

General Manager, Operations and Investor Support

Job Title:	General Manager- Operations and Investor Support
Grade:	EPZA 2
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Operations and Investor Support
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, Operations and Investor Support b) Assistant Managers/Head of Region c) re (Western and Rift, Coast and North Eastern, Eastern and Nairobi, Central)
Indirect reports	<ul style="list-style-type: none"> a) All staff in Operations and Investor Support
Job Purpose	
The job holder is responsible for formulating investor support strategies, policies, regulations and guidelines for effective investor Support, Facilitation, Compliance, Industrial Relations and Regional Management of the EPZ Programme.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> 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 monthly, quarterly and annual reports for the Directorate e) Prepare draft Board management papers for approval f) Identify training needs for the Directorate's staff g) Participate in workforce planning and recruitment of staff within the Directorate h) Spearhead the development and review of the Directorate strategic plan i) Identify procurement needs of the Directorate j) Mentor and coach Directorate's staff k) Participate in various committees in the Organization 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Oversee the functions of the implementation of Directorate's strategic plan, monitoring and evaluation. b) Lead in the review of the Directorate strategic plan and operational plans 	

- c) Identify, examine, analyze and initiate review of policies touching on Operations and Investor Support.
- d) Ensure EPZ Enterprises comply with relevant Kenya Laws in their operations
- e) Spearhead the performance contracting process among the staff in the Directorate
- f) Ensure implementation of work Plan for the Directorate
- g) Develop linkages and partnerships with different Government Agencies, County Governments and other Institutions for effective investor support facilitation
- h) Oversee Advocacy role in investor support facilitation
- i) Plan and co-ordinate annual EPZ Investor Forums
- j) Lead the development, expansion and growth of the EPZ programme in the Regions
- k) Oversee Pre – Investment and post Investment facilitation for EPZ Investors
- l) Ensure sound management of Public Zones
- m) Carry out annual staff performance appraisals

Job Dimensions:

I. Financial Responsibility:

- b) Development of budgets for the Directorate
- c) Develop and monitor procurement for the Directorate
- d) Recommend expenditure for the Directorate

II. Responsibility for Physical Assets

- a) Responsible for physical assets assigned by the Authority
- b) Provide oversight for all the Directorate physical assets

III. Decision Making:

- a) Make strategic, operational and financial decisions for the Directorate
- b) Plans work for subordinates
- c) Assigns work to subordinates
- d) Monitors subordinates work performance
- e) Appraises/evaluates subordinates' performance

IV. Working conditions:

- Works largely in an office environment with occasional travel

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

Academic Qualifications

- Masters Degree Business Management/Administration or related field from a recognized Institution
- Bachelors' Degree in Business Management/ Administration or related field from a recognized institution

Professional Qualifications / Membership to professional bodies

- a) Leadership Course Lasting not less than 4 weeks from a recognized Institution
- b) Well must with all Investor Support Activities
- c) Member of a professional body
- d) Certificate in computer proficiency

e) Meets the provision of chapter six of the Constitution

Previous relevant work experience required.

Twelve (12) years relevant experience with three (3) years served in the position of Manager, Investor Support or comparable position in the Public Service or reputable Organization.

Functional Skills:

- Proficiency in computer applications;
- Strategic planning
- Project management
- Interpretation of financial reports
- Understanding of policy development process
- Entrepreneurial skills
- Report writing
- Research and innovation skills

Behavioral Competencies/Attributes:

- Interpersonal skills
- Communication skills
- Team leadership
- Advocacy
- Negotiation skills
- Creativity
- Critical thinking
- Analytical alertness
- Attention to detail
- Networking skills
- Presentation skills

Remuneration:

Minimum basic Salary Kshs 143,312.00 Maximum basic salary Kshs 445,000.00. Total allowances 240,000.00

Manager, Operations and Investor Support

Job Title:	Manager – Operations and Investor Support
Grade:	EPZA 3
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Operations and Investor Support
Division:	N/A
Department:	Investor Support
Section / Unit:	N/A
Location / Work station:	EPZA Headquarter
Reporting Relationships	
Reports to:	General Manager, Operations and Investor
Direct reports:	<ul style="list-style-type: none"> a) Manager, Operations and Investor Support b) Assistant Manager/Head of Region c) Assistant Manager, Industrial Relations and Compliance
Indirect reports:	<ul style="list-style-type: none"> a) All staff in Investor Support Department
Job Purpose	
The job holder is responsible for managing the Operations and Investor Support function for effective and efficient delivery of services and facilitation to EPZ investors.	
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 departmental 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 departmental staff g) Participate in the recruitment of staff within the department h) Participate in the development and review of the Institution’s strategic plan i) Identify procurement needs of the department j) Participate in various committees in the Institution k) Recommend expenditure for the investor support department l) Prepare monthly, quarterly and annual reports for the department m) Mentor and coach staff in the department n) Participate in the planning and implementation of the performance management programme 	

II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a) Ensure implementation of investor support policies and procedures b) Ensure compliance by EPZ Investors with Kenya legal requirements c) Liaise with other government agencies for effective investor support facilitation d) Ensure provision of effective investor support services and facilitation e) Ensure compliance before renewal of EPZ Enterprise Licences f) Coordinate operations of Regional Offices g) Ensure compliance Audits are carried out in all EPZ Enterprises and Developers h) Ensure Sound Industrial Relations and best practices prevail in the EPZ Enterprises i) Ensure timely settlement of industrial Disputes j) Work closely with other Government agencies to ensure harmonious working relations in the EPZ Enterprises. k) Undertake annual appraisals for staff in the department
Job Dimensions:
I. Financial Responsibility:
<ul style="list-style-type: none"> a) Development of budgets for investor support department b) Develop and monitor procurement for department. c) Recommend expenditure for the investor support department
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> d) Responsible for physical assets assigned by the institution; e) Provide oversight for all the sectional physical assets
III. Decision Making:
<ul style="list-style-type: none"> f) Make strategic, operational and financial decisions for the department g) Plan the work of subordinates. h) Appraise/evaluate subordinates' performance.
IV. Working conditions:
<ul style="list-style-type: none"> • Works in the office • Involved in visits to EPZ Enterprises • May be required to work beyond normal working hours • On call from time to time
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
<ul style="list-style-type: none"> a) Masters Degree Business Management/Administration or related field from a recognized Institution b) Bachelors' Degree in Business Management/ Administration or related field from a recognized institution
Professional Qualifications / Membership to professional bodies

- a) Leadership Course Lasting not less than 4 weeks from a recognized Institution
- b) Member of a professional body
- c) Certificate in computer proficiency
- d) Meets the provision of chapter six of the Constitution

Previous relevant work experience required.

Have nine (9) years relevant experience with three (3) experience in the position of Assistant Manager, Operations and Investor Support, Assistant Manager/Head of Region or Assistant Manager, Industrial Relations and Compliance or comparable position in the Public Service or reputable Organization.

Functional Skills:

- Knowledge of Labour Laws
- Leadership skills
- Marketing skills
- Networking skills

Behavioral Competencies/Attributes:

- Interpersonal skills
- Communication skills
- Team leadership
- Customer care
- Negotiation skills
- Innovation

Remuneration:

Minimum basic Salary Kshs 140,318.00 Maximum basic salary Kshs 350,000.00. Total allowances 143,800.00

Corporate Secretary and Manager Legal Services

Job Title:	Corporate Secretary and Manager, Legal Services <i>(This is a Re-advertisement – Candidates who had applied in previous advertisements are encouraged to re-apply)</i>
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 Headquarters
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
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) Develop work plans and budgets for the Department for approval h) Oversee the execution of the approved Department work plans and budgets i) Oversee performance management in the Department j) Prepare and submit all monthly, quarterly and annual reports for the Department 	

- k) Coordinate the preparation of board papers for approval
- l) Identify training needs for the Department staff
- m) Participate in workforce planning and recruitment of staff within the Department
- n) Identify procurement needs of the Department
- o) Mentor and coach Departmental staff
- p) Participate in various committees in the Authority

II. Operational Responsibilities / Tasks

- 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:

- 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

- a) Responsible for physical assets assigned by the Authority;
- b) Provide oversight for all the departmental physical assets

III. Decision Making:

- a) Make strategic, operational and financial decisions for the Department
- b) Plan the work of subordinates
- c) Assign work to subordinates

<p>d) Monitor subordinates work performance e) Appraise/evaluate subordinates' performance</p>	
<p>IV. Working conditions:</p>	
<p>a) Works largely in an office environment with occasional travel</p>	
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>	
<p>Academic Qualifications</p>	
<p>a) Master's degree in Law, Business Administration or Social Sciences or equivalent from a recognized Institution; b) Bachelor's degree in Laws or equivalent from a recognized institution</p>	
<p>Professional Qualifications / Membership to professional bodies</p>	
<p>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.</p>	
<p>Previous relevant work experience required.</p>	
<p>Have nine (9) years' relevant experience with three (3) years' experience as Assistant Manager, Legal Services or comparable position in the Public Service or reputable organization.</p>	
<p>Functional Skills:</p>	<p>Behavioral Competencies/Attributes:</p>
<ul style="list-style-type: none"> • Knowledge of Labour Laws • Leadership skills • Networking skills 	<ul style="list-style-type: none"> • Interpersonal skills • Communication skills • Team leadership • Customer care • Negotiation skills • Innovation
<p>Remuneration: Minimum basic Salary Kshs 140,318.00 Maximum basic salary Kshs 350,000.00. Total allowances 143,800.00</p>	

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
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	
<ul style="list-style-type: none"> 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

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:

- a) Responsible for HR and Administration budget development and implementation
- b) Develop and monitor procurement for the department
- c) Recommend HR & Administration expenses for payment.

II. Responsibility for Physical Assets

- a) Responsible for physical assets assigned by the Authority
- b) 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

- a) 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;
- b) 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
- c) CHRP(K) from IHRM or equivalent from a relevant professional body.

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

- a) Higher Diploma in HRM, Post Graduate Diploma in HR Or HR related equivalent
- b) IHRM
- c) Practicing certificate from IHRM
- d) Attended Leadership course lasting not less than four (4) weeks from a recognized institution;
- e) Membership to a relevant professional body;
- f) Certificate in computer applications from a recognized institution; and
- g) 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 position in the Public Service or reputable organization

Functional Skills:

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

Behavioral Competencies/Attributes:

- 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

Remuneration:

Minimum basic Salary Kshs 140,318.00 Maximum basic salary Kshs 350,000.00. Total allowances 143,800.00

Assistant Manager, Operations and Investor Support

Job Title:	Assistant Manager, Operations Investor Support
Current Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Operations and Investor Support
Department:	Operations and Investor Support
Section / Unit:	Investor Support
Location / Work station:	EPZA HQs
Reporting Relationships	
Reports to:	Manager – Operations Investor Support
Direct reports:	Principal Investor Support Officer
Indirect reports:	All other staff in the Operations and Investor Support Section
Job Purpose	
The job holder is responsible for ensuring sound Investor Support and facilitation for the EPZ Enterprises as well as investor retention and general growth and expansion of the EPZ programme.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the section for approval b) Oversee the execution of the approved section work plans and budgets c) Oversee performance management of staff who work in the office d) Prepare and submit monthly, quarterly and annual reports for the Region e) Identify training needs for section f) Participate in the recruitment of staff within the Region g) Participate in the development and review of the organization strategic plan h) Identify procurement needs of the section i) Mentor and coach staff who work in the section j) Participate in various committees in the Organization 	
II. Operational Responsibilities / Tasks	
a) Implement policies and procedure manuals for investor support facilitate	

- b) Promotion of the EPZ programme
- c) Ensure compliance with Kenya Laws by all EPZ Enterprises.
- d) Partner with different organizations for effective Investor support Service.
- e) Monitor performance of the EPZ Enterprises
- f) Liaison with different government agencies
- g) Undertake Pre – Investment and Post Investment facilitation for New EPZ Enterprises.
- h) Facilitate Backward Linkages between EPZ Investors and domestic suppliers
- i) Organise EPZ Stakeholders Forums.
- j) Carry out performance appraisals for staff in the section
- k) Source and disseminate strategic information to investors on International, Regional and national initiatives on potential Business opportunities and Markets.

Job Dimensions:

I. Financial Responsibility:

- a) Participate in budget development and implementation.

II. Responsibility for Physical Assets

Responsible for all EPZA physical assets in the Region/Zone/Head Office.

III. Decision Making:

- a) Make strategic, operational and financial decisions
- b) Plan work of subordinates
- c) Assign work to subordinates
- d) Monitors subordinates work performance

IV. Working conditions:

- May be required to work odd hours
- Required to be on call from time to time
- Required to travel from time to time

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

Academic Qualifications

- a) Masters Degree Business Management/ Administration or related field from a recognized Institution
- b) Bachelors' Degree in Business Management/ Administration or related field from a recognized institution

Professional Qualifications / Membership to professional bodies

- a) Management course lasting not less than 4 weeks from a recognized Institution
- b) Member of a relevant professional body
- c) Proficiency in Tax/Import/Export/Immigration Documentation, Business Licences/Permit Procedures

- d) IT proficiency
- e) 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 a Principal Investor Support Officer or Principal Liaison Officer or Principal Industrial Relations and Compliance Officer or relevant position in EPZA Job Group 5 or comparable position in the Public Service or reputable organization.

Functional Skills:

- Organization skills
- Good IT skills
- Fair design and management skills

Behavioral Competencies/Attributes:

- Good interpersonal and communication skills
- Work under pressure
- Team player
- Ability to meet deadlines
- Be well groomed

Salary Scale for the position

Remuneration

Minimum basic Salary Kshs 75,731.00 Maximum basic salary Kshs 270,000.00. Total allowances 77,400.00

Assistant Manager, Operations and Investor Support/Head of Region

Job Title:	Assistant Manager Operations Investor Support /Head of Region
Current Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Operations and Investor Support
Department:	Investor Support
Division:	N/A
Section / Unit:	Investor Support
Location / Work station:	EPZA HQs
Reporting Relationships	
Reports to:	Manager – Operations and Investor Support
Direct reports:	Principal Investor Support Officer
Indirect reports:	All other staff in the Regions
Job Purpose	
The job holder is responsible for ensuring sound Operations and Investor Support and facilitation for the EPZ Enterprises in the Region as well as investor retention and general growth and expansion of the EPZ programme.	
Key Responsibilities / Duties / Tasks	
III.Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Regional office for approval b) Oversee the execution of the approved Regional work plans and budgets c) Oversee performance management in the Region d) Prepare and submit monthly, quarterly and annual reports for the Region e) Identify training needs for the Regional staff f) Participate in the recruitment of staff within the Region g) Participate in the development and review of the organization strategic plan h) Identify procurement needs of the Region i) Mentor and coach regional staff j) Participate in various committees in the Organization 	
IV.Operational Responsibilities / Tasks	

<p>a) Implement policies and procedure manuals for investor support facilitate Promotion of the EPZ programme</p> <p>b) Ensure compliance with Kenya Laws by all EPZ Enterprises</p> <p>c) Partner with different organizations for effective Investor support Service</p> <p>d) Monitor performance of the EPZ Enterprises</p> <p>e) Liaison with different government agencies</p> <p>f) Undertake Pre – Investment and Post Investment facilitation for New EPZ Enterprises.</p> <p>g) Facilitate Backward Linkages between EPZ Investors and domestic suppliers</p> <p>h) Organize EPZ Stakeholders Forums.</p> <p>i) Carry out performance appraisals for staff in the department</p> <p>j) Source and disseminate strategic information to investors on International, Regional and national initiatives on potential Business opportunities and Markets.</p>
Job Dimensions:
V. Financial Responsibility:
<p>b) Participate in budget development and implementation.</p> <p>c) Develop and monitor procurement for the Region.</p> <p>d) Recommend Regional expenditures for payment by Finance department.</p>
VI. Responsibility for Physical Assets
Responsible for all EPZA physical assets in the Region.
VII. Decision Making:
<ul style="list-style-type: none"> • Make strategic, operational and financial decisions • Plan work of subordinates • Assign work to subordinates • Monitors subordinates work performance
VIII. Working conditions:
<p>May be required to work odd hours</p> <p>Required to be on call from time to time</p> <p>Required to travel from time to time</p>
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
<p>a) Masters Degree Business Management/Administration or related field from a a recognized Institution</p> <p>b) Bachelors' Degree in Business Management/ Administration or related field from a recognized institution</p>

Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Management course lasting not less than 4 weeks from a recognized Institution b) Member of a relevant professional body c) Proficiency in Tax/Import/Export/Immigration Documentation, Business Licences/Permit Procedures d) IT proficiency e) 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 a Principal Investor Support Officer or Principal Liaison Officer or Principal Industrial Relations and Compliance Officer or equivalent position in the Public Service or reputable organization.	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • Networking Skills • IT proficiency • Report writing skills • Public Relations skills 	<ul style="list-style-type: none"> • Leadership skills • Interpersonal skills • Discreteness • Communication skills
Remuneration	
Minimum basic Salary Kshs. 75,731.00 Maximum Basic Salary Kshs 270,000.00. Total allowances Kshs. 77,400.00	

Assistant Manager, Research and Innovation

Job Title:	Assistant Manager Research & Innovation.
Current Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zone Authority
Directorate:	Research, Strategy, and Compliance
Division:	N/A
Department:	Research and Innovation
Section / Unit:	Research and Innovation
Location / Work station:	EPZA Head Office
Reporting Relationships	
Reports to:	Manager Research, Planning & Innovation.
Direct reports:	Principal Statistics and Research Officer
Indirect reports:	All other staff in the Research & Innovation Department
Job Purpose	
The job holder is responsible for research and innovation for EPZA and EPZ program	
Key Responsibilities / Duties / Tasks	
I.Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the section for approval b) Oversee the execution of the approved sectional work plans and budgets c) Oversee performance management in the section d) Prepare and submit all monthly, quarterly and annual reports for the section e) Prepare draft board management papers for approval f) Identify training needs for the section staff g) Participate in the recruitment of staff within the section h) Participate in the development and review of the Institution's strategic plan i) Identify procurement needs of the section j) Mentor and coach sectional staff k) Participate in various committees in the Institution 	
II.Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Coordinate research activities for the organization and EPZ program. b) Lead in the function of innovation. c) Identify, formulate, examine and analyse policies touching on the EPZ program d) Prepare research papers e) Conduct investment research studies and surveys aimed at assessing, evaluating and developing appropriate strategies that will spur local and international investment in Kenya's EPZ program. f) Undertake investment policies/regulations analysis and reviews to identify policy gaps and make recommendations. g) Engage in policy advocacy through establishment and maintenance of continuous dialogue with stakeholders, especially the public and private sector. 	

<p>h) Study and analyse the provisions of the WTO (World Trade Organization) and other trade arrangements/agreements and their likely effects on the EPZ Program.</p> <p>i) Represent EPZA in dialogue between the public and private sector in building consensus on trade issues.</p>	
Job Dimensions:	
I. Financial Responsibility:	
<ul style="list-style-type: none"> • Participate in budget development and implementation • Develop and monitor procurement for the section • Recommend sectional expenses for payment 	
II. Responsibility for Physical Assets	
Responsible for the security of all physical assets in the section.	
III. Decision Making:	
<ol style="list-style-type: none"> a) Make strategic, operational and financial decisions b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance 	
IV. Working conditions:	
Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ol style="list-style-type: none"> a) Masters Degree in any of the following fields; Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics or Master in Business Administration from a recognized institution b) Bachelors' degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution 	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> a) Management course lasting not less than four weeks from a recognized Institution; b) Certificate in computer proficiency skills from a recognized institution; c) Member to relevant professional body and d) Meets the provision of Chapter six of the Constitution. 	
Previous relevant work experience required.	
Have nine (9) years relevant experience with three (3) years in the position of Principal Statistics and Research Officer or equivalent position in the Public Service or reputable organization;	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • Proficiency in computer applications; • Strategic planning • Interpretation of financial reports • Understanding of policy development process • Report writing • Research and innovation skills 	<ul style="list-style-type: none"> • Interpersonal skills • Communication skills • Team leadership • Advocacy • Negotiation skills • Creativity • Critical thinking

	<ul style="list-style-type: none">• Analytical• Attention to detail• Presentation skills
<p>Remuneration Minimum basic Salary Kshs. 75,731.00, Maximum basic salary Kshs. 270.000.00. Total allowances Kshs. 77,400.00</p>	

Assistant Manager, Administration

Job Title:	Assistant Manager, Administration
Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Finance, Human Resource and Administration
Department:	Human Resource & Administration
Division:	N/A
Section / Unit:	Administration
Location / Work station:	EPZA Headquarters with possible travel to other work stations
Reporting Relationships	
Reports to:	Manager, Human Resource and Administration
Direct reports:	Principal Administration Officer Senior Administration Officer
Indirect reports:	All other staff in the Administration Section
Job Purpose	
Responsible for planning, coordinating, directing and managing all physical assets in the Authority while ensuring compliance with legal and other requirements of recognized operational standards and the Authority's commitment to the service charter.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Participate in development of the Administration Section Work plan and budget; b) Prepare monthly, quarterly and annual sectional reports c) Mentor and coach staff in the Administration Section d) Participate in the implementation of the performance management system in the section. e) Participate in departmental meetings f) Participate in committee meetings as appropriate 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Coordinate the implementation of administrative policies outlining key activities to be undertaken, resource requirements, performance measures and indicators as well as expected outcomes b) Automate Administrative function for monitoring, tracking and controlling operating costs administration section as well as maintaining up-to-date inventory of equipment including motor-vehicle transport pool. 	

- c) Assess potential organizational risks against the organization including, tools, equipment, machinery and motor-vehicles and conduct negotiations to secure insurance policy cover in line with the prescribed regulations
- d) Supervise the provision of office services, comprising cost-effective mail collection and delivery system; front office reception service; ablution and refreshments facilities; as well as office security
- e) Develop, implement and monitor plan for preventive maintenance and repair of the Authority's motor vehicles, equipment, machinery including physical infrastructure in order to ensure that such facilities are in a proper working condition
- f) Coordinate the repair and maintenance of equipment, machinery, motor-vehicles in authorized workshops against approved requisitions and job cards. Follow-up to ensure that repairs are made to the highest standards of quality and within budget limitations
- g) Coordinate and implement safety policies and systems to protect infrastructural facilities and installations including equipment, machinery and property against theft, fire, equipment malfunctions and vandalism.
- h) Coordinate and implement guidelines outlining health and safety measures aimed at protecting staff from accidents and hazards and ensuring compliance with health and safety regulations.
- i) Prepare reports of irregularities, such as property damage, leaking pipes, theft, fire or any other occurrence that causes damage to the Authority's assets.
- j) Oversee the development, implementation and maintenance of a sustainable records storage plan;
- k) Ensure the integration and implementation of a comprehensive Electronic Document management System (EDMS) in the entire organization
- l) Develop and manage an effective and efficient transport management system for the organization;
- m) Develop specifications for the purchase of all capital items and for the maintenance contracts for the Administration buildings, office equipment and office services;
- n) Administer all repair service and maintenance contracts and ensure that all EPZA Buildings, office equipment and office services are properly maintained and operate efficiently;
- o) Advise management on the items that are old, expensive to maintain and/or obsolete for disposal;
- p) Ensure that in its activities the division adheres to ISO, OSHA, and other international Standards that the organization has been certified.

Job Dimensions:

I. Financial Responsibility:

- a) Development of the Section's Work plan and budget;
- b) Efficient utilization of consumables in the Authority including out sourced services.

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institution;
Responsible for the physical assets in Administration buildings

III. Decision Making:

<p>a) Plans the work of subordinates b) Assigns work to subordinates c) Monitors subordinates work performance d) Appraises/evaluates subordinates performance</p>	
IV. Working conditions:	
Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<p>a) Masters degree in any of the following disciplines:- Public Administration; Business Administration; Office Management or equivalent qualification from a recognized institution; b) Bachelors' degree in any of the following disciplines:- Public Administration; Business Administration;</p>	
Professional Qualifications / Membership to professional bodies	
<p>a) Office Management or equivalent qualification from a recognized institution; and b) Management course lasting not less than two (4) weeks from a recognized institution; c) Member to relevant professional body d) Certificate in computer proficiency and Records Management from a recognized institution; e) Meets the provision of chapter six of the Constitution.</p>	
Previous relevant work experience required.	
Have nine (9) years' experience with three (3) years' experience as Principal Administration Officer for a minimum period of three (3) years in the public service or in a reputable organization;	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • Strong planning and organization skills • Conflict resolution skills • Capacity building and coaching skills • Public speaking & PR skills • Computer/ICT skills 	<ul style="list-style-type: none"> • Leadership skills • Ability to drive change and innovation • Human relations & interpersonal skills • Team building and motivational skills • Negotiating, facilitating and influencing skills
Remuneration	
Minimum basic Salary Kshs. 75,731.00, Maximum basic salary Kshs. 270,000.00. Total allowances Kshs. 77,400.00	

Principal Investor Support Officer

Job Title:	Principal Investor Support Officer
Grade:	EPZA 5
Ministry / Corporation:	Export Processing Zones Authority
Directorate:	Operations and Investor Support
Division:	N/A
Department:	Investor Support
Section / Unit:	N/A
Location / Work station:	EPZA Headquarters
Reporting Relationships	
Reports to:	Assistant Manager, Operations and Investor Support
Direct reports:	Senior Investor Support Officer
Indirect reports:	All subordinate staff in the Region
Job Purpose	
The job holder assists in provision of investor support services and facilitation of operations of investors in order to enhance growth and expansion of the EPZ programme	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Prepare monthly, quarterly and annual reports b) Supervise and mentor and coach subordinate staff 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Implement incubator policies and procedures; b) Promote the business incubator project to potential investors; c) Liaise with key partner organizations on provision of business development services; d) Provide support services to investors within the project; e) Periodic appraisal of incubator projects performance; f) Facilitate investor migration from the incubator project; g) Handle investor queries. h) Plans work of subordinates i) Assigns work to subordinates j) Monitors subordinates work performance k) Appraises / evaluates subordinates performance 	
Job Dimensions:	
I. Financial Responsibility:	
Participate in budget development and implementation	
II. Responsibility for Physical Assets	

Responsible for physical assets under their care	
III. Decision Making:	
Make operational and financial decisions	
IV. Working conditions:	
<ul style="list-style-type: none"> • May be required to work beyond normal working hours • Involved in EPZ investor visits • On call from time to time 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> a) Masters Degree Business Management or related field from a recognized Institution b) Bachelors Degree In Business Management/Marketing/HR or related field from a recognized Institution 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Proficiency in Tax/Import/Export/Immigration Documentation, Business Licences/Permit Procedures b) Management Course lasting not less than 2 weeks from a recognized Institution c) Member of a relevant professional body d) Certificate in computer proficiency e) Meets the provision of chapter six of the Constitution 	
Previous relevant work experience required.	
Have six (6) years' experience with three (3) years served in the position of Senior Investor Support Officer or Senior Liaison Officer or equivalent position in the Public Service or reputable organization	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • Networking skills • IT proficiency • Report writing skills • Public relations skills 	<ul style="list-style-type: none"> • Interpersonal skills • Communication skills • Customer care
Remuneration	
Minimum Basic salary Kshs. 73,136.00, Maximum basic salary Kshs.154,500.00. Total allowances Kshs. 60,400.00	

Principal ICT Officer

Job Title:	Principal ICT Officer
Grade:	EPZA 5
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Research, Strategy and Compliance
Department:	Resource Mobilization and ICT
Division:	N/A
Section / Unit:	ICT
Location / Work station:	EPZA Head office
Reporting Relationships	
Reports to:	Assistant Manager, ICT
Direct reports:	Senior ICT Officer
Indirect reports:	ICT Officers
Job Purpose	
The jobholder is responsible for implementing the approved departmental work plans, policies, processes and procedures to support business objectives; The holder will be responsible for Security, databases and infrastructure.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Execute approved section's work plans and budgets b) Assist in the Preparation and submission all monthly, quarterly and annual reports for the department c) Assist in the Identification of training needs for the departmental staff d) Participate in the development and review of the ICT strategy e) Mentor and coach departmental staff f) Participate as an alternate member to the ICT manager in various committees in the Institution 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Manage the network infrastructure from a design, implementation, planning, and installation and support point of view b) Monitor the utilization of the network systems and forecast and advice on capacity changes; reporting status to management. Identifying problems and bringing them to the Manager's attention with sufficient lead-time to avert crises c) Undertake on-going maintenance (housekeeping, health checks etc.) and maintain Technical Documentation for the systems, user manuals, license agreements, and documentation of modifications and upgrades 	

- d) Plan, implement, verify and troubleshoot local and wide-area enterprise networks and work focusing on advanced security, voice and wireless solutions.
- e) Plan, implement, verify and troubleshoot local and wide-area enterprise networks and work focusing on advanced security, voice, PABX's and wireless solutions.
- f) Facilitate the availability of hardware and software relating to servers, storage, network and communication systems for optimal performance and work towards minimal downtime of infrastructure;
- g) Develop policies on LAN/WAN availability, utilization and monitoring, and update departmental policies and procedures on network management;
- h) Liaise with the ICT Manager in identifying and prioritizing institutional infrastructure needs, develop cost/benefit analysis and capacity plans and collaborate with other functions in determining departmental specific needs;
- i) Carry out regular audits and tests of the network infrastructure and apply necessary corrective measures.
- j) Facilitate automation of all EPZA's network and infrastructure to improve inter-office communication;
- k) Establish a strong working relationship with external suppliers in order to enhance productivity and manage costs, through negotiations and systems error escalations.
- l) Formulate and implement information security strategies; directing system control development and access management, monitoring, control, and evaluation.
- m) Implement effective and efficient security measures that ensure network, systems and data security and recovery from internal and external security threats. These include network EPZA data access policies and restrictions
- n) Assess the Authority's information security measures, such as Unified Threat Management Devices, firewalls, anti-virus software and passwords, to identify any weak points that might make information systems vulnerable to attack.
- o) Carry out simulated attacks to test the efficiency of EPZA's security measures and prioritize security coverage to ensure that strategically important data, such as member registration information, receives the highest levels of protection.
- p) Provide training for EPZA employees, explaining security risks and demonstrating good practices, such as using strong passwords and protecting data when they use mobile devices outside the office.
- q) Set up procedures and automated processes to monitor the status of computers and networks to detect unusual patterns of behaviour and respond as necessary
- r) Analyse reports generated by the monitoring system to identify trends that might indicate a future risk;
- s) Prepare and submit monthly reports on the security levels of EPZA information
- t) Establishes system safeguards by directing disaster preparedness development; conducting preparedness tests
- u) Advise the ICT Manager on critical security issues; recommending risk-reduction solutions

Job Dimensions:

I. Financial Responsibility:

Participate in the preparation of budgets	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
III. Decision Making:	
<ul style="list-style-type: none"> a) Makes strategic, operational and financial decisions for the section b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance 	
IV. Working conditions:	
Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> a) Masters Degree in Business Information Technology, Computer Science or related field from a recognized Institution; b) Bachelors degree in Business Information Technology or Computer Science or a related field from a recognized Institution; 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Have attended Management Course lasting not less than 2 weeks from a recognized Institution b) Memberships to a relevant professional body c) Relevant IT Certification d) Meets the provision of Chapter six of the Constitution 	
Previous relevant work experience required.	
Have Six (6) years' experience with three (3) years served in the position of Senior ICT Officer or similar position in the Public Service or reputable organization.	
Need to know:	Attributes:
<ul style="list-style-type: none"> • ICT proficiency 	<ul style="list-style-type: none"> • Good communication skills • Interpersonal skills • Attention to details
Remuneration:	
Minimum Basic salary Kshs 73,136.00, Maximum Basic salary Kshs 154,500.00. Total allowances Kshs. 60,400.00	

Human Resource Assistant

Job Title:	Human Resource Assistant
Grade:	EPZA 9
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Finance, Human Resource and Administration
Department:	Human Resource and Administration
Division:	N/A
Section / Unit:	Human Resource
Location / Work station:	EPZA Headquarters
Reporting Relationships	
Reports to:	Senior Human Resource Officer
Direct reports:	N/A
Job Purpose	
The job holder is responsible for providing administrative HR support	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Assist on providing customer service both in person and on telephone to employees. b) Answer queries from employees and the other stakeholders regarding HR Issues, rules and regulations relating to HR Management; respond to employment verification requests, salary and benefits. c) Assist in composing and prepare letters, memos and other correspondence related to assigned tasks and activities d) Process payroll, answer payroll questions and facilitate resolutions to any payroll errors. e) Prepare a variety of reports including technical reports and status reports pertaining to HR activities f) Plan and coordinate recruitment and examinations; prepare job advertisements, notify candidates of the application/ employment status, g) Coordinate on boarding process with other departments and conduct initial new employee orientation for purposes of ensuring completion of payroll and benefits documentation h) Maintain updated staff records Process leave and leave allowance i) Assist in processing newly appointed employees documents. 	
Job Dimensions:	
I. Financial Responsibility:	
N/A	
II. Responsibility for Physical Assets	

<ul style="list-style-type: none"> Responsible for physical assets assigned by the institution 	
III. Decision Making:	
<ul style="list-style-type: none"> Make decisions using standard operating procedures 	
IV. Working conditions:	
<ul style="list-style-type: none"> Work predominantly within the office Work under steady pressure with frequent interruptions and high degree of public contact 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> Diploma in any of the following disciplines:- Human Resource Management/Development or equivalent qualification from a recognized institution <p>or</p> <ul style="list-style-type: none"> Certificate in Human Resource Management/ or equivalent qualification from a recognized institution with 6 years relevant experience in the Public Service or reputable organization 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> Certificate in computer proficiency from a recognized institution; and Meets the provision of chapter six of the Constitution 	
Previous relevant work experience required.	
Direct Entry for Diploma Holders	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> Knowledge of labour laws Analytical skills Numeracy skills 	<ul style="list-style-type: none"> Attention to detail Organized and accurate Dependable and able to respond to management direction Employee relations Communication skills Multi-tasking Interpersonal skills Excellent Microsoft office skills
Remuneration:	
Minimum Basic Salary Kshs. 27,072.00, maximum Basic salary Kshs. 47,912.00. Total allowances Kshs. 29,000.00	

Investor Support Assistant

Job Title:	Investor Support Assistant
Grade:	EPZA 9
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Operations and Investor Support
Division:	N/A
Department:	Investor Support
Section / Unit:	N/A
Location / Work station:	Regional Office / EPZA Headquarters
Reporting Relationships	
Reports to:	Senior Investor Support Officer
Direct reports:	None
Indirect reports:	All subordinate staff in the Region or in the Department
Job Purpose	
The job holder is responsible of assisting in daily execution of work in the Regional Office or in the Department in order to achieve work objectives of the Department	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
Preparation of Monthly, Quarterly and Annual Reports	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Handle clerical duties b) Records and files management c) Assist in providing business support services d) Assist in providing assistance to investors in setting up businesses in Kenya e) conduct marketing activities to retain and attract companies f) Prepare briefs, presentations and undertaking research on specific sectors. 	
Job Dimensions:	
III. Financial Responsibility:	
N/A	
IV. Responsibility for Physical Assets	
Responsible for physical assets assigned by the Authority	
V. Decision Making:	
<ul style="list-style-type: none"> a) Makes decisions using standard operating procedures b) Makes decisions on meeting work deadlines 	

VI. Working conditions:	
<ul style="list-style-type: none"> a) May be required to work beyond normal working hours b) On call from time to time 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Business Management/Administration or equivalent from a recognized Institution	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> a) Proficiency in Tax/Import/Export/Immigration Documentation b) Certificate in Computer Proficiency c) Meets the provision of Chapter Six of the Constitution 	
Previous relevant work experience required.	
Direct Entry for Diploma Holders	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • IT proficiency • Report writing skills 	<ul style="list-style-type: none"> • Interpersonal skills • Communication skills • Customer care
Remuneration:	
Minimum Basic Salary Kshs. 27,072.00, maximum Basic salary Kshs. 47,912.00. Total allowances Kshs. 29,000.00	

Driver

Job Title:	Driver
Current Grade:	EPZA 11
Ministry /Corporation:	Export Processing Zone Authority
Directorate:	Finance, Human Resource and Administration
Division:	N/A
Department:	Human Resource and Administration
Section / Unit:	Administration
Location / Work station:	EPZA HQ or Regional Offices
Reporting Relationships	
Reports to:	Administration Officer
Direct reports:	N/A
Job Purpose	
Responsible for managing and operating the assigned fleet unit.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
NA	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Maintaining cleanliness of the vehicle at all times. b) Maintaining a neat work ticket. c) Ensuring safety of passengers and/or goods. d) Ensuring security of the vehicle on and off the road. e) Detecting and reporting any malfunctioning of the vehicle or motor cycle systems to the transport officer. f) Carryout routine checks like engine Oil, Coolant, Tyre Pressure before and after any journey and report any unusual observation to the transport officer. g) To comply with all the Kenyan Traffic Laws and Government Check Unit regulations. h) Ensuring overall vehicle maintenance and management. 	
Job Dimensions:	
I. Financial Responsibility:	
NA	
II. Responsibility for Physical Assets	
a) Responsible for fleet unit assigned by the Authority	
III. Decision Making:	
a) Makes decisions using work instructions	

IV. Working Conditions	
a) The job holder is subject to moderate hazards and moderate physical demand.	
b) Experience moderate disruption to leisure	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D' plain or its equivalent;	
Professional Qualifications / Membership to professional bodies	
a) Valid Class BCE Driving License free from any endorsement;	
b) Occupational Trade Test Grade II for drivers;	
c) Meets the provisions of chapter six of the constitution	
Previous relevant work experience required.	
N/A	
Functional skills	Behavioral competencies/ Attributes:
<ul style="list-style-type: none"> • Knowledge of the Kenya Traffic Act and GVCU regulations • Good Judgement • Ability to take instructions 	<ul style="list-style-type: none"> • Ability to communicate • Interpersonal skill • Integrity and commitment • Team playing skills
Remuneration:	
Minimum Basic salary Kshs.16,595.00, Maximum Basic salary Kshs. 29,464.00. Total allowances Kshs. 22,000.00	

ELECTRICAL TECHNICIAN

Job Title:	Electrical Technician
Grade:	EPZA 9
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Commercial and Technical Services
Division:	N/A
Department:	Technical Services
Section / Unit:	Engineering
Location / Work station:	Common Effluent Treatment Plant – Kinanie, Athi River
Reporting Relationships	
Reports to:	Principal Electrical Technologist
Direct reports:	N/A
Indirect reports:	N/A
Job Purpose	
The job holder is responsible for carrying out repairs and maintenance of electrical equipment in the waste water treatment plant and buildings of the Authority and provision of technical support to the investors.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Ensuring repairs, maintenance and service of electrical equipment and proper functioning of all electrical powered equipment, appliances and installations. b) Maintaining and repairing all electrical distribution boards, consumer units and control panels. c) Installing, modifying, and maintaining electrical/electronic plant equipment. d) Conducting electrical safety tests on electrical equipment. e) Carrying out preventive maintenance schedules. f) Ensuring safe location of critical electrical equipment and installations. g) Maintaining job cards for each job assigned 	
Job Dimensions:	
III. Financial Responsibility:	
N/A	
IV. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	

V. Decision Making:	
Make decisions using standard operating procedures.	
VI. Working conditions:	
Works predominantly outside the office in the field.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Electrical and Electronic Engineering or equivalent from a recognized Institution	
Professional Qualifications / Membership to professional bodies	
a) Meets the provision of Chapter Six of Constitution.	
Previous relevant work experience required.	
Direct entry for diploma holders	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • IT Proficiency • Technical problem solving • Strong knowledge of mechanism and control system 	<ul style="list-style-type: none"> • Good communication skills • Team Management • Effective communication skills
Remuneration:	
Minimum Basic Salary Kshs. 27,072.00, maximum Basic salary Kshs. 47,912.00. Total allowances Kshs. 29,000.00	

MECHANICAL TECHNICIAN

Job Title:	Mechanical Technician
Grade:	EPZA 9
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Commercial and Technical Services
Division:	N/A
Department:	Technical Services
Section / Unit:	Engineering
Location / Work station:	Common Effluent Treatment Plant – Kinanie, Athi River
Reporting Relationships	
Reports to:	Principal Mechanical Engineer
Direct reports:	N/A
Indirect reports:	N/A
Job Purpose	
The job holder is responsible for the maintenance of pumps, mechanical equipment and structures within the common effluent treatment plant, maintenance of booster pumps and water storage tanks, repair of plumbing works in buildings and provision of technical support to the investors.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions. b) Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments. c) Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts. d) Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments. e) Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges. f) Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance. 	

<p>g) Fabricates repair parts by using machine shop instrumentation and equipment. h) Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt. a)</p>	
Job Dimensions:	
III. Financial Responsibility:	
N/A	
IV. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
V. Decision Making:	
Make decisions using standard operating procedures.	
VI. Working conditions:	
Works predominantly outside the office in the field.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma in Mechanical Engineering or related field from a recognized Institution;	
Professional Qualifications / Membership to professional bodies	
i) Meets the provisions of Chapter Six of the Constitution.	
Previous relevant work experience required.	
Direct entry for Diploma holders	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • IT Proficiency • Technical problem solving 	<ul style="list-style-type: none"> • Good communication skills • Team Management • Effective communication skills
Remuneration:	
Minimum Basic Salary Kshs. 27,072.00, maximum Basic salary Kshs. 47,912.00. Total allowances Kshs. 29,000.00	

ELECTRICAL TECHNOLOGIST

Job Title:	Electrical Technologist
Grade:	EPZA 7
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Commercial and Technical Services
Division:	N/A
Department:	Technical Services
Section / Unit:	Engineering
Location / Work station:	Common Effluent Treatment Plant – Kinanie, Athi River
Reporting Relationships	
Reports to:	Principal Electrical Engineer
Direct reports:	Electrical Technicians
Indirect reports:	N/A
Job Purpose	
The job holder is responsible for managing and maintaining the electrical systems at the waste water treatment plant. Ensures that the waste water treatment plants functions normally and efficiently. Supervises construction works, repairs and maintain infrastructure and buildings of the Authority and provision of technical support to the investors.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Manage and attend to more complex Electrical works and projects b) Controls and monitors the operations of the waste water treatment plant on SCADA c) Install, repair and troubleshoot rotating machinery, power relays, control systems, and water flow control systems. d) Install ground leads and connect power cables to equipment, such as motors. e) Repair or replace wiring, equipment, and fixtures, using hand tools and power tools. f) Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. g) Maintenance of plastic molding machines (Preventive and corrective maintenance of Blow, Injection and Extrusion machines). h) Troubleshooting, repair of electrical equipment in the factory as well as installation of new machines and scrapping of the old ones. i) Worked from ladders, scaffolds, and roofs to install, maintain or repair electrical wiring, equipment, and fixtures 	

- j) Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools
- k) Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
- l) Connect wires to circuit breakers, transformers, or other components.
- m) Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- n) Advise management on whether continued operation of equipment could be hazardous.
- o) Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- p) Follow up on billings from KPLC to ensure the same is submitted in good time for approval and payment.
- q) Keep inventory of all consumables and spare parts and submit to relevant departments for restocking as necessary.

Job Dimensions:

III. Financial Responsibility:

N/A

IV. Responsibility for Physical Assets

Responsible for physical assets assigned by the institution;

V. Decision Making:

Make decisions using standard operating procedures.

VI. Working conditions:

Works predominantly outside the office in the field.

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

Academic Qualifications

Bachelor's degree in Electrical and Electronic Engineering, Applied Physics with a concentration on Instrumentation or equivalent from a recognized Institution.

Professional Qualifications / Membership to professional bodies

- a) Meets the provision of Chapter Six of Constitution.

Previous relevant work experience required.

Direct entry for degree holders

Functional Skills:

- IT Proficiency
- Technical problem solving
- Have knowledge of the operations of a waste water treatment plant
- Familiarity with Supervisory and Data Acquisition (SCADA) systems programming and controls is an asset

Behavioral Competencies/Attributes:

- Good communication skills
- Team Management
- Effective communication skills

Remuneration:

Minimum Basic Salary Kshs. 41,770.00, maximum Basic salary Kshs. 73,952.00. Total allowances Kshs. 40,500.00

MECHANICAL ENGINEER

Job Title:	Mechanical Engineer
Grade:	EPZA7
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Commercial and Technical Services
Division:	N/A
Department:	Technical Services
Section / Unit:	Engineering
Location / Work station:	Common Effluent Treatment Plant – Kinanie, Athi River
Reporting Relationships	
Reports to:	Principal Mechanical Engineer
Direct reports:	N/A
Indirect reports:	Technicians
Job Purpose	
The job holder is responsible for the maintenance of pumps, mechanical equipment and structures within the common effluent treatment plant, maintenance of booster pumps and water storage tanks, repair of plumbing works in buildings and provision of technical support to the investors.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Check equipment and operating systems and correct wherever necessary. b) Ensure mechanical operations, standards and controls are maintained at high quality. c) Resolve motor, pump, conveyor and hydraulic problems. d) Ensure high level technical support to lower-level technicians and train new employees on maintenance of mechanical equipment. e) Comply with company safety guidelines and procedures. f) Repair and perform preventive maintenance as per established standards. g) Perform scheduled pump, equipment and structures service and maintenance h) Keep up to date inventory of equipment i) Handle simple and complex heavy industrial equipment like forklifts, scissor lifts, basket trucks and bobcats. 	
Job Dimensions:	
I. Financial Responsibility:	
N/A	

II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
III. Decision Making:	
Make decisions using standard operating procedures.	
IV. Working conditions:	
Works predominantly outside the office in the field.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Degree in Mechanical Engineering, Instrumentation & Control or related field from a recognized Institution;	
Professional Qualifications / Membership to professional bodies	
a) Meets the provisions of Chapter Six of the Constitution.	
Previous relevant work experience required.	
Direct entry for degree holders	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • IT Proficiency • Technical problem solving • Have knowledge of the operations of a waste water treatment plant • Familiarity with Supervisory and Data Acquisition (SCADA) systems programming and controls is an asset 	<ul style="list-style-type: none"> • Good communication skills • Team Management • Effective communication skills
Remuneration:	
Minimum Basic Salary Kshs. 41,770.00, maximum Basic salary Kshs. 73,952.00. Total allowances Kshs. 40,500.00	

LABORATORY TECHNICIAN

Job Title:	Laboratory Technician
Grade:	EPZA 9
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Commercial and Technical Services
Department:	Water and Sewerage
Division:	N/A
Section / Unit:	Sewerage and Environment
Location / Work station:	Common Effluent Treatment Plant – Kinanie, Athi River
Reporting Relationships	
Reports to: Principal Environment Officer	
Direct reports:	N/A
Indirect reports:	N/A
Job Purpose	
The position holder will be responsible for collecting, testing and analyzing water and wastewater samples to determine the physical, chemical and microbial components.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Maintain a clean and orderly laboratory, maintain equipment in a clean and properly functioning state, clean and sterilize glassware and other laboratory equipment. b) Collect samples from plant influent, SBR, secondary influent, effluent, Chemicals/Scum/Screenings/Grit, industrial facilities effluent and other locations as maybe necessary. c) Prepare solutions and reagents in accordance with SOP's and calibrate each equipment before daily use and record the information. d) Carry out the following analysis on samples; TSS, VSS, Temperature, Ph, BOD, COD, Specific weight, volume, weight, Chemical consumption, residual chlorine, fecal coliform and any other analysis as maybe necessary. e) Organizes and carries out quarterly testing for waste water quality control tests. f) Reading and recording results of tests carried out, maintaining records and report to the supervisor. g) Reviews test results for accuracy, consistency and validity. h) Reviews and maintain files of mandated testing procedures, reviews and implements testing or procedure changes as required. i) Maintain and track inventory, maintain accurate records, order supplies for the laboratory. j) Performance of other relevant duties assigned. 	

Job Dimensions:	
I. Financial Responsibility:	
N/A	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
III. Decision Making:	
Make decisions using standard operating procedures	
IV. Working conditions:	
Work mainly in the field	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Diploma holder in chemical science, physical sciences or biological sciences	
Professional Qualifications / Membership to professional bodies	
a) Computer literate b) Meets the Requirement of Chapter Six of the Constitution	
Previous relevant work experience required.	
Direct entry for Diploma holders	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> • Have knowledge in the basic laboratory equipment • Have knowledge in the basic laboratory protocols and safety. • Have the ability to operate all basic laboratory equipment • Have basic principles, practices and techniques of organic and inorganic chemistry and microbiology • Have knowledge of laboratory tests pertaining to analysis of waste water samples • Have general knowledge of the processes and treatment stages involved in waste water treatment. 	<ul style="list-style-type: none"> • Good communication skills • Team Management • Effective communication skills
Remuneration:	
Minimum Basic Salary Kshs. 27,072.00, maximum Basic salary Kshs. 47,912.00. Total allowances Kshs. 29,000.00	