



EPZA
EXPORT PROCESSING
ZONES AUTHORITY | **KENYA**
Your Investment & Trade Partner

CAREER OPPORTUNITY - CHIEF EXECUTIVE OFFICER

Export Processing Zones Authority is a State Corporation established by the Government of Kenya through an Act of Parliament - the Export Processing Zones Act (Cap 517 of the Laws of Kenya) for the promotion and facilitation of export-oriented investments and for the development of an enabling environment for such investments.

The Authority is seeking to recruit a competent, visionary, dynamic and innovative Chief Executive Officer who, together with the Board of Directors, will provide leadership and steer the Agency towards attaining its mandate, mission, and vision.

Job specification

The Chief Executive Officer will report to the Board of Directors and will be responsible for providing effective strategic leadership by guiding the operations of the Authority on day-to-day basis as well as implementing activities in accordance with the Law, Government Regulations and the guidance provided by the Board from time to time.

Appointment to this position will be on a Five (5) year contract renewable once subject to satisfactory performance.

Key Responsibilities

1. Providing leadership to the Authority to ensure achievement of strategic objectives; executing and communicating the Board's strategies, decisions and policies;
2. Developing and recommending to the Board the annual business plans for Authority; providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters;
3. Ensuring that Authority has effective management structure including succession plans and capacity building;
4. Serving as the link between the Board and the management;
5. Serving as the key liaison between the Authority and the Parent Ministry while forging strategic linkages with the other government agencies and stakeholders,
6. Ensuring compliance with statutory and legal obligations,
7. Ensuring that the Board delivers on its mandate as stipulated in the Export Processing Zones Act (CAP 517, Laws of Kenya) Revision 2015;
8. Convening Board meetings in consultation with the Chairperson;
9. Signing all government and donor grant agreements and contracts and related documentation on behalf of the Authority;
10. Identifying and sourcing for favorable development partners; ensuring that annual financial audit is conducted and recommendations addressed;
11. Developing and implementing effective human resource management and administrative systems and structures;
12. Responsible for stakeholder management and the enhancement of the corporate image of the Authority
13. Overseeing preparation of the annual budgets and establish proper internal controls;
14. Spearhead the development and implementation of efficient systems that support the effective use of the Authority's resources; and
15. Overseeing performance management in the Authority.

Requirements for appointment

1. A master's degree in business or related field from a recognized Institution.
2. A bachelor's degree in business or related field from a recognized Institution.
3. At least Twelve (12) years relevant experience, five (5) of which should be in a senior management position.

Key Competences

1. Leadership skills, for strategic transformation. Must have undertaken a leadership course lasting not less than four (4) weeks from a recognized institution.
2. Have undertaken a Corporate Governance Course from a recognized Institution.
3. Possess good oral and written communication skills, including report writing.
4. Good understanding of the mandate of the Authority and its role in the realization of the national development agenda.
5. Be a member of a relevant professional body.
6. Have good interpersonal, negotiation and computer application skills; and
7. Be compliant with chapter six of the Kenyan Constitution.

Compliance with Chapter 6 of the Kenyan Constitution

The shortlisted candidates shall be required to meet the following compliance requirements and present them during interview:

- 1) **A Certificate of Good Conduct from the Directorate of Criminal Investigations.**
- 2) **A Clearance/Compliance Certificate from Higher Education Loans Board (HELB).**
- 3) **A Tax compliance Certificate from Kenya Revenue Authority.**
- 4) **A Clearance Certificate from the Ethics & Anti-corruption Authority (EACC).**
- 5) **A Clearance Certificate from Credit Reference Bureau (CRB).**

Application process

Suitably qualified candidates should apply **online** in confidence using the **GOOGLE FORMS**. The Google Forms link is available at www.epzakenya.com (**Careers' Section**). No hardcopy applications will be accepted.

Candidates should also attach a Cover Letter, a detailed Curriculum Vitae, Copies of academic and professional certificates, testimonials, and National Identity Card.

The Cover Letter **MUST** be addressed to:

**The Chairman
Export Processing Zones Authority
P.O BOX 50563 – 00200
NAIROBI**

Applications should reach us not later than **5pm (EAT), 19th February 2024**. Only shortlisted applicants will be contacted.

The Export Processing Zones Authority is an equal opportunity employer and does not discriminate on any grounds. Persons with Disabilities, and women are encouraged to Apply. Any form of canvassing will lead to automatic disqualification of the candidate.