655,000.00. Total for other allowances is Kshs. 325,000.00  |
| <b>Employment Terms</b>  | Three (3) years contract renewable once subject to satisfactory performance.   |
| <b>Job Purpose</b>   |  |
| The Chief Executive Officer will report to the Board of Directors and will be responsible for providing effective strategic leadership by guiding the operations of the Authority on day-to-day basis as well as implementing activities in accordance with the Law, Government Regulations and the guidance provided by the Board from time to time.  |  |
| <b>Key Responsibilities / Duties / Tasks</b>   |  |
| <b>I. Managerial / Supervisory Responsibilities</b>  |  |
| <ol style="list-style-type: none"> <li>a) Provide Strategic Leadership, general supervision, and management of the Authority on a day-to-day basis in accordance with the plans and policies approved by the Board to ensure achievement of EPZA strategic objectives</li> <li>b) Provide leadership and communicate the organization’s strategic direction in a clear, engaging manner to all stakeholders;</li> <li>c) Advise the Authority on the necessary changes as per legal requirements pertaining to the status, functions and activities of EPZA;</li> <li>d) Ensuring the Board delivers on its mandate as stipulated in the Export Processing Zones Act (CAP 517), Laws of Kenya; convening Board’s meetings in consultation with the Chairperson and Secretary thereof;</li> <li>e) Provide strategic leadership and ensure that the institution grows to become financially independent by generating its own revenue;</li> <li>f) Participate in the deliberations of the committees of the Organization;</li> </ol> |  |

- g) Represent the Organization on outside forums whenever and wherever required;
- h) Streamline / customize / harmonize regional and international protocols
- i) Ensuring preparation of annual budgets for the Authority and establishing proper internal controls
- j) Spearhead development and implementation of proper internal monitoring and control systems and procedures in addition to risk management plans /systems;
- k) Co-ordinate and prepare business related proposals, reports and other submissions for consideration by the Board;
- l) Oversee and deliver the Authority's performance by maintaining a keen awareness of the export-oriented investments and market and being in touch with the core business functions to ensure the proper execution of tasks; and
- m) Balance and avail resources in proper quantities and at the right time for the Authority to succeed.
- n) Identifying and sourcing for favorable development partners and ensuring that the annual financial audit is conducted and recommendations addressed
- o) Overseeing performance management in the Authority

## **II. Operational Responsibilities / Tasks**

- a) Spearhead leadership in the implementation and evaluation of corporate strategic plans in addition to building relevant organizational capacity to deliver on strategy by guiding, directing and evaluating the work of Management staff within the Authority;
- b) Manage the day-to-day operations of the Authority and overseeing legal, regulatory and statutory requirements;
- c) Guide Management and advise the Board on opportunities for investment and business growth;
- d) Develop and recommend to the Board the short-, medium- and long-term corporate strategies, business plans, annual operating budgets and annual procurement plans to achieve corporate objectives;
- e) Serve as the link between the Board and management and ensure that there is effective communication between the Management and the Board as well as between different levels of strategy;
- f) Provide strategic leadership in developing and implementing effective human resources management, administrative policies and systems and maintaining a conducive working environment suitable for attracting, developing and retaining an efficient workforce;
- g) Ensuring EPZA has an effective organizational structure, build capacities of management and staff and provide leadership in employee resourcing, welfare, training, industrial relations and effective management of succession plans;
- h) Ensure continuous improvement in the quality and value of services and products provided by the Authority;
- i) Ensure achievement of the Authority's financial and operating goals and objectives with a view to making the Authority self -sustaining;
- j) Oversee and ensure implementation of corporate policies and programs;
- k) Foster a corporate culture that promotes diversity, ethical practices and good corporate governance;
- l) Ensure compliance with national, regional and international laws as may be applicable;
- m) Ensure that the Mwongozo Code of Conduct is implemented in the Authority;
- n) Responsible for stakeholder management, enhancement of corporate image of the Authority and create and maintain linkages and partnerships with stakeholders and other Government bodies; and

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| o) Foster a good working relationship with and under the guidance/consultation with the Authority's parent Ministry.  |
| <b>Job Dimensions:</b>  |
| <b>I. Financial Responsibility:</b>   |
| <ul style="list-style-type: none"> <li>a) In charge of the Authority funds (Recurrent and Development);</li> <li>b) Oversees and monitors procurement for the Authority; and</li> <li>c) Approves all expenditure in the Authority.</li> </ul>  |
| <b>II. Responsibility for Physical Assets</b>   |
| <ul style="list-style-type: none"> <li>a) Responsible for all the Authority assets; and</li> <li>b) Provide oversight for all the Authority's physical assets.</li> </ul>   |
| <b>III. Decision Making:</b>  |
| <ul style="list-style-type: none"> <li>a) Makes strategic, operational and financial decisions for the Authority;</li> <li>b) Coordinates the implementation of the Authority Strategic Plan;</li> <li>c) Assigns responsibilities to departments;</li> <li>d) Evaluates the performance of the staff and Authority; and</li> <li>e) In charge of all the Human Resource issues in the Authority.</li> </ul>  |
| <b>IV. Working conditions:</b>  |
| Works largely in an office environment with frequent travel, both local and international.  |
| <b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>  |
| <b>Academic Qualifications</b>  |
| <ul style="list-style-type: none"> <li>a) Have a Masters degree in any of the following disciplines: Business Administration, Marketing, Strategic Management, Law or relevant social and physical sciences from a recognized Institution; and</li> <li>b) Have a Bachelors' degree in any of the following disciplines: Business Administration, Marketing, Strategic Management, Law or relevant social and physical sciences from a recognized Institution.</li> </ul>   |
| <b>Professional Qualifications / Membership to professional bodies</b>  |
| <ul style="list-style-type: none"> <li>a) Have undertaken a leadership course lasting not less than four (4) weeks from a recognised institution;</li> <li>b) Have undertaken a Corporate Governance Course from a recognized Institution;</li> <li>c) Have a good understanding of the mandate of Authority and its role in realisation of the National Development agenda;</li> <li>d) Be a member of a relevant professional body;</li> <li>e) IT proficiency; and</li> <li>f) Satisfy the requirements of chapter six of the Constitution.</li> </ul> |
| <b>Previous relevant work experience required.</b>  |
| Have at least fifteen (15) years relevant experience in the Public Service or in a large and reputable organization in the private sector, ten (10) of which should be in a senior management position; and ten (10) in post qualifications serving experience.   |
| <b>Functional Skills and Key Competencies</b>   |

- a) Possess good oral and written communication skills, including report writing;
- b) Have good interpersonal, negotiation and computer application skills;

## 2. Manager, Technical Services – Ref. No. 2/02/2022

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| <b>Job Title:</b>   | <b>Manager, Technical Services</b>   |
| <b>Grade:</b>   | EPZA 3   |
| <b>Ministry / Institution:</b>  | Export Processing Zones Authority  |
| <b>Directorate:</b>   | Commercial and Technical Services  |
| <b>Department:</b>  | Technical Services   |
| <b>Section / Unit:</b>  | N/A  |
| <b>Location / Work station:</b>   | EPZA Head Office   |
| <b>Reporting Relationships</b>  |  |
| <b>Reports to:</b>  | General Manager, Commercial and Technical Services   |
| <b>Direct reports:</b>  | a) Assistant Manager Property<br>b) Assistant Manager Engineering  |
| <b>Indirect reports:</b>  | All other Staff in Technical Services Department   |
| <b>Remuneration</b>   | The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Total for other allowances is Kshs. 143, 800.00 |
| <b>Employment Terms</b>   | Four (4) years contract renewable subject to satisfactory performance.   |
| <b>Job Purpose</b>  |  |
| To oversee engineering and property sections and maintenance works to ensure that all jobs are completed on time, within budget and user specifications.  |  |
| <b>Key Responsibilities / Duties / Tasks</b>  |  |
| <b>I. Managerial / Supervisory Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>a) To oversee the implementation of EPZA projects and ensure that all projects are undertaken as per the acceptable industry standards;</li> <li>b) Oversee and monitor project implementation through to commissioning;</li> <li>c) Undertake capacity building with other relevant institutions;</li> <li>d) Carrying out preliminary cost estimates for projects to be implemented;</li> <li>e) Coordinate preparation of technical design reports, auditing and inspection of materials;</li> <li>f) Develop work plans and budgets for the Technical Services Department for approval;</li> <li>g) Oversee the execution of the approved department's work plans and budgets;</li> <li>h) Oversee performance management in the department;</li> <li>i) Coordinate preparation and submit monthly, quarterly and annual reports for the department;</li> <li>j) Identify training needs for the department staff;</li> <li>k) Participate in workforce planning and recruitment of staff within the department;</li> <li>l) Identify procurement needs of the department;</li> <li>m) Mentor and coach departmental staff; and</li> <li>n) Participate in various committees in the institution.</li> </ul> |  |
| <b>II. Operational Responsibilities / Tasks</b>   |  |
| <ul style="list-style-type: none"> <li>a) Supervising technical operations as performed by engineers, architects, property officers and technicians to ensure Authority's and client expectations are met;</li> <li>b) Develop policies and strategies effective for the timely resolution of critical technical or procedural issues;</li> <li>c) Ensure work operations conform to acceptable standards of quality service;</li> <li>d) Manage and maintain proper records of technical and procedural operations;</li> </ul>   |  |

- 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 duties to technical personnel according to their capabilities and ensure an even distribution of workload;
- p) Present reports of work operations to management in order to provide information useful in making key business decisions.
- q) Ensure optimal revenue collection and accountability of sales
- r) Establish contacts with and other stakeholders to acquire new business and retain existing clientele

**Job Dimensions:**

**I. Financial Responsibility:**

- 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**

- a) Responsible for physical assets assigned by the EPZA
- b) Provide oversight for all the Departmental physical assets

**III. Decision Making:**

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

**IV. 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 Engineering, Regional and Urban Planning Project Management, Strategic Management or any other relevant field; and
- b) Bachelors degree in Civil Architecture/Quantity Surveying, Mechanical Engineering or equivalent from a recognized Institution.

**Professional Qualifications / Membership to professional bodies**

- a) Have attended 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; and
- d) Meets the provisions of Chapter Six of the Constitution.

**Previous relevant work experience required.**

Have nine (9) years relevant experience with atleast 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.

### 3. Manager, Water and Sewerage Services - Ref No. 3/03/2022

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| <b>Job Title:</b>   | <b>Manager Water and Sewerage Services</b>  |
| <b>Grade:</b>   | EPZA 3  |
| <b>Ministry /Institution:</b>   | Export Processing Zones Authority   |
| <b>Directorate:</b>   | Commercial and Technical Services   |
| <b>Department :</b>   | Water and Sewerage Services   |
| <b>Section / Unit:</b>  | N/A   |
| <b>Location / Work station:</b>   | EPZA Head Office  |
| <b>Reporting Relationships</b>  |   |
| <b>Reports to:</b>  | General Manager, Commercial and Technical Services  |
| <b>Direct reports:</b>  | c) Assistant Manager Water Services<br>d) Assistant Manager Sewerage & Environment  |
| <b>Indirect reports:</b>  | All other staff in Water and Sewerage Services department   |
| <b>Remuneration</b>   | The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Total for other allowances is Kshs. 143,800.00 |
| <b>Employment Terms</b>   | Four (4) years contract renewable subject to satisfactory performance.  |
| <b>Job Purpose</b>  |   |
| 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 investors, other clients and meet the financial objectives of the Authority. The holder is also responsible for ensuring compliance with environmental standards.  |   |
| <b>Key Responsibilities / Duties / Tasks</b>  |   |
| <b>III. Managerial / Supervisory Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>a) Develop work plans and budgets for the Water and Sewerage Department for approval;</li> <li>b) Oversee provision of quality services for water and sewerage to investors and other customers;</li> <li>c) In charge of implementation and enforcement of the Environmental Management and Coordination Act, 1999; Public Health Act and Occupational Health and Safety Act, 2007 (including other National, Regional and International legal requirements) in public and private Export Processing Zones.</li> <li>d) Direct the evaluation of environmental quality standard violations and the development of pollution control strategies and ensure compliance with those standards.</li> <li>e) Coordinate the design and construction of water and sewerage infrastructure.</li> <li>f) Manage the EPZA Wastewater Treatment System (Connections, Conveyance, Treatment and Disposal of Effluent to the Natural Environment)</li> <li>g) Develop and implement water and sewerage policies, procedures, rules and regulations;</li> <li>h) Provide professional advice to the Authority in technical areas relating to Water &amp; Sewerage;</li> <li>i) Generate revenues for the authority from water and sewerage assets through prudent management and pricing;</li> <li>j) Oversee the execution of the approved department's work plans and budgets;</li> </ul> |   |



- k) Oversee performance management in the Department;
- l) Prepare and submit all monthly, quarterly and annual reports for the department;
- m) Identify training needs for the department staff;
- n) Participate in workforce planning and recruitment of staff within the department;
- o) Identify procurement needs of the department;
- p) Mentor and coach departmental staff; and
- q) Participate in various committees in the institution.

**IV. Operational Responsibilities / Tasks**

- a) Determine unaccounted for water (UFW) on a monthly basis and advice on remedial measures.
- b) Maintenance and major repairs of EPZA water infrastructure and installations to keep them in high utility and standards for investors and customers use;
- c) Development and improvement of Water network through upgrading of existing reticulation system and water chambers to secure bulk meters;
- d) In charge of implementing and enforcing compliance with relevant legal requirements and regulations (standard specifications) pertaining to potable water, wastewater and air quality in addition to prevention of environmental pollution
- e) In charge of management and control of wastes (that includes liquid, solid, emissions of flue gasses and air particulate matters) in the Export Processing Zones and enterprises.
- f) Liaise with all relevant statutory, public and private agents in environmental, water, forestry, occupational health safety, public health including Government Ministries, State Corporations, and County Governments among others in matters on sustainable development, environmental and public health quality management.
- g) Authorize laboratory methods and analysis carried out by EPZA laboratories in liaison with other third party statutory or private accredited laboratories in areas of wastewater, water, emissions, health and food analysis parameters;
- h) Participate in authorization of installation and handling of waste water treatment, air emissions equipment and plants within the EPZs in liaison with the investor, technology provider and relevant statutory lead agencies;
- i) Coordinate investigations and site inspections to determine environmental quality impacts of proposed new sources of pollution and propose land use activities;
- j) Gather and assimilate technical information for the preparation of reports assessing the economic, social and environmental impacts of proposed pollution control strategies and the Authority's requirements
- k) Attend and conduct public hearings and meetings to discuss pollution and environmental quality issues and licenses or permits applications

**Job Dimensions:**

**V. Financial Responsibility:**

- a) Development of budgets for water and sewerage department;
- b) Develop and monitor procurement of water and sewerage spare parts inventory; and
- c) Recommend expenses for approval.

**VI. Responsibility for Physical Assets**

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| <ul style="list-style-type: none"> <li>d) Responsible for physical assets assigned by the EPZA; and</li> <li>e) Provide oversight for all the Departmental physical assets.</li> </ul>   |
| <b>VII. Decision Making:</b>   |
| <ul style="list-style-type: none"> <li>f) Make strategic, operational and financial decisions;</li> <li>g) Plan the work of subordinates; and</li> <li>h) Appraise/evaluate subordinates' performance.</li> </ul>  |
| <b>VIII. Working conditions:</b>   |
| <p>Works predominantly within the office; and</p> <p>Field work when monitoring infrastructure development; and customer visits.</p>   |
| <b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>   |
| <b>Academic Qualifications</b>   |
| <ul style="list-style-type: none"> <li>a) Masters Degree in Physical Sciences, Biological Sciences, Environmental Health /Water Engineering or relevant degree from a recognized Institution;</li> <li>b) Bachelors degree in Physical Sciences, Biological Sciences, Resource Management, Sanitary Sciences, Environmental Health, Environmental Engineering or any other relevant degree from a recognized Institution.</li> </ul>                                     |
| <b>Professional Qualifications / Membership to professional bodies</b>   |
| <ul style="list-style-type: none"> <li>c) Registered Environmental Impact Assessment and Audit Lead Expert by a national environmental protection agency e.g. NEMA;</li> <li>d) Membership to a relevant professional body;</li> <li>e) Have attended Leadership course lasting not less than 4 weeks from a recognized Institution;</li> <li>f) Certificate in Computer Proficiency; and</li> <li>g) Meets the provision of Chapter Six of the Constitution.</li> </ul> |
| <b>Previous relevant work experience required.</b>   |
| <p>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</p>  |

#### 4. Corporate Secretary and Manager Legal Services - Ref No. 4/04/2022

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| <b>Job Title:</b>   | <b>Corporate Secretary and Manager, Legal Services</b>  |
| <b>Grade:</b>   | EPZA 3  |
| <b>Ministry /Institution:</b>   | Export Processing Zones Authority   |
| <b>Directorate:</b>   | N/A   |
| <b>Department</b>   | Corporate and Legal Services  |
| <b>Section / Unit:</b>  | N/A   |
| <b>Location / Work station:</b>   | EPZA Head Office  |
| <b>Reporting Relationships</b>  |   |
| <b>Reports to:</b>  | Chief Executive Officer   |
| <b>Direct reports:</b>  | a) Assistant Manager, Legal Services  |
| <b>Indirect reports</b>   | All other staff in Corporate and Legal and Services department  |
| <b>Remuneration</b>   | The basic pay attached to the position ranges from Kshs. 140,318.00 to Kshs. 350,000.00. Total for other allowances is Kshs. 143, 800.00. |
| <b>Employment Terms</b>   | Four (4) years contract renewable subject to satisfactory performance.  |
| <b>Job Purpose</b>  |   |
| The job holder is responsible for ensuring the Authority functions effectively and operates within its mandate by providing board 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.  |   |
| <b>Key Responsibilities / Duties / Tasks</b>  |   |
| <b>I. Managerial / Supervisory Responsibilities</b>   |   |
| <ul style="list-style-type: none"> <li>a) Advise Management and Board on all legal and governance matters affecting the Authority.</li> <li>b) 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.</li> <li>c) Oversee research on emerging legal issues and advise the Authority accordingly.</li> <li>d) Oversee the drawing, designing and implementation of legal agreements and contracts in liaison with relevant directorates/departments at the Authority.</li> <li>e) Coordinate governance audits</li> <li>f) Ensure Board procedures are followed and reviewed regularly and the Board complies with applicable laws , rules and regulations;</li> <li>g) Develop work plans and budgets for the Department for approval</li> <li>h) Oversee the execution of the approved Department work plans and budgets</li> <li>i) Oversee performance management in the Department</li> <li>j) Prepare and submit all monthly, quarterly and annual reports for the Department</li> <li>k) Coordinate the preparation of board papers for approval</li> <li>l) Identify training needs for the Department staff</li> <li>m) Participate in workforce planning and recruitment of staff within the Department</li> <li>n) Identify procurement needs of the Department</li> </ul> |   |

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| <ul style="list-style-type: none"> <li>o) Mentor and coach Departmental staff</li> <li>p) Participate in various committees in the Authority</li> </ul>   |
| <b>II. Operational Responsibilities / Tasks</b>   |
| <ul style="list-style-type: none"> <li>a) Facilitate the holding of Board and Board Committee Meetings including collecting, organizing and distributing information, documents or board papers required for such meetings.</li> <li>b) Ensure Board Committees are properly constituted and provided with clear terms of reference.</li> <li>c) 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.</li> <li>d) 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.</li> <li>e) Ensure safe custody of the Authority Seal and other vital legal records and documents including Land Titles and lease agreements.</li> <li>f) Oversee the preparation and processing of legal opinions, legal notices and licensing of EPZ Enterprises.</li> <li>g) Ensure proper representation for the Authority in Court and Arbitration proceedings and liaise with outsourced external Lawyers.</li> <li>h) Ensure the Authority complies with relevant regulatory and legal requirements as stipulated in the EPZ Act and all other applicable legislation.</li> <li>i) Monitor the performance of the department including achievement of performance targets.</li> <li>j) Provide overall guidance, mentorship, motivation and supervision to staff in the department</li> <li>k) Participates in the development and review of the Authority's strategic plan</li> </ul> |
| <b>Job Dimensions:</b>  |
| <b>I. Financial Responsibility:</b>   |
| <ul style="list-style-type: none"> <li>a) Development of budgets for the Department</li> <li>b) Develop and monitor procurement for the Department</li> <li>c) Recommend expenditure for the Department</li> </ul>  |
| <b>II. Responsibility for Physical Assets</b>   |
| <ul style="list-style-type: none"> <li>a) Responsible for physical assets assigned by the Authority;</li> <li>b) Provide oversight for all the departmental physical assets</li> </ul>  |
| <b>III. Decision Making:</b>  |
| <ul style="list-style-type: none"> <li>a) Make strategic, operational and financial decisions for the Department</li> <li>b) Plan the work of subordinates</li> <li>c) Assign work to subordinates</li> <li>d) Monitor subordinates work performance</li> <li>e) Appraise/evaluate subordinates' performance</li> </ul>   |
| <b>IV. Working conditions:</b>  |
| <ul style="list-style-type: none"> <li>a) Works largely in an office environment with occasional travel</li> </ul>  |
| <b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>  |
| <b>Academic Qualifications</b>  |
| <ul style="list-style-type: none"> <li>a) Master's degree in Law, Business Administration or Social Sciences or equivalent from a recognized Institution;</li> <li>b) Bachelor's degree in Laws or equivalent from a recognized institution</li> </ul>  |

**Professional Qualifications / Membership to professional bodies**

- a) Postgraduate Diploma in Law from Kenya School of Law;
- b) Member of Law Society of Kenya and must be in good standing;
- c) Advocate of High Court of Kenya;
- d) Registered Certified Public Secretary by ICPSK;
- e) Attended 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.