

1. Manager, Technical Services – Ref. No. 1/05/2022

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

<ul style="list-style-type: none"> 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:
<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; and 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) 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; andd) 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.

2. Manager, Water and Sewerage Services - Ref No. 2/05/2022

Job Title:	Manager, Water and Sewerage Services
Grade:	EPZA 3
Ministry /Institution:	Export Processing Zones Authority
Directorate:	Commercial and Technical Services
Department :	Water and Sewerage Services
Section / Unit:	N/A
Location / Work station:	EPZA Head Office
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 Services department
Remuneration	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
Employment Terms	Four (4) years contract renewable subject to satisfactory performance.
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 investors, other clients and meet the financial objectives of the Authority. The holder is also responsible for ensuring compliance with environmental standards.	
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 provision of quality services for water and sewerage to investors and other customers; 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. d) Direct the evaluation of environmental quality standard violations and the development of pollution control strategies and ensure compliance with those standards. e) Coordinate the design and construction of water and sewerage infrastructure. f) Manage the EPZA Wastewater Treatment System (Connections, Conveyance, Treatment and Disposal of Effluent to the Natural Environment) g) Develop and implement water and sewerage policies, procedures, rules and regulations; h) Provide professional advice to the Authority in technical areas relating to Water & Sewerage; i) Generate revenues for the authority from water and sewerage assets through prudent management and pricing; j) Oversee the execution of the approved department's work plans and budgets; 	

- 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

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

3. Corporate Secretary and Manager Legal Services - Ref No. 3/05/2022

Job Title:	Corporate Secretary and Manager, Legal Services
Grade:	EPZA 3
Ministry /Institution:	Export Processing Zones Authority
Directorate:	N/A
Department	Corporate and Legal Services
Section / Unit:	N/A
Location / Work station:	EPZA Head Office
Reporting Relationships	
Reports to:	Chief Executive Officer
Direct reports:	a) Assistant Manager, Legal Services
Indirect reports	All other staff in Corporate and Legal and Services department
Remuneration	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.
Employment Terms	Four (4) years contract renewable subject to satisfactory performance.
Job Purpose	
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.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Advise Management and Board on all legal and governance matters affecting the Authority. 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. c) Oversee research on emerging legal issues and advise the Authority accordingly. d) Oversee the drawing, designing and implementation of legal agreements and contracts in liaison with relevant directorates/departments at the Authority. e) Coordinate governance audits f) Ensure Board procedures are followed and reviewed regularly and the Board complies with applicable laws, rules and regulations; g) Assist the Board Chairperson in organizing Board activities, including providing information, preparation of Board agenda, issuance of notices, preparing for Board meetings, Board evaluation and board capacity building/development programmes; h) Develop work plans and budgets for the Department for approval i) Oversee the execution of the approved Department work plans and budgets j) Oversee performance management in the Department k) Prepare and submit all monthly, quarterly and annual reports for the Department l) Coordinate the preparation of board papers for approval 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 	

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

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.

4. Manager, Finance and Accounts - Ref No. 4/05/2022

Job Title:	Manager, Finance and Accounts
Grade:	EPZA 3
Ministry /Institution:	EPZA
Directorate:	Finance, Human Resource and Administration
Department:	Finance and Accounts
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters
Reporting Relationships	
Reports to:	General Manager-Finance Human Resource and Administration
Direct reports:	a) Assistant Manager Management Accounting b) Assistant Manager Financial Accounting
Indirect reports:	a) All other staff in Finance and Accounts department
Remuneration	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
Employment Terms	Four (4) years contract renewable subject to satisfactory performance.
Job Purpose	
The Job holder is responsible for maintaining an adequate and efficient financial accounting system to facilitate effective carrying out of Authority's activities, facilitate departments with required necessary financial accounting support and advice to enable smooth functioning for the Authority.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Providing advisory services on all financial and accounting matters to the Authority; b) Ensuring proper interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions; c) Liaise with other Departments so as to ensure that financial and related regulations are complied with and where applicable give procedural guidance on treasury circulars, letters and instructions; d) Coordinate the preparation of the Authority's annual work plans and budgets e) Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; f) Preparation of Authority's annual budget by consolidation of all departmental budgets as per Government Policy and presentation to the Board for approval; g) Ensuring provision of quality and timely accounting services; h) Develop and implement budget and expenditure controls so as to ensure that financial expenditure is planned, controlled and properly authorized i) Authorizing payments and signing cheques; j) Monitoring expenditure on projects and programme implementation on a periodic basis and ensuring that timely corrective measures are taken; k) Mentor, train and appraise staff; 	

- l) Ensure that payments to suppliers are made on a timely and accurate basis and creditors' accounts reconciled;
- m) Coordinating the design and financial aspect for all donors and agreements with donor agencies; and
- n) Ensuring all statutory reports are prepared as per the required law

II. Operational Responsibilities / Tasks

- a) Prepare general ledger entries and reconciliations for month-end closure.
- b) Analyze financial data on a monthly basis and report on variances.
- c) Prepare draft monthly, quarterly and annual accounting reports of expenditure and cash flow management and review monthly expenditure statements and variance analysis.
- d) Prepare financial statements, footnotes and supplemental information and coordination of audits.
- e) Checking and recommending payments – verifying payment vouchers in accordance with laid down rules and principles and determine aggregate expenditure
- f) Controlling of expenditure and below-the-line (BTL) Authority's accounts;
- g) Provide operational support on expenditure management to include short term action plans and expenditure scheduling.
- h) Manage fixed asset process, policy and procedure.

Job Dimensions:

I. Financial Responsibility:

- Develop budgets.
- Approval of expenditure.

II. Responsibility for Physical Assets

- Responsible for physical assets assigned by the institution;
- Provide oversight for all directorate/ departmental/divisional/ physical assets

III. Decision Making / Job Influence

- Plans and assign work to subordinates.
- Monitor subordinates work performance.
- Appraise/evaluate subordinates performance.

IV. Working Conditions:

Works largely in an office environment with occasional travel

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

Academic Qualifications

- a) Masters degree in any of the following fields:- Finance, Accounting, Business Administration, Commerce or equivalent qualification from a recognized institution;
- b) Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), or equivalent qualification from a recognized institution;

Professional Qualifications / Membership to professional bodies

- a) Have Certified Public Accountant (CPA)K, Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution;
- b) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- c) Membership of ICPAK or relevant professional body;
- d) Computer proficiency course from a recognized institution and

e) 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 served in the grade of Assistant Manager Finance and Accounts or comparable position in the Public Service or large and reputable organization