



Kenya National Trading
Corporation Ltd.

**CAREER GUIDELINES
FOR STAFF OF THE
KENYA NATIONAL TRADING CORPORATION
LTD. (KNTC)**

JULY 2023

FOREWARD

Management of manpower through creation of career guidelines is one of the key strategies organizations must undertake in order to attract talent and retain talent, create efficiency in operations and above all enable realization of overall corporate goals. Through development and review of career guidelines, organizations also seek to achieve efficiency and employee satisfaction by having clear roles for each function as well as clear duties for staff assigned to those functions. While noting the KNTC recently received additional mandates in the years 2020 and 2022, a revision of its HR instruments is necessary for the purpose of aligning to the new mandates.

This has therefore informed the review of the KNTC Career Guidelines in order to strategically re-position it to execute its critical mandate as conferred. This will also ensure the Corporation is able to efficiently and effectively utilize its human capital in execution of its mandate.

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MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, KNTC

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SECTION ONE: INTRODUCTION

1.0 AIMS AND OBJECTIVES

- i) To provide a clearly defined career structure, which will attract, develop, motivate and facilitate retention of suitably qualified and competent officers in KNTC.
- ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable the officers understand the requirements and demands of their job.
- iii) To establish standards for recruitment, training and development, and advancement within the career structure on the basis of knowledge, competence, merit, experience and ability as reflected in work performance and results.
- iv) To ensure appropriate career planning and succession management.

1.2 ADMINISTRATION AND TRAINING SCOPE OF THE CAREER GUIDELINES

(a) Responsibility for Administration

The Managing Director in consultation with the Board will administer the Career Guidelines. In administering the Guidelines, the MANAGING DIRECTOR will ensure that its provisions are strictly observed for fair and equitable treatment of officers, and that officers are confirmed in their appointments on successful completion of the probation period.

(b) Training Scope

In administering the Guidelines, the Managing Director will ensure that appropriate training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient and effective performance of their duties and advancement within the Career Guidelines. The officers should also be encouraged to undertake training privately for self-development.

1.3 PROVISION OF POSTS

Career Guidelines do not constitute authority for creation of posts. Any additional post(s) required under the new grading structure provided in the Career Guidelines must be included in the Corporation's staff establishment proposals for consideration and approval by the Board.

1.4 ENTRY INTO THE CAREER GUIDELINES

(a) Direct appointment

Direct appointment refers to appointment of officers from outside the organization. The point of entry will be determined by qualification(s) and experience. Direct appointment has been provided for at various levels within the respective Career Guidelines. In exceptional cases however, direct appointments from the open market may be made beyond these grades by the Board on the recommendation of the Managing Director, provided the candidate possesses the minimum qualifications and experience required for appointment to the grade. Direct entrants at the higher levels should have equivalent experience as the serving officers.

(b) Incremental credits

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided that the maximum of the scale is not exceeded. In awarding incremental credit (s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

1.5 ADVANCEMENT WITHIN THE CAREER GUIDELINES

The Career Guidelines sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements

entitling an officer to be considered for appointment or promotion to the next grade. In addition, advancement from one grade to another will depend on:-

- i) Existence of a vacancy in the approved establishment;
- ii) Merit, ability and initiative as reflected in work performance and results; and
- iii) Approval of the Board.

1.6 GRADES CATEGORIZED AS COMMON ESTABLISHMENT

This refers to two or more grades which are combined in a grading structure, normally at the lowest level of a given cadre for the purpose of facilitating advancement of officers without the need to increase the number of approved posts at those levels. This is a good measure to control growth in numbers of personnel without hindering advancement of staff. However, even in common establishment posts, serving officers will be required to fulfill all the requirements for advancement to the next grade as stipulated in these Career Guidelines.

1.7 SERVING OFFICERS

Serving officers will adopt and convert as appropriate to the new grading structure and designations though they may not be in possession of the requisite minimum qualifications and/or experience prescribed in the Career Guidelines. However, for advancement to higher grades, officers must possess the prescribed minimum qualifications and/or experience required for appointment to the grades.

1.8 RECOGNIZED QUALIFICATIONS

Recognized qualifications as spelt out in these Career Guidelines will be those attained from recognized institutions, colleges and the

Government approved Examination Bodies. These will include, among others:-

- (i) Recognized Universities and Institutions.
- (ii) Kenya National Examinations Council (KNEC).
- (iii) Kenya Accountants and Secretaries National Examination Board (KASNEB).
- (iv) Kenya School of Government.
- (v) National Polytechnics.
- (vi) Directorate of Industrial Training (where applicable).
- (vii) Accredited Professional bodies.
- (viii) Any other accredited institutions by the Council for University Education (CUE) or the relevant Government Departments as examining bodies.

1.9 IMPLEMENTATION OF THE CAREER GUIDELINES

The Career Guidelines will become operational with effect from (date of approval by the Board) and shall supersede any existing Career Guidelines. On implementation, all serving officers will automatically become members of these Career Guidelines.

SECTION TWO: JOB DESCRIPTIONS AND SPECIFICATIONS

2.1. MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, KNTC JOB GRADE 1

a) Job Purpose

The Managing Director/Chief Executive Officer (CEO) is the Accounting Officer of KNTC and is responsible to the Board for strategic leadership and overall execution of day to day activities of the Corporation.

(b) Functions

The Chief Executive Officer is responsible for the following functions:

- i) Chief Executive Officer of the Board;
- ii) Secretary to the Board;
- iii) Accounting Officer of the Board;
- iv) Providing strategic leadership to the staff of the Board;
- v) Ensuring the efficient, effective and transparent management of examinations in accordance with the Accountants Act, government policy, regulations and laws;
- vi) Maintaining effective collaboration and partnerships with organs of Government and Government agencies, international organizations, private sector and all stakeholders;
- vii) Guiding in the development and implementation of relevant policies and procedures that give the Board positive perception and competitive advantage;
- viii) Be responsible for day-to-day operations of the Board;
- ix) Fostering relationship with the relevant Ministries, development partners and other stakeholders for the benefit of the Board;
- x) Ensuring prudent management of all available resources of the Board;
- xi) Ensuring adherence to relevant national and international conventions and treaties;

- xii) Fostering conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010;
- xiii) Coordinating the preparation of the budget and financial reports for consideration and approval by the Board;
- xiv) Ensuring compliance with Legal, Regulatory, Government policies, guidelines and directives.

(c) Grading Structure and Scope

This career guideline establishes one grade for the Managing Director/Chief Executive Officer who is designated and graded as follows;

Designation	KNTC Job Grade
Managing Director/Chief Executive Officer	1

(d) Recognized qualifications

The following are the recognized qualification for this Career,

- i) Bachelor's degree in any of the following fields: Business Administration, Business Management, Commerce, Accounts, Finance, Economics, or equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following fields: Strategic Management, Finance, Economics, or any other relevant social science or equivalent qualification from a recognized institution;
- iii) Fifteen (15) years' relevant work experience, five (5) of which must be at a senior management role;
- iv) Member of a relevant professional body in good standing;
- v) Certificate in a Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Proficiency in computer application skills;
- vii) Fulfilled the requirements of Chapter Six of the Constitution;

JOB AND PERSONS SPECIFICATIONS

2.1.1. MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER, KNTC JOB GRADE 1

a) Job Specifications

- i) Chief Executive Officer of the Board;
- ii) Secretary to the Board;
- iii) Accounting Officer of the Board;
- iv) Providing strategic leadership to the staff of the Board;
- v) Ensuring the efficient, effective and transparent management of examinations in accordance with the Accountants Act, government policy, regulations and laws;
- vi) Maintaining effective collaboration and partnerships with organs of Government and Government agencies, international organizations, private sector and all stakeholders;
- vii) Guiding in the development and implementation of relevant policies and procedures that give the Board positive perception and competitive advantage;
- viii) Be responsible for day-to-day operations of the Board;
- ix) Fostering relationship with the relevant Ministries, development partners and other stakeholders for the benefit of the Board;
- x) Ensuring prudent management of all available resources of the Board;
- xi) Ensuring adherence to relevant national and international conventions and treaties;
- xii) Fostering conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010;
- xiii) Coordinating the preparation of the budget and financial reports for consideration and approval by the Board;
- xiv) Ensuring compliance with Legal, Regulatory, Government policies, guidelines and directives.

b) Person Specifications

For appointment to this grade an officer must have:

- i) Bachelor's degree in any of the following fields: Business Administration, Business Management, Commerce, Accounts, Finance, Economics, or equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following fields: Strategic Management, Finance, Economics, or any other relevant social science or equivalent qualification from a recognized institution;
- iii) Fifteen (15) years' relevant work experience, five (5) of which must be at a senior management role;
- iv) Member of a relevant professional body in good standing;
- v) Certificate in a Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Proficiency in computer application skills;
- vii) Fulfilled the requirements of Chapter Six of the Constitution;

c) Key Competencies and Skills

- i) Analytical skills;
- ii) Communication skills;
- iii) Decision making
- iv) Strategic and innovative thinking;
- v) Interpersonal skills;
- vi) Ability to mobilize resources; and
- vii) Negotiation skills.

2.2. CAREER GUIDELINES FOR COMPANY SECRETARY AND GENERAL MANAGER LEGAL SERVICES/LEGAL OFFICERS

a) Job Purpose

The cadre is responsible for carrying out Board management functions in the Corporation and developing, implementing and reviewing policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on legal matters.

b) Functions

The functions relating to Board of Management entail:

- (i) Providing guidance to the Board on their duties and responsibilities and on matters of governance.
- (ii) Assisting the Board in carrying out the following: Board members' induction and training; Updating the Board and Committee Charters; Preparing Board work plans; Board evaluation; Governance audit; and implementing the code of conduct and ethics;
- (iii) Ensuring the timely preparation and circulation of Board and Committee papers and minutes;
- (iv) Custodian of the seal of the Organization and account to the Board for its use;
- (v) Maintaining and update the register of conflicts of interest;
- (vi) Ensuring that Board members are aware of all relevant laws affecting the organization;
- (vii) Facilitating effective communication between the organization and the shareholders;
- (viii) Ensuring that annual returns are promptly filed with the relevant authorities; and
- (ix) Ensuring that Board and Committee papers are circulated in advance of any meeting.

Functions relating to Legal Services will entail:-

- (i) Formulating and implement strategies on all legal matters;
- (ii) Providing legal opinion or advice on governance matters within the Corporation;

- (iii) Conducting legal research, investigation, preparation of witnesses for pre-trial and hearing;
- (iv) Developing concept papers, prepare legal briefs and opinions as well as develop effective defense strategies, arguments and testimony in preparation for legal proceedings of cases in liaison with external lawyers;
- (v) Maintaining an up-to-date record of gazetted matters which relate to the Corporation;
- (vi) Ensuring that the Corporation complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
- (vii) Coordinating the review of laws, by-laws and regulations relating to the Corporation; and
- (viii) Compiling information and evidence on legal matters touching on the Corporation.

c) Grading Structure

Designation	KNTC Job Grade
Legal Assistant	8
Senior Legal Assistant	7
Legal Officer	6
Senior Legal Officer	5
Principal Legal Officer	4
Legal Services Manager	3
Company Secretary & General Manager, Legal Services	2

Note: *The grade of Legal Assistant/Senior Grade 8/7 and Legal Officer/Senior Grade 6/5 will form a common establishment.*

JOB AND PERSON SPECIFICATIONS

2.2.1. LEGAL ASSISTANT: JOB GRADE KNTC 8

a) Job Specification

An Assistant at this level will work under direct supervision of an officer.

Duties and responsibilities at this level will entail:

- i) Compiling contract documentation for preparation and related documents for the Corporation.
- ii) Undertaking research on different legal matters as assigned and directed by the supervisor
- iii) Case management by preparing a matrix of all legal matters, flagging the action points, follow up of action points and updating the matrix.
- iv) Preparing and filing appropriate court documents.
- v) Receiving legal documentation and verifies before forwarding for execution or filing.
- vi) Obtaining information required on case files and communicates to the external advocates.
- vii) Carrying out legal research and preparing draft legal opinions.
- viii) Ensuring the Court diary is well maintained.
- ix) Obtaining information required on case files and communicating to the supervisor.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) A Diploma in Law degree from a recognized institution;
- ii) Be proficient in computer applications; and
- iii) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition, an officer must demonstrate:

- i) Communication and reporting skills;
- ii) Interpersonal skills;
- iii) Analytical skills;
- iv) Team player.

2.2.2. SENIOR LEGAL ASSISTANT: JOB GRADE KNTC 7

a) Job Specification

An Assistant at this level will work under direct supervision of an officer. Duties and responsibilities at this level will entail:

- i) Compiling contract documentation for preparation and related documents for the Corporation.
- ii) Undertaking research on different legal matters as assigned and directed by the supervisor
- iii) Case management by preparing a matrix of all legal matters, flagging the action points, follow up of action points and updating the matrix.
- iv) Preparing and filing appropriate court documents.
- v) Receiving legal documentation and verifies before forwarding for execution or filing.
- vi) Obtaining information required on case files and communicates to the external advocates.
- vii) Carrying out legal research and preparing draft legal opinions.
- viii) Ensuring the Court diary is well maintained.
- ix) Obtaining information required on case files and communicating.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) A Diploma in Law degree from a recognized institution;

- ii) At least four (4) years relevant work experience;
- iii) Be proficient in computer applications; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition, an officer must demonstrate:

- i) Communication and reporting skills;
- ii) Interpersonal skills;
- iii) Analytical skills;
- iv) Team player.

2.2.3. LEGAL OFFICER, JOB GRADE KNTC 6

a) Job Specification

An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities at this level will entail:

- i) Preparing legal briefs for the initiation of legal action;
- ii) Preparing and interpreting legal opinions and offering guidance on legal requirements;
- iii) Ensuring that key issues and needs of the Corporation are represented in policy fora in international regional and national conferences/meetings/workshops;
- iv) Preparing and filing of pleadings for and on behalf of the Corporation;
- v) Drafting and reviewing of legal instruments and policy documents on behalf of the Corporation;
- vi) Drafting of contracts, agreements and other legal documents;
- vii) Identifying legal and compliance risks.
- viii) Carrying out legal research and preparing draft legal opinions.
- ix) Preparing and circulating of Board and Committee Papers; and

- x) Maintaining and updating the Register of Conflict of Interest.
- xi) Case management by preparing a matrix of all legal matters, flagging the action points, follow up of action points and updating the matrix.
- xii) Preparation and filing of appropriate court documents.
- xiii) Prepares, follows up and accompanies witnesses to attend court sessions.
- xiv) Receives legal documentation and verifies before forwarding for execution or filing.
- xv) Obtains information required on case files and communicates to the external advocates.
- xvi) Obtains Information needed for due diligence and carrying out due diligence;
- xvii) Assisting in conducting legal audits.
- xviii) Ensure the Court diary is well maintained.
- xix) Review and verify documentation vis-à-vis historical information contained in individual case files.
- xx) Obtain information required on case files and communicating to the supervisor.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) A Bachelor of Law degree from a recognized institution;
- ii) Post graduate diploma in legal studies from the Council of Legal Education
- iii) Have been admitted as an advocate of the High Court Kenya;
- iv) Be proficient in computer applications; and
- v) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition, an officer must demonstrate:

- i) Communication and reporting skills;
- ii) Interpersonal skills;

- iii) Analytical skills;
- iv) Negotiation skills;
- v) Team player.

2.2.4. SENIOR LEGAL OFFICER, JOB GRADE KNTC 5

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Providing legal advice to the management under the direction of the supervisor.
- ii) Drafting contracts, agreements, opinions and other legal documents.
- iii) Undertaking research on different aspects concerning all applicable laws as may be required.
- iv) Monitoring, reviewing and ensuring compliance with regulatory and legislative requirements by the Corporation;
- v) Supervising the legal due diligence on customers, contractors, suppliers before formal engagement.
- vi) Attending court from time to time, advice documentation to be filed in court in cases where the Corporation is a party and monitor progress of court cases;
- vii) Identifying legal and compliance risks and issues relative to the Corporation's intended actions.
- viii) Advising on risk and compliance measures arising from court judgements and rulings. Undertake conveyancing for the Corporation's properties, conduct searches on properties, and assist with preparing leases and agreements where KNTC is leasing out.
- ix) Representing the Corporation in dispute resolution processes and litigation;
- x) Ensuring legal research is done on matters that affect the Corporation.

- xi) Providing day to day legal and regulatory support to the functional areas covering general compliance queries and reviews.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have Bachelor of Laws degree from a recognized institution;
- ii) Masters' Degree will be an added advantage
- iii) Have Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv) Have been admitted as an advocate of the High Court Kenya;
- v) Have Valid practicing certificate;
- vi) Have at least four (4) years relevant work experience;
- vii) Be proficient in computer applications; and
- viii) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition, an officer must have:

- i) Analytical skills;
- ii) Communication and reporting skills;
- iii) Mentoring, coaching and leadership skills;
- iv) Ability to work under pressure;
- v) Interpersonal and negotiation skills; and
- vi) Team player.

2.2.5. PRINCIPAL LEGAL OFFICER, JOB GRADE KNTC 4

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Providing legal advice to the Management on specific aspects under the directive of the Manager (Legal Services).
- ii) Drafting of legal opinions and preparing witnesses for court attendance.

- iii) Monitoring compliance with regulatory and legislative requirements by the Corporation;
- iv) Coordinating the legal compliance audits and ensuring that recommendations therefrom are implemented.
- v) Coordinating the legal services rendered by the legal office for the Corporation.
- vi) drawing and reviewing Contracts, agreements and other legal documents;
- vii) Reviews pleadings filed in court from time to time.
- viii) Identifies legal and compliance risks and issues relative to the Corporation's intended actions.
- ix) . Undertaking conveyancing for the Corporations' properties.
- x) Developing and Reviewing legal reports and opinions;
- xi) Representing the Corporation in assigned dispute resolution processes and litigations;
- xii) Initiates legal action on behalf of the Corporation on recovery measures;
- xiii) Ensuring legal research is done on matters that affect the Corporation;
- xiv) Advising the Corporation on the legislation that affect the KNTC and changes made thereof; and
- xv) Providing day to day legal and regulatory support to the functional areas covering general compliance, queries and reviews.

b) Person Specification

For appointment to this grade, an officer must:

- i) Bachelor of Laws degree from a recognized institution;
- ii) Have Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iii) Have at least eight (8) years relevant work experience three(3) of which should have been in a supervisory role;
- iv) Have been admitted as an advocate of the High Court Kenya;
- v) Have a valid practicing certificate;
- vi) Be a member of LSK in good standing;

- vii) Be Proficient in computer applications;
- viii) Have demonstrated professional competence in work performance and results; and
- ix) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition, an officer must have:

- i) Analytical skill;
- ii) Coordination and administrative skills;
- iii) Communication and reporting skills;
- iv) Supervisory skills and ability to lead teams;
- v) Mentoring, coaching and leadership skills;
- vi) Interpersonal and negotiation skills; and
- vii) Team player.

2.2.6. MANAGER, LEGAL SERVICES, JOB GRADE KNTC 3

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Providing strategic leadership in the development of the Corporation's legal and regulatory framework that ensures provision of quality products and services to customers within the region through an efficient distribution network;
- ii) Overseeing the formulation, implementation and review of the Corporation's legal strategies, guidelines and the development of relevant legislations, regulations, by-laws and policies to safeguard the interest of the Corporation;
- iii) Advising the management on development and implementation of a governance framework that fosters achievement of Corporation's objectives and compliance with corporate governance, applicable laws and policies;

- iv) Leading the development of strategies for dispute management, oversees disputes resolution and litigation management;
- v) Advising the Corporation and coordinating the functional areas in relation to various legal requirements which must be complied with and the legal obstacles which must be overcome in order to obtain the Corporations targeted results;
- vi) Overseeing that Legal Audit Compliance is carried out to confirm legal compliance with national, regional and international legal requirements.
- vii) Leading internal legal team or appointed external Corporation lawyers to safeguard Corporation's interests by representing the Corporation in the Courts through legal action or defense;
- viii) Overseeing litigation and review progress of outstanding litigation and provide guidance to ensure the Corporation's interests are protected;
- ix) Advising the Corporation on various legal matters and monitors the compliance of the company with various regulations issued by the Regulatory Bodies;
- x) Advising the Corporation and coordination with the functional areas in relation to various legal requirements which must be complied with and the legal obstacles which must be overcome in order to obtain the Corporations targeted results;
- xi) Drafting and reviewing contracts and agreements and Corporation statutes and rules to ensure that the Corporation's interests are protected;
- xii) Interpreting legal documents on behalf of the Corporation and its subsidiaries/affiliates; and
- xiii) Keeping track of new legislation and advising the Corporation accordingly.
- xiv) Overseeing the development and implementation of the departmental work plan and budget in line with the overall strategic objectives and government performance contract;
- xv) Providing advice to the management of the Corporation on all legal, regulatory and contractual matters affecting the

operations, business interest or assets of the Corporation, including industrial matters;

b) Person Specification

For appointment to this grade, an officer must:

- i) Have Masters Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- ii) Have a Bachelor of Laws degree from a recognized institution;
- iii) Have postgraduate Diploma in Legal Studies from the Council of Legal Education;
- iv) Have at least ten (10) years' relevant work experience with at least four (4) experience in a management role;
- v) Management course lasting not less than four (4) weeks.
- vi) Have been admitted as an Advocate of the High Court of Kenya;
- vii) Hold a valid practicing certificate;
- viii) Be a member of LSK in good standing;
- ix) Be proficient in computer applications;
- x) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition an officer must have:

- i) Strategic thinking;
- ii) Administrative and Coordination skills;
- iii) Analytical skill;
- iv) Networking and relationship building skills;
- v) Strong communication and reporting skills;
- vi) Strong managerial skills and ability to lead teams;
- vii) Mentoring, coaching and leadership skills;
- viii) Interpersonal and negotiation skills; and
- ix) Team player.

2.2.7. COMPANY SECRETARY & GENERAL MANAGER, LEGAL SERVICES, JOB GRADE KNTC 2

a) Job Specification

Duties and responsibilities relating to the Board will entail:

- (i) Providing guidance to the Board on their duties and responsibilities and on matters of governance.
- (ii) Assisting the Board in carrying out the following: Board members' induction and training; updating the Board and Committee Charters; preparing Board work plans; Board evaluation; Governance audit; and implementing the code of conduct and ethics;
- (iii) Ensuring the timely preparation and circulation of Board and Committee papers and minutes;
- (iv) Custodian of the seal of the Organization and account to the Board for its use;
- (v) Maintaining and updating the register of conflicts of interest;
- (vi) Ensuring that Board members are aware of all relevant laws affecting the organization;
- (vii) Facilitating effective communication between the organization and the shareholders;
- (viii) Ensuring that annual returns are promptly filed with the relevant authorities; and
- (ix) Ensuring that Board and Committee papers are circulated in advance of any meeting.

Duties and responsibilities relating to Legal Services will entail:-

- (i) Overseeing the development, implementation and review of policies, strategies, regulations and procedures on legal matters;

- (ii) Providing legal opinion or advice on governance matters within the Corporation;
- (iii) Facilitating legal research, investigation, preparation of witnesses for pre-trial and hearing;
- (iv) Overseeing the development of concept papers, legal briefs and opinions;
- (v) Spearheading the development of defense strategies, arguments and testimony in preparation for legal proceedings of cases in liaison with external lawyers;
- (vi) Maintaining an up-to-date record of gazetted matters which relate to the Corporation;
- (vii) Ensuring that the Corporation complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance;
- (viii) Facilitating the review of laws, by-laws and regulations relating to the Corporation;
- (ix) Spearheading the development and implementation of the Department's budgets, performance contracts and staff performance appraisal;
- (x) Ensuring compliance with principles of good governance, transparency, accountability, ethics and integrity; and
- (xi) Managing and developing staff in the Department.

b) Person Specification

For appointment to this grade, an officer must:

- i) At least twelve (12) years' work experience with at least 5 in senior management role
- ii) Have Masters Degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- iii) Have Bachelor of Laws degree from a recognized institution;
- iv) Have postgraduate Diploma in Legal Studies from the Council of Legal Education;

- v) Leadership course lasting not less than four (4) weeks.
- vi) Have been admitted as an Advocate of the High Court of Kenya;
- vii) Hold a valid practicing certificate;
- viii) Must be a Certified Public Secretary, Kenya (CPSK) or its equivalent qualification from a recognized Institution;
- ix) Be a member of ICPSK in good standing;
- x) Be a member of LSK in good standing;
- xi) Be proficient in computer applications;
- xii) Have demonstrated professional competence and administrative capability as reflected in work performance and results; and
- xiii) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition, an officer must have:

- i) Strategic thinking;
- ii) Administrative and Coordination skills;
- iii) Analytical skill;
- iv) Networking and relationship building skills;
- v) Strong communication and reporting skills;
- vi) Strong managerial skills and ability to lead teams;
- vii) Mentoring, coaching and leadership skills;
- viii) Interpersonal and negotiation skills; and
- ix) Team player.

2.3. CAREER GUIDELINES FOR SALES OFFICERS

a) Job Purpose

Sales Officers are responsible for developing sales plans and strategies that align with the Corporation's overall goals and objectives.

b) Functions

- i) Developing sales plans and strategies that align with the Corporation's overall goals and objectives.
- ii) Acquiring new customers and retaining existing ones, Generating leads, and building relationships with customers to ensure repeat business.
- iii) Forecasting sales to help the Corporation plan purchasing and make strategic business decisions.
- iv) Sales execution and revenue generation, making sales calls, conducting product demonstrations, negotiating prices with the prospects, closing deals and sales revenue.
- v) Providing regular reports on sales performance, including sales volume, revenue, and market share.

d) Grading Structure

The Career Guideline establishes four (4) grades of Sales Officers who will be designated and graded as follows:

Designation	KNTC Job Grade
Sales Officer	6
Senior Sales Officer	5
Principal Sales Officer	4
Manager, Sales	3

Note: *The grade of Sales Officer/Senior Grade 6/5 will form a common establishment.*

e) Recognized Qualifications

The following are the recognized qualifications for this Career Guideline:

- i) Bachelor's Degree in any of the following disciplines Marketing, Commerce (Marketing option), Business Administration, or equivalent qualification from a recognized institution.
- ii) Masters Degree in following disciplines Marketing, Commerce (Marketing option), Business Administration, Business management, Economics or related field from a recognized institution.
- iii) Membership to Marketing Society of Kenya(MSK) or Chartered Institute of Marketers (CIM) or any other related field.
- iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- v) Proficiency in computer applications.
- vi) Fulfill the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.3.1. SALES OFFICER JOB GRADE KNTC 6

a) Job Specifications

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:

- i) Prospecting and pursue business leads, tenders and follow up for closure in Sourcing for new clients;
- ii) Analyzing and reviewing sales performance;
- iii) Undertaking Business presentation to potential clients;
- iv) Creating account profiles for new clients;
- v) Maintaining database of existing customers;
- vi) Preparing client quotations and invoices;
- vii) Drafting correspondences to clients;
- viii) Attending to client enquiries;
- ix) Assisting in mapping of markets;
- x) Preparing a market intelligence report
- xi) Preparing and analyze sales forecasts in the assigned territory
- xii) Providing assistance in executing trade fairs and exhibitions;
- xiii) Supporting market activation campaigns in the assigned territory
- xiv) Making regular visits to existing clients to maintain business relationship and check on their needs;
- xv) Preparing periodic sales reports;

b) Person Specifications

For appointment to this grade, a candidate must:-

- i) Have a Bachelor's Degree in any of the following disciplines:-
Marketing, Commerce (Marketing option), Business Administration, Business management, Economics or related field from a recognized institution;
- ii) Be Proficient in computer applications; and

iii) Fulfill the requirements of Chapter Six of the Constitution.

c) Key Competencies

In addition, an officer must have the following skills:

- i) Communication skills
- ii) Customer care skills
- iii) Negotiation skills
- iv) Report writing skills
- v) Team player

2.3.2. SENIOR SALES OFFICER, JOB GRADE KNTC 5

a) Job Specifications

Duties and responsibilities entail:

- i) Pursuing business leads, tenders and follow up for closure in Sourcing for new clients;
- ii) Analyzing sales performance and take corrective action to achieve targets;
- iii) Undertaking Business presentation to potential clients;
- iv) Preparing client invoices and quotations;
- v) Undertaking client service to manage existing relationships;
- vi) Presenting sales forecast and feedback to the Management in order to plan for current and future capacities and as inputs into the supply chain planning;
- vii) Undertaking corporate sales; analyze competitors, market approaches and trends in assigned segment;
- viii) Organizing marketing trade fairs and exhibitions as a platform to source for new business;
- ix) Drafting segment budget for consideration and approval.
- x) Communicating with clients in the respective segment, resolve challenges and ensure compliance with client deliverables;
- xi) Processing requests for credit to eligible clients

- xii) Monitoring sales targets in the assigned segment to ensure they are realized consistently in value and volumes;
- xiii) Implementing plans for recruitment and retention of customer accounts for assigned segment;
- xiv) Communicating client's goals and represent the client's interest to the team;
- xv) Preparing periodic sales reports;
- xvi) Prospecting for business opportunities;
- xvii) Managing customers and preparing relevant reports to management;

b) Person Specifications

For appointment to this grade, an officer must:-

- i) Have a minimum of four (4) years relevant work experience;
- ii) Bachelor's Degree in any of the followings disciplines:- Commerce or Business Administration (Marketing option) or its equivalent qualification from a recognized institution;
- iii) Be Proficient in computer applications; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies

In addition, an officer must demonstrate the following skills:

- i) Communication skills
- ii) Customer care skills
- iii) Sales Skills
- iv) Negotiation skills
- v) Report writing skills
- vi) Team player

2.3.3. PRINCIPAL SALES OFFICER, JOB GRADE KNTC 4

a) Job Specifications

Duties and responsibilities entail:

- i) In charge of designated market segment and or Key accounts management and customer relationships development as assigned by the Sales Manager
- ii) Coordinating the development and implementation of sales strategies for the assigned segment;
- iii) Setting and monitoring sales targets in the assigned segment to ensure they are realized consistently in value and volumes;
- iv) Developing plans for recruitment and retention of customer accounts for assigned segment;
- v) Supervising compliance of Sales activities with the Corporation's policies and procedures and the Country's laws and regulations;
- vi) Guiding establishment of high levels of quality accuracy and process consistency in planning, forecasting and budgeting for the assigned segment;
- vii) Supervising compilation of segment reports expected by management and those required for submission to the Board;
- viii) Responsible for all client communications in the respective segment, conflict resolution and compliance with client deliverables;
- ix) Guiding recruiting new clients as well as managing the existing relationships;
- x) Coordinating marketing trade fairs and exhibitions as a platform to source for new business;
- xi) Guiding assigned sales staff in pursuing business leads, tenders and follow up for closure;

- xii) Developing and presenting sales forecast and feedback to the Management in order to plan for current and future capacities and as inputs into the supply chain planning;
- xiii) Supervising corporate sales; analyzing competitors, market approaches and trends in assigned segment;
- xiv) Guiding performance management and appraise staff in the section; and
- xv) Preparing sectional budget for approval.

b) Person Specifications

For appointment to this grade, an officer must:-

- i) Have a minimum eight (8) years relevant work experience with three (3) years at supervisory level;
- ii) Have a Bachelor's Degree in any of the following disciplines: - Commerce or Business Administration (Marketing option) or its equivalent qualification from a recognized institution;
- iii) Have a Masters Degree in any of the following disciplines: - Commerce or Business Administration (Marketing option) or its equivalent qualification from a recognized institution;
- iv) Be a registered member of MSK or CIM and in good standing.
- v) Have a certificate in management course lasting not less than four (4) weeks from a recognized institution;
- vi) Be Proficient in computer applications; and
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies

In addition, an officer must demonstrate the following skills:

- i) Strategic thinking;
- ii) Administrative and Coordination skills;
- iii) Analytical skill;
- iv) Networking and relationship building skills;

- v) Strong communication and reporting skills;
- vi) Ability to lead teams;
- vii) Mentoring and coaching skills;
- viii) Interpersonal and negotiation skills; and
- ix) Team player.



2.3.4. MANAGER, SALES JOB GRADE KNTC 3

a) Job Specifications

- i) Overseeing the development, coordination and implementation of sales strategies to attract and expand the Corporation's customer base and market share across key areas of focus;
- ii) Leading strategies for sales research and development to guide on market analysis, industry trends and research, and advise the Corporation on the findings and necessary action points to translate these into opportunities;
- iii) Guides the setting and monitoring of sales targets growth and sustainable revenue generation;
- iv) Directing compliance of the Sales activities with the Corporation's policies and procedures and the Country's laws and regulations;
- v) Overseeing plans for recruitment and retention of customer accounts;
- vi) Coordinating agents and stockists conducting business on behalf of the Corporation;
- vii) Overseeing implementation of sales plans in all the market segments;
- viii) Coordinating the Sales performance of various sales segments and products to ensure overall target is achieved consistently in value and volumes;
- ix) Guiding analysis of sales performance and take corrective action where necessary;
- x) Overseeing development and presentation of sales forecast and feedback to the Management in order to plan for current and future capacities and inputs into the supply chain planning;
- xi) Overseeing establishment of high levels of quality accuracy and process consistency in planning, forecasting and budgeting for the division;
- xii) Steering corporate sales; analysis of competitors, market approaches and trends;

- xiii) Managing performance and conduct staff appraisal in the division;
- xiv) Overseeing preparation, implementation and monitoring of divisional budget; and
- xv) Overseeing customer data management

b) Person Specifications

For appointment to this grade, an officer must:-

- i) Have a minimum period ten (10) years relevant work experience, four (4) of which should have been at a management role;
- ii) Have a Bachelor's Degree in any of the following disciplines: - Commerce or Business Administration (Marketing option) or its equivalent qualification from a recognized institution
- iii) Have a Masters Degree in any of the following disciplines:- Commerce or Business Administration (Marketing option) or its equivalent qualification from a recognized institution;
- iv) Have work experience in sales operations at supervisory role in a large trading or Fast Moving Consumer Goods (FMCG) environment
- v) Be a registered member of a relevant professional body;
- vi) Have a certificate in management course lasting not less than four (4) weeks from a recognized institution;
- vii) Be proficient in computer applications; and
- viii) Fulfil the requirements of Chapter Six of the Constitution.

c) Key Competencies and skills

In addition, an officer must have:

- i) Strategic thinking;
- ii) Administrative and Coordination skills;
- iii) Analytical skill;
- iv) Networking and relationship building skills;

- v) Strong communication and reporting skills;
- vi) Strong managerial skills and ability to lead teams;
- vii) Mentoring, coaching and leadership skills;
- viii) Interpersonal and negotiation skills; and
- ix) Team player.



2.4. CAREER GUIDELINES FOR PURCHASING OFFICERS.

a) Job Purpose

Responsible for sourcing and acquiring goods, materials, and services needed for the trading operations of the Corporation by ensuring the availability of necessary stocks while optimizing costs and maintaining high quality standards. Their responsibilities include researching potential suppliers of trading goods, evaluating and comparing quotes and proposals, negotiating pricing and contractual terms, and selecting vendors that offer the best value for money for the Corporation.

b) Functions

- i) Identifying and evaluating potential and reliable vendors.
- ii) Negotiating contracts with vendors including terms and conditions, price, delivery schedules and payment terms.
- iii) Places purchase requisition/order with the vendors, ensuring that the orders are in line with the Corporation's sales plans
- iv) Tracking and Monitoring the delivery schedules of the vendors and ensure that the goods and services are delivered on time and in the required quantities.
- v) Build and maintain relationships with the vendors to ensure consistent supply of high quality products.
- vi) Providing regular reports on Purchasing.

c) Grading Structure

The Career Guideline establishes four (4) grades of Purchasing Officers who will be designated and graded as follows:

Designation	KNTC Job Grade
Purchasing Officer	6
Senior Purchasing Officer	5
Principal Purchasing Officer	4
Manager, Purchasing	3

Note: *The grade of Purchasing Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the recognized qualifications for this Career Guideline:

- i) Bachelor's Degree in any of the following disciplines Commerce, Business Administration, supply chain management or equivalent qualification from a recognized institution.
- ii) Masters Degree in following disciplines Commerce, Business Administration, supply chain management, Business management, Economics or related field from a recognized institution.
- iii) Membership to Kenya Institute of Supplies Management (KISM) or any other related field.
- iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- v) Proficiency in computer applications.
- vi) Fulfill the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.4.1. PURCHASING OFFICER, JOB GRADE KNTC 6

a) Job Specifications

The functions of the Purchasing Officer will entail:

- i) Researching potential vendors;
- ii) Comparing and evaluating offers from suppliers;
- iii) Negotiating contract terms of agreement and pricing;
- iv) Tracking orders and ensure timely delivery;
- v) Reviewing quality of purchased products;
- vi) Entering order details (e.g. vendors, quantities, prices) into internal databases;
- vii) Maintaining updated records of purchased products, delivery information and invoices;
- viii) Monitoring stock levels and place orders as needed;
- ix) Attending trade shows and exhibitions to stay up-to-date with industry trends; and
- x) Preparing reports on purchases, including cost analyses.

b) Person Specifications

For appointment to this grade, an officer must have:-

- i) Bachelor Degree in Marketing, Business Administration or any other related field from a recognized institution
- ii) Proficiency in computer applications
- iii) Fulfilling the requirements of Chapter Six of the Constitution

(d) Key Competencies and skills

- i) Knowledge of purchasing software and tools;
- ii) Analytical skills;
- iii) Communication and reporting skills;

- iv) Interpersonal and negotiation skills;
- v) Team player.
- vi) Ability to manage time and organize

2.4.2. SENIOR PURCHASING OFFICER JOB GRADE KNTC 5

a) Job Specification

The functions of Senior Purchase Officer will entail:

- i) Overseeing and supervising employees and all activities of the purchasing department.
- ii) Preparing plans for the purchase of equipment, services, and supplies.
- iii) Reviewing, comparing, analyzing, and approving products and services to be purchased.
- iv) Managing inventories and maintaining accurate purchase and pricing records.
- v) Maintaining good supplier relations and negotiating contracts.
- vi) Researching and evaluating prospective suppliers.
- vii) Compare and evaluate offers from suppliers;
- viii) Overseeing the negotiate contract terms of agreement and pricing;
- ix) Overseeing track orders and ensure timely delivery;
- x) Review and advise quality of purchased products;
- xi) Maintain updated records of purchased products, delivery information and invoices;
- xii) Monitor stock levels and place orders as needed;
- xiii) Coordinate with warehouse staff to ensure proper storage;
- xiv) Attend trade shows and exhibitions to stay up-to-date with industry trends; and
- xv) Prepare reports on purchases, including cost analyses.

c) Person Specifications

For appointment to this grade, an officer must have:-

- i) Bachelor Degree in Marketing, Business Administration or any other related field from a recognized institution
- ii) Master's Degree is an added advantage
- iii) Supervisory course lasting not less than two (2) weeks.
- iv) At least four (4) years' work experience
- v) Proficiency in computer applications
- vi) Fulfill the requirements of Chapter 6 of the Constitution

d) Key Competencies and skills

In addition, an officer must have:

- i) Analytical skills;
- ii) Knowledge of purchasing software and tools;
- iii) Communication and reporting skills;
- iv) Ability to work under pressure;
- v) Interpersonal and negotiation skills;
- vi) Team player; and
- vii) Ability to manage time and organize

2.4.3. PRINCIPAL PURCHASING OFFICER, JOB GRADE KNTC 4

a) Job Purpose

The Principal Purchasing Officer participates in managing the identified vendors, executing the negotiated contracts and preparing reports under the guidance of the Manager, Purchasing.

b) Job Specifications

The functions of Principal Business Development Officer will entail:

- i) Overseeing and supervising employees and all activities of the purchasing division.
- ii) Preparing plans for the purchase of equipment, services, and supplies.
- iii) Reviewing, comparing, analyzing, and approving products and services to be purchased.
- iv) Managing inventories and maintaining accurate purchase and pricing records.
- v) Maintaining good supplier relations and negotiating contracts.
- vi) Researching and evaluating prospective suppliers.
- vii) Compare and evaluate offers from suppliers;
- viii) Overseeing and execution of the negotiated contract terms of agreement and pricing;
- ix) Overseeing track orders and ensure timely delivery;
- x) Review and advise quality of purchased products;
- xi) Maintaining updated records of purchased products, delivery information and invoices;
- xii) Monitoring and evaluate stock levels and place orders as needed;
- xiii) Attending trade shows and exhibitions to stay up-to-date with industry trends; and
- xiv) Preparing reports on purchases, including cost analyses.

c) Person Specifications

For appointment to this grade, an officer must:-

- i) Have Bachelor Degree in Marketing, Business Administration or any other related field from a recognized institution;
- ii) Have Masters Degree in Marketing, Business Administration or any other related field from a recognized institution;
- iii) Be a member of relevant professional body
- iv) Management Course lasting not less than four (4) weeks;
- v) At least eight (8) years' work experience with at least three (3) years' in Supervisory role
- vi) Proficiency in computer applications; and

vii) Fulfilling the requirements of Chapter Six of the Constitution

d) Key Competencies and skills

- i) Analytical skills;
- ii) Knowledge of purchasing software and tools;
- iii) Communication and reporting skills;
- iv) Ability to work under pressure;
- v) Interpersonal and negotiation skills;
- vi) Team player; and
- vii) Ability to manage time and organize

2.4.4. PURCHASING MANAGER, JOB GRADE KNTC 3

a) Job Specifications

The duties of the Purchasing Manager will entail:

- i) Developing, lead and execute purchasing strategies
 - ii) Developing and implementing divisional annual work plan in regards to purchasing.
 - iii) Tracking and reporting key functional metrics to reduce expenses and improve effectiveness
 - iv) Crafting negotiation strategies and close deals with optimal terms
 - v) Partnering with stakeholders to ensure clear requirements documentation
 - vi) Forecasting price and market trends to identify changes of balance in buyer-supplier power
 - vii) Performing cost and scenario analysis, and benchmarking
 - viii) Assessing, managing and mitigating risks
 - ix) Seeking and partnering with reliable vendors and suppliers
 - x) Determining quantity and timing of deliveries
 - xi) Monitoring and forecasting upcoming levels of demand
- Knowledge of procurement software and tools

- xii) Creating and implementing Key Performance Indicators KPIs for the division and divisional staff.
- xiii) Building and developing relationships with key suppliers and customers
- xiv) Preparing purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions
- xv) Tracking Purchasing activity and measurements
- xvi) Discussing defective or unacceptable new goods or services with users, vendors and others to determine the cause of the problem and take corrective and preventive action.

c) Person Specifications

For appointment to this grade, an officer must:-

- i) Have a Bachelor's Degree in Marketing, Business Administration, Business management or related field from a recognized institution;
- ii) Masters Degree in Marketing, Business Administration or any other related field from a recognized institution;
- iii) Be a member of relevant professional body
- iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- v) Have a minimum ten (10) years' experience with at least four (4) years at management role;
- vi) Be proficient in computer applications;
- vii) Comply with the provisions of Chapter six of Constitution of Kenya, 2010

c) Key Competencies and skills

- i) Analytical skills;
- ii) Knowledge of purchasing software and tools;
- iii) Communication and reporting skills;

- iv) Interpersonal and negotiation skills;
- v) Strategic thinking;
- vi) Networking and relationship building skills;
- vii) Mentoring, coaching and leadership skills;

2.4.5. GENERAL MANAGER, PURCHASING AND SALES, KNTC JOB GRADE 2

a) Job Specifications

Duties and responsibilities entail:

- (i) Initiating the development and implementation of the Corporation's revenue generation's strategy through purchasing;
- (ii) Initiating the development and implementation of the Corporation's revenue generation's strategy through sales;
- (iii) Initiating the development and implementation of the Corporation's revenue generation's strategy through Key accounts management and customer relationship development;
- (iv) Spearheading Development and implementation of strategies for customer relationships and service delivery;
- (v) Overseeing formulation of strategies for promotion of wholesale/retail business and e-trade;
- (vi) Responsible directly for performance of the department to ensure overall target is achieved;
- (vii) Establishing, improving and strengthening route to market operations for the formal and informal sector;
- (viii) Guiding the development and implementation of strategies for government procurement agency services;
- (ix) Steering development of strategies to stabilize and influence consumer commodity prices and supplies;
- (x) Creating partnerships and linkages to avail relevant products to the market;
- (xi) Initiating development and implementation of strategies for import and export trade;

- (xii) Coaching and mentoring staff in the department
- (xiii) Overseeing preparation of budget, annual work plans for the department;
- (xiv) Appraising the managers and office administrator and officers in the department
- (xv) Guiding development of effective public relation strategies, brand visibility and Corporate Social Responsibility programs to effectively communicate to stakeholders and the general public.
- (xvi) Preparing and presenting the departmental periodic reports.

b) Person Specifications

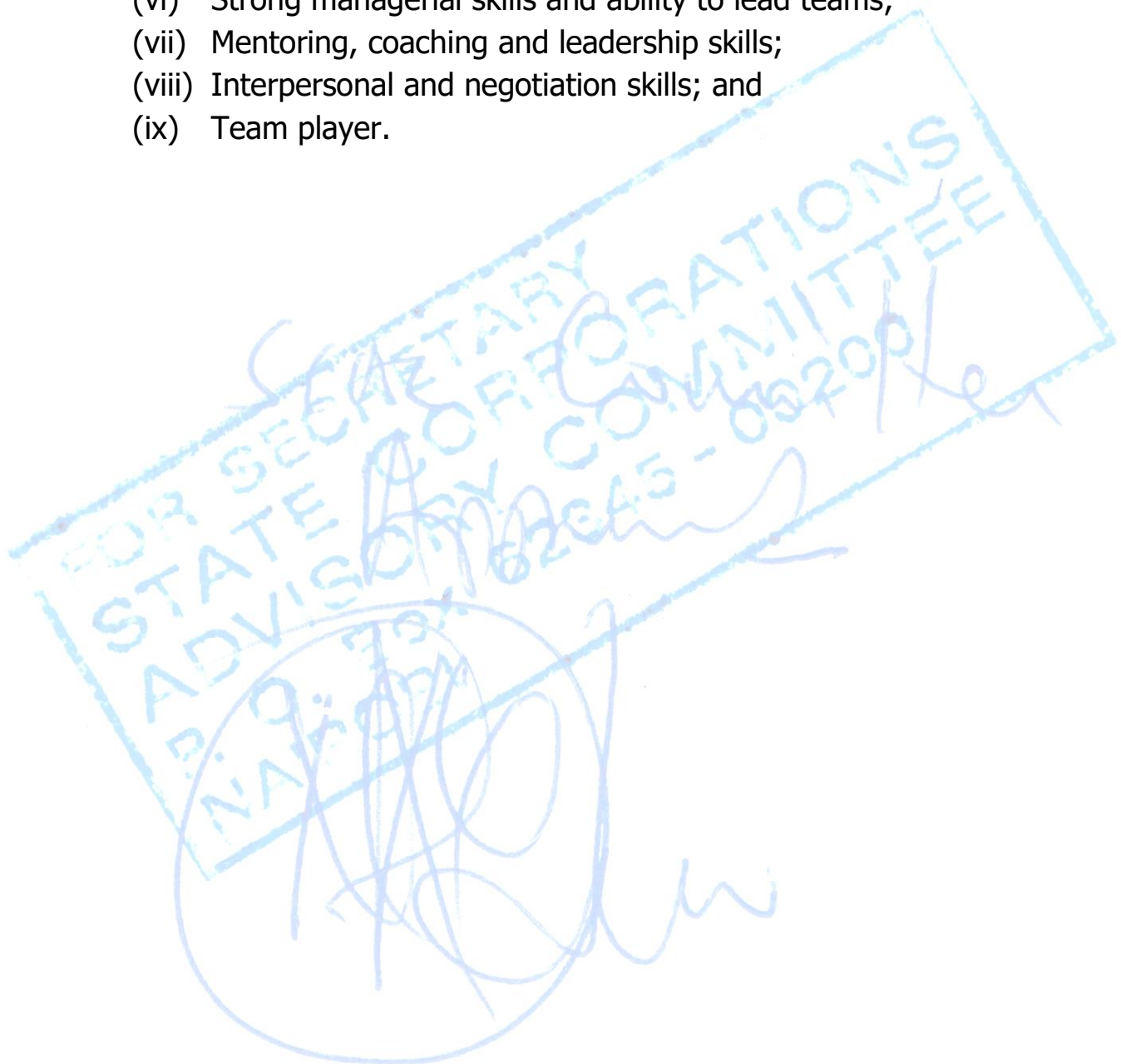
For appointment to this grade, an officer must:-

- (i) Have a minimum period twelve (12) years relevant work experience, five (5) of which should have been at a managerial role;
- (ii) Have a Bachelor's Degree in any of the following: - Commerce or Business Administration (Marketing option) or its equivalent qualification from a recognized institution;
- (iii) Have a Master's Degree in Business Administration, Strategic Management, entrepreneurship or any other related field from a recognized institution ;
- (iv) Have work experience in commercial, sales or purchasing operations at senior role in a large trading or Fast Moving Consumer Goods (FMCG) environment
- (v) Be a registered member of MSK, CIM or any other relevant professional body;
- (vi) Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (vii) Be proficient in computer applications.
- (viii) Fulfill the requirements of Chapter Six of the Constitution

c) Key Competencies and skills

In addition an officer must have:

- (i) Strategic thinking;
- (ii) Administrative and Coordination skills;
- (iii) Analytical skill;
- (iv) Networking and relationship building skills;
- (v) Strong communication and reporting skills;
- (vi) Strong managerial skills and ability to lead teams;
- (vii) Mentoring, coaching and leadership skills;
- (viii) Interpersonal and negotiation skills; and
- (ix) Team player.



2.5. CAREER GUIDELINES FOR WAREHOUSING OFFICERS

a) Job Purpose

The Warehousing & Quality management officers are responsible the safe and efficient movement; handling and storage of products into and out of the warehouses.

b) Function

- i) Warehousing operations, control storage, movement and receipt/Issue of inventory
- ii) Managing of Inventory records
- iii) Quality control of inventory in the warehouse
- iv) Developing of a framework for engagement with regulatory authorities for registration and licensing;
- v) Developing, implementing, and reviewing of policies, strategies, standards, procedures, and guidelines on product quality and ensure compliance;
- vi) Developing, implementing, and reviewing of validation and verification plans to ensure compliance;

c) Grading Structure

Designation	KNTC Job Grade
Warehousing Assistant	8
Senior Warehousing Assistant	7
Warehousing Officer	6
Senior Officer Warehousing	5
Principal Warehousing Officer	4
Manager, Warehousing and Distribution	3
General Manager, Warehousing and Quality Management	2

Note: *The grade of Warehousing Assistant/Senior Grade 8/7 and Warehousing Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

- i) Diploma in Logistics/ Supply Chain Management, Business Administration or related qualifications; from a recognized institution
- ii) Bachelors Degree in Logistics/ Supply Chain Management, Business Administration or any other relevant qualification from a recognized institution;
- iii) Masters degree in Supply Chain Management, Logistics, Business administration or any equivalent qualifications from a recognized institution;
- iv) Management course lasting not less than 4 weeks
- v) Leadership course lasting not less than four (4) weeks
- vi) Professional Membership with Kenya Institute of Supplies Management (KISM);
- vii) Proficiency in computer applications; and
- viii) Fulfilled the requirements of Chapter Six of the Constitution

JOB AND PERSON SPECIFICATION

2.5.1. WAREHOUSING ASSISTANT, JOB GRADE KNTC 8

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Monitoring inventory, movement of stores, recommending requisition when stocks approach reorder levels in accordance with the laid down regulations and procedures;
- ii) Ensuring proper storage of stock items;
- iii) Issuing required quantities against authorized purchase documents;
- iv) Preparing list and making recommendation for assets, stores and equipment for disposal;
- v) Conducting periodic and annual stock taking;
- vi) Drafting inspection and acceptance of goods received at the warehouse; and
- vii) Maintaining warehousing documents and records related to stores.
- viii) preparation of all paperwork such as filing of stock cards, delivery instructions, internal Requisition Forms and other documents which will be made available in operations as required.
- ix) Ensuring the safe receipt, storage, picking, and packing of all incoming goods to the KNTC warehouse;
- x) Safe Stacking of all materials/stock in the warehouse according to standard KNTC warehouse Systems;
- xi) Loading and unloading of distribution vehicles;

a) Person Specification

- i) Have Diploma in Supplies Management, Business Administration or any other related field from a recognized institution;
- ii) Proficiency in computer applications; and
- iii) Fulfilling the requirements of Chapter Six of the Constitution

c) Key Competencies

In addition, an officer must demonstrate the following skills:

- i) Communication skills
- ii) Customer care skills
- iii) Negotiation skills
- iv) Team player



2.5.2. SENIOR WAREHOUSING ASSISTANT, JOB GRADE KNTC 7

a) Job Specification

Duties and responsibilities will entail:

- i) Monitoring inventory, movement of stores, recommending requisition when stocks approach reorder levels in accordance with the laid down regulations and procedures;
- ii) Ensuring proper storage of stock items;
- iii) Issuing required quantities against authorized purchase documents;
- iv) Preparing list and making recommendation for assets, stores and equipment for disposal;
- v) Conducting periodic and annual stock taking;
- vi) Drafting inspection and acceptance of goods received at the warehouse; and
- vii) Maintaining warehousing documents and records related to stores.
- viii) preparation of all paperwork such as filing of stock cards, delivery instructions, internal Requisition Forms and other documents which will be made available in operations as required.
- ix) Ensuring the safe receipt, storage, picking, and packing of all incoming goods to the KNTC warehouse;
- x) Safe Stacking of all materials/stock in the warehouse according to standard KNTC warehouse Systems;
- xi) Supervising loading and unloading of distribution vehicles;

b) Person Specification

- i) Have Diploma in Supplies Management, Business Administration or any other related field from a recognized institution;
- ii) 4 years relevant work experience
- iii) Membership with the Kenya Institute of Supplies Management
- iv) Proficiency in computer applications; and
- v) Fulfilling the requirements of Chapter Six of the Constitution

c) Key Competencies

In addition, an officer must demonstrate the following skills:

- i) Communication skills
- ii) Customer care skills
- iii) Negotiation skills
- iv) Team player



2.5.3. WAREHOUSING OFFICER, JOB GRADE KNTC 6

a) Job Specification

Duties and responsibilities entail:

- i) Monitoring inventory, movement of stores, recommending requisition when stocks approach reorder levels in accordance with the laid down regulations and procedures;
- ii) Ensuring proper storage of stock items;
- iii) Issuing required quantities against authorized purchase documents;
- iv) Preparing list and making recommendation for assets, stores and equipment for disposal;
- v) Conducting periodic and annual stock taking;
- vi) Drafting inspection and acceptance of goods received at the warehouse; and
- vii) Maintaining warehousing documents and records related to stores.
- viii) Preparation of all paperwork such as filing of stock cards, delivery instructions, internal Requisition Forms and other documents which will be made available in operations as required.
- ix) Ensuring the safe receipt, storage, picking, and packing of all incoming goods to the KNTC warehouse;
- x) Safe Stacking of all materials/stock in the warehouse according to standard KNTC warehouse Systems;
- xi) Supervising loading and unloading of distribution vehicles;

b) Person Specification

- i) Bachelor's Degree in Supplies Management, Business Administration or any other related field from a recognized institution;
- ii) Membership with the Kenya Institute of Supplies Management
- iii) Proficiency in computer applications; and
- iv) Fulfill the requirements of Chapter Six of the Constitution

c) Key Competencies

In addition, an officer must demonstrate the following skills:

- i) Communication skills
- ii) Customer care skills
- iii) Negotiation skills
- iv) Team player

2.5.4. SENIOR WAREHOUSING OFFICER, JOB GRADE KNTC 5

a) Job Specification

Duties and responsibilities entail:

- i) Monitoring inventory, movement of stores, recommending requisition when stocks approach reorder levels in accordance with the laid down regulations and procedures;
- ii) Ensuring proper storage of stock items;
- iii) Issuing required quantities against authorized purchase documents;
- iv) Preparing list and making recommendation for assets, stores and equipment for disposal;
- v) Conducting periodic and annual stock taking;
- vi) Drafting inspection and acceptance of goods received at the warehouse; and
- vii) Maintaining warehousing documents and records related to stores.
- viii) preparation of all paperwork such as filing of stock cards, delivery instructions,, internal Requisition Forms and other documents which will be made available in operations as required.
- ix) Ensuring the safe receipt, storage, picking, and packing of all incoming goods to the KNTC warehouse;
- x) Safe Stacking of all materials/stock in the warehouse according to standard KNTC warehouse Systems;
- xi) Supervising loading and unloading of distribution vehicles;
- xii) Supervising Warehousing Officers and Assistants

b) Person Specification

- i) Bachelor's Degree in Supplies Management, Business Administration or any other related field from a recognized institution;
- ii) Master's Degree is an added advantage.
- iii) Membership with the Kenya Institute of Supplies Management
- iv) Supervisory course lasting not less two (2) weeks.
- v) At least four (4) years' work experience
- vi) Proficiency in computer applications; and
- vii) Fulfilling the requirements of Chapter Six of the Constitution

2.5.5. PRINCIPAL WAREHOUSING OFFICER, JOB GRADE KNTC 4

a) Job Specification

Duties and responsibilities will entail: -

- i) Supervising warehousing officers and assistants
- ii) Coordinating administrative services at the warehouse
- iii) Supervising proper storage of stock items
- iv) Conducting daily quality and standards check as per set standards
- v) Issuing required quantities against authorized purchase documents;
- vi) Preparing list and making recommendation for assets, stores and equipment for disposal;
- vii) Conducting periodic and annual stock taking;
- viii) Drafting inspection and acceptance of goods received at the warehouse
- ix) Maintaining procurement documents and records related to stores;
- x) Organizing shipments.
- xi) Coordinating drivers, vehicles, loads and journeys.
- xii) Operating IT systems to manage timings, costs and stock levels.
- xiii) Analyzing data to assess performance, discover logistical problems and devise plans for improvements.

- xiv) Negotiating and agreeing contracts.

b) Person specification

For appointment to this grade a candidate must have: -

- i) Bachelor's Degree in Supplies Management, Business Administration or any other related field from a recognized institution;
- ii) Masters Degree in Supplies Management, Business Administration or any other related field from a recognized institution;
- iii) A minimum period four (8) years relevant work with at least three (3) years' experience at supervisory role;
- iv) Professional Membership with Kenya Institute of Supplies Management (KISM) and a Practising license;
- v) Management course lasting not less four (4) weeks;
- vi) Proficiency in computer applications; and
- vii) Fulfilling the requirements of Chapter Six of the Constitution.

2.5.6. MANAGER, WAREHOUSING JOB GRADE KNTC 3

a) Job Specifications

Duties and responsibilities will entail:

- i) Coordinating warehousing activities for regions
- ii) Ensuring regulatory compliance at all warehouses
- iii) Training and mentoring warehousing staff
- iv) Supervising administrative services for warehouses
- v) Conducting regular research on warehousing needs, trends and recommend changes and improvements
- vi) Monitoring inventory, movement of stores, recommending requisition when stocks approach reorder levels in accordance with the laid down regulations and procedures;
- vii) Ensuring proper storage of stock items;
- viii) Issuing required quantities against authorized purchase documents;
- ix) Preparing list and making recommendation for assets, stores and equipment for disposal;
- x) Supervising periodic and annual stock taking;
- xi) Drafting inspection and acceptance of goods received at the warehouse; and
- xii) Ensuring documentation compliance
- xiii) Develop distribution budgets and manage expenses within the budgets
- xiv) Working with warehouse and transportation staffs to ensure timely and accurate deliveries
- xv) Performing cost negotiations with vendors and provide appropriate solutions for bulk distributions
- xvi) Developing cost reduction initiatives while maintaining productivity and quality
- xvii) Planning and Scheduling deliveries to meet customer needs

- xviii) Assisting in inventory management activities including receiving, storing, rotating and handling supplies in the distribution center.
- xix) Monitoring team performances and provide feedback for improvements
- xx) Overseeing daily routes and improve route plans to ensure timely deliveries
- xxi) Ensuring health and safety standards are met
- xxii) Liaising with and managing staff and shifts
- xxiii) Preparing paperwork for regulatory bodies
- xxiv) Operating IT systems to manage timings, costs and stock levels
- xxv) Monitoring stock and managing waste.

(b) Person Specifications

For appointment to this grade, a candidate must have:

- i) Bachelor's Degree in any of the following disciplines; Procurement, Purchasing, Supply Chain Management, Logistics, Business administration or any equivalent qualifications from a recognized institution;
- ii) Masters degree in Supply Chain Management, Logistics, Business administration or any equivalent qualifications from a recognized institution;
- iii) Have a minimum ten (10) years relevant work experience four (4) of which should have been at management role;
- iv) Attended a management course lasting not less than 4 weeks
- v) Professional Membership with Kenya Institute of Supplies Management (KISM) and a valid Practising license
- vi) Proficiency in computer applications; and
- vii) Fulfilled the requirements of Chapter Six of the Constitution

2.5.7. GENERAL MANAGER, WAREHOUSING AND QUALITY MANAGEMENT, JOB GRADE KNTC 2

a) Job Specification

- i) Establishing partnerships and linkages with financiers and other stakeholders;
- ii) Ensuring compliance with regulatory and statutory requirements of warehousing standards;
- iii) Maintains the highest standards of customer service by immediately attending and resolving customer issues on product preparation before dispatch;
- iv) Custodian of the warehouse database;
- v) Managing collateral services on behalf of the Corporation;
- vi) Developing and implementing warehouse Policies and procedures;
- vii) Coordinating inspection of warehouses and stocks from time to time;
- viii) Supervise commodity testing, grading, certification, preservation services;
- ix) Ensuring good physical condition of the warehouse and equipment;
- x) Monitoring and coordinating warehouse operations;
- xi) Ensuring that staff performance appraisal is conducted; and
- xii) Preparing and implementing the corruption prevention plan and strategies.
- xiii) Setting distribution goals and plan and manage distribution operations to achieve the set goals
- xiv) Develop distribution budgets and manage expenses within the budgets
- xv) Working with warehouse and transportation staffs to ensure timely and accurate deliveries
- xvi) Performing cost negotiations with vendors and provide appropriate solutions for bulk distributions
- xvii) Developing cost reduction initiatives while maintaining productivity and quality
- xviii) Oversee planning and Scheduling of deliveries to meet customer needs

- xix) Manager inventory management activities including receiving, storing, rotating and handling supplies in the distribution center.
- xx) Monitoring team performances and provide feedback for improvements
- xxi) Overseeing daily routes and improve route plans to ensure timely deliveries
- xxii) Ensuring health and safety standards are met
- xxiii) Liaising with and managing staff and shifts
- xxiv) Preparing paperwork for regulatory bodies
- xxv) Operating IT systems to manage timings, costs and stock levels
- xxvi) Monitoring stock and managing waste

(b) Person Specifications

For appointment to this grade, an officer must have:

- i) A minimum period of twelve (12) years relevant work with at least five (5) years' experience in a management capacity;
- ii) Bachelor's Degree in any of the following disciplines; procurement, Supply Chain Management, Logistics, Business administration or any equivalent qualifications from a recognized institution;
- iii) Masters Degree in any of the following disciplines: -Procurement, Supply Chain Management, Logistics or any equivalent qualifications from a recognized institution;
- iv) Leadership Course lasting not less than four(4) weeks from a recognized institution;
- v) Member of the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing (CIPS).
- vi) Valid Practicing license from Kenya Institute of Supplies Management (KISM).
- vii) Proficiency in computer applications; and
- viii) Fulfilled the requirements of Chapter Six of the Constitution

2.6. CAREER GUIDELINES FOR QUALITY MANAGEMENT OFFICERS

a) Job Purpose

Quality management Officers are responsible for ensuring that the quality of all the commodities, Corporation's warehouses are compliant with applicable regulatory requirements, both national and international, and also coordinating regulatory, safety, health, and environmental matters relating to the purchase and distribution of commodities.

b) Function

- i. Ensuring compliance with regulatory and statutory requirements of warehousing standards;
- ii. Ensuring commodity testing, grading, certification, preservation services are carried out
- iii. Carrying out inspection of warehouses and stocks;
- iv. Monitoring of new regulations relating to food commodities and warehousing
- v. Ensuring compliance with legislation and guidelines food commodities and warehousing
- vi. Liaising with national and international regulatory authorities for import and export licenses, renewals, and any other regulatory requirements;
- vii. Ensuring timely preparation and submission of compliance reports to relevant authorities;

c) Grading Structure

The Career Guideline establishes four (4) Quality Management Officers cadres who will be designated and graded as follows:

Designation	KNTC Job Grade
Quality Management Officer	6
Senior Officer Quality Management	5
Principal Quality Management Officer	4
Manager, Quality Management	3

Note: *The grade of Quality Management Officer/Senior Grade 6/5 and Sales Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

- i) Have Bachelors Degree in any of the following disciplines: - Business Management, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- ii) Masters Degree in any of the following disciplines: - Business Administration, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- iii) Experience in managing quality and safety in a fast-moving consumer goods (FMCG) environment an added advantage
- iv) Relevant professional membership and certification in quality management
- v) Management Course training lasting not less than four (4) weeks
- vi) Proficiency in computer applications; and
- vii) Fulfil the requirements of Chapter Six of the Constitution.

2.6.1. QUALITY MANAGEMENT OFFICER, JOB GRADE KNTC 6

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Conducting regular quality audits and assessments of warehouses operations in line with applicable international standards;
- ii) Ensuring compliance with regulatory and statutory requirements of warehousing standards;
- iii) Ensuring commodity testing, grading, certification, preservation services are carried out
- iv) Evaluating safety practices and measures in warehousing and work environment settings
- v) Carrying out inspection of warehouses and stocks;
- vi) Monitoring of new regulations relating to food commodities and warehousing
- vii) Ensuring compliance with legislation and guidelines handling food or general commodities and warehousing
- viii) Liaising with national and international regulatory authorities for import and export licenses, renewals, and any other regulatory requirements;
- ix) Recommending and tracking improvement measures;
- x) Ensuring timely preparation and submission of quality compliance reports;

b) Person Specification

For appointment to this grade an officer must:-

- i) Have Bachelors Degree in any of the following disciplines:- Business Management, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- ii) Be Proficient in computer applications; and
- iii) Fulfil the requirements of Chapter Six of the Constitution.

2.6.2. SENIOR QUALITY MANAGEMENT OFFICER, JOB GRADE KNTC 5

a) Job Specification

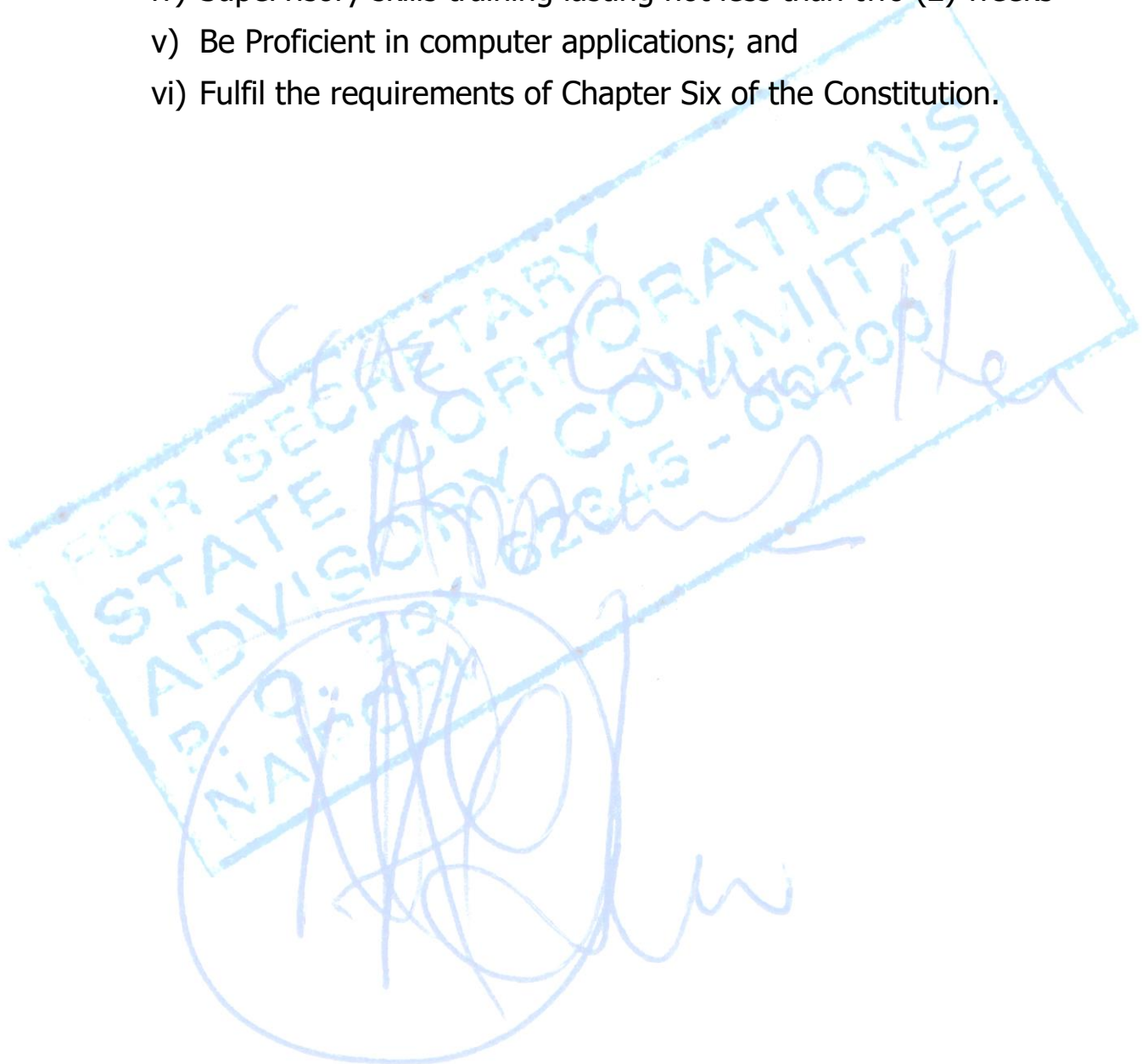
Duties and responsibilities at this level will entail:

- i) Supervising Quality Management Officers
- ii) Training staff on quality and product safety
- iii) Developing and monitoring implementation on standardized food safety procedures
- iv) Conducting regular quality audits and assessments of warehouses operations in line with applicable international standards;
- v) Ensuring compliance with regulatory and statutory requirements of warehousing standards;
- vi) Ensuring commodity testing, grading, certification, preservation services are carried out
- vii) Evaluating safety practices and measures in warehousing and work environment settings
- viii) Carrying out inspection of warehouses and stocks;
- ix) Monitoring of new regulations relating to food commodities and warehousing
- x) Ensuring compliance with legislation and guidelines handling food or general commodities and warehousing
- xi) Liaising with national and international regulatory authorities for import and export licenses, renewals, and any other regulatory requirements on quality management;
- xii) Recommending and tracking improvement measures;
- xiii) Ensuring timely preparation and submission of quality compliance reports;

b) Person Specification

For appointment to this grade an officer must:-

- i) Have Bachelors Degree in any of the following disciplines:- Business Management, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- ii) Masters Degree an added advantage
- iii) At least four (4) years relevant work experience
- iv) Supervisory skills training lasting not less than two (2) weeks
- v) Be Proficient in computer applications; and
- vi) Fulfil the requirements of Chapter Six of the Constitution.



2.6.3. PRINCIPAL QUALITY MANAGEMENT OFFICER, JOB GRADE KNTC 4

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Developing and implementing quality management and safety plans for warehousing and distribution operations;
- ii) Coordinating supervision of Quality Management Officers
- iii) Supervising training of staff on quality and product safety
- iv) Onboarding and training new quality management teams or staff;
- v) Supervising investigations for root causes of defects and recommended improvement;
- vi) Developing and monitor implementation on standardized food safety procedures
- vii) Supervising regular quality audits and assessments of warehouses operations in line with applicable international standards;
- viii) Ensuring compliance with regulatory and statutory requirements of warehousing standards;
- ix) Overseeing commodity testing, grading, certification, preservation services across warehouses;
- x) Evaluating safety practices and measures in warehousing and work environment settings
- xi) Supervise inspection of warehouses and stocks;
- xii) Directing the monitoring of new regulations relating to food commodities and warehousing
- xiii) Ensuring compliance with legislation and guidelines handling food or general commodities and warehousing
- xiv) Liaising with national and international regulatory authorities for import and export licenses, renewals, and any other regulatory requirements on quality management;
- xv) Recommending and track improvement measures;
- xvi) Recommending disposal of products not safe for use or consumption;
- xvii) Ensuring timely preparation and submission of quality compliance reports;

b) Person Specification

For appointment to this grade an officer must:-

- i) Have Bachelors Degree in any of the following disciplines:- Business Management, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- ii) Masters Degree in any of the following disciplines:- Business Administration, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- iii) At least four (8) years relevant work experience with three (3) years at supervisory role.
- iv) Experience in managing quality and safety in a fast moving consumer goods (FMCG) environment an added advantage
- v) Management Course training lasting not less than four (4) weeks
- vi) Be Proficient in computer applications; and
- vii) Fulfil the requirements of Chapter Six of the Constitution.

2.6.4. MANAGER, QUALITY MANAGEMENT, JOB GRADE KNTC 3

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Overseeing overall quality management for warehousing and distribution operations;
- ii) Supervising development and implementation of divisional budgets and plans
- iii) Overseeing development and implementation of quality management and safety plans for warehousing and distribution operations;
- iv) Overseeing supervision of Quality Management Officers;
- v) Directing onboarding and training of new quality management teams or staff;
- vi) Overseeing training of staff on quality and product safety;
- vii) Supervising investigations for root causes of defects and recommended improvement;

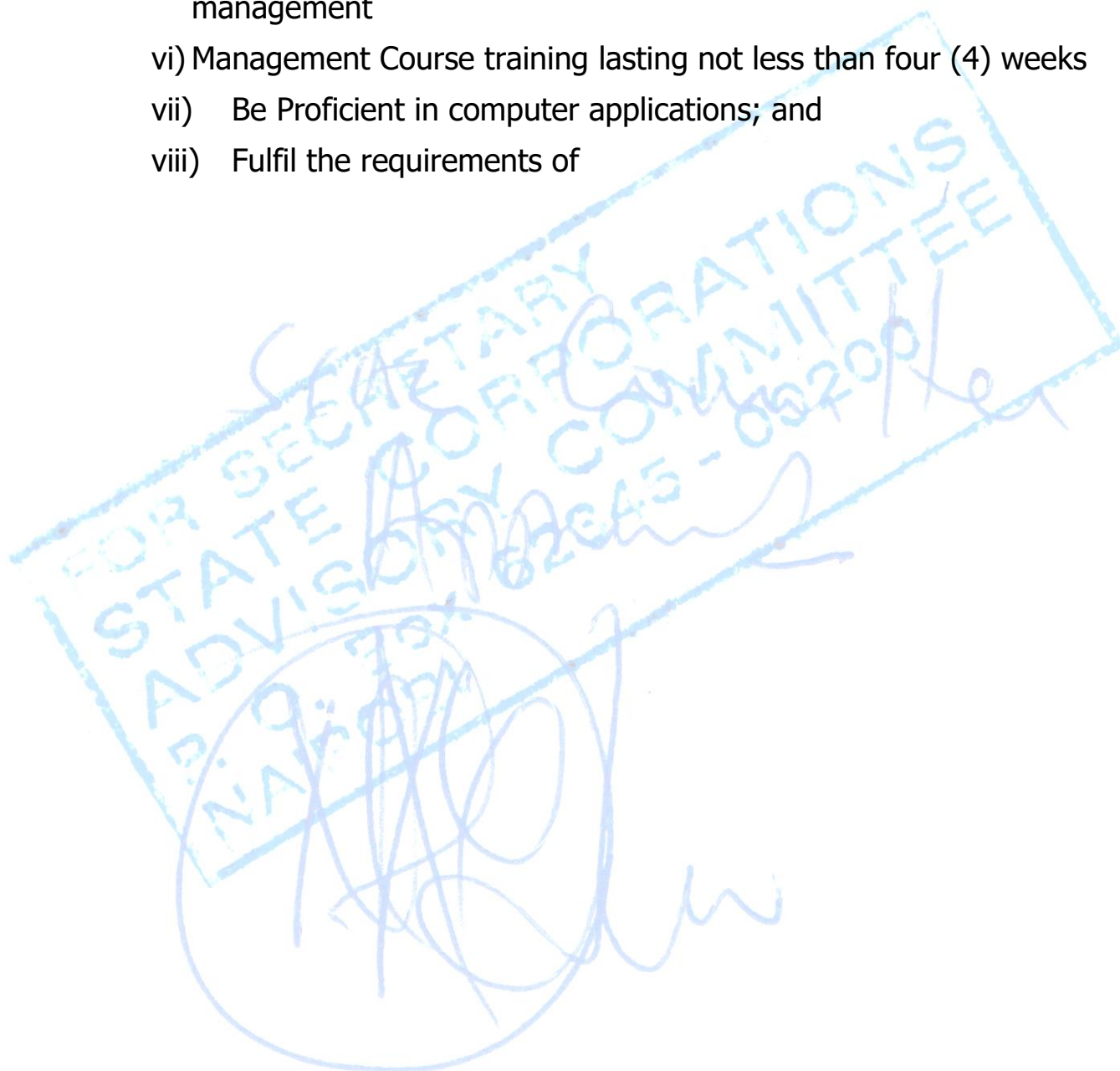
- viii) Developing and monitoring implementation on standardized food safety procedures;
- ix) Supervising regular quality audits and assessments of warehouses operations in line with applicable international standards;
- x) Ensuring compliance with regulatory and statutory requirements of warehousing standards;
- xi) Overseeing commodity testing, grading, certification, preservation services across warehouses;
- xii) Coordinating evaluation of safety practices and measures in warehousing and distribution settings;
- xiii) Directing inspection of warehouses and stocks;
- xiv) Ensuring compliance with legislation and guidelines handling food or general commodities and warehousing;
- xv) Directing the monitoring of new regulations relating to food commodities and warehousing;
- xvi) Liaising with national and international regulatory authorities for import and export licenses, renewals, and any other regulatory requirements on quality management;
- xvii) Recommending and tracking improvement measures;
- xviii) Overseeing disposal of products not safe for use or consumption;
- xix) Ensuring timely preparation and submission of quality compliance reports;

b) Person Specifications

For appointment to this grade an officer must:-

- i) Have Bachelors Degree in any of the following disciplines:- Business Management, Quality Management, Supply Chain or equivalent qualification from a recognized institution;
- ii) Masters Degree in any of the following disciplines:- Business Administration, Quality Management, Supply Chain or equivalent qualification from a recognized institution;

- iii) At least ten (10) years relevant work experience with four (4) years at management role.
- iv) Experience in managing quality and safety in a fast moving consumer goods (FMCG) environment an added advantage
- v) Relevant professional membership and certification in quality management
- vi) Management Course training lasting not less than four (4) weeks
- vii) Be Proficient in computer applications; and
- viii) Fulfil the requirements of



2.7. CAREER GUIDELINES FOR FINANCE OFFICERS

a) Job Purpose

Finance Officers are responsible for budgetary control and management to ensure effective and efficient utilization of resources in line with Government financial management policies and procedures and to report on financial performance of the Corporation.

b) Functions

- i) Ensuring compliance with statutory and regulatory requirements including the Public Finance Management Act 2012 (PFMA), International Financial Reporting Standards (IFRS), Public Sector Accounting Standards (IPSAS), tax laws, and any other relevant legislation;
- ii) Implementing policies, plans, and strategies in the functional areas of Finance and Treasury Management;
- iii) Advising the General Manager Finance & Business development on all matters relating to Finance & Treasury management;
- iv) Monitoring and forecast cash flows and overall management and control of allocated corporations and internally generated income;
- v) Preparing budget estimates and undertake budgetary control;
- vi) Preparing and maintain the Corporation's books of accounts to facilitate the production of financial statements and report in line with the existing regulations and guidelines;
- vii) Ensuring that adequate systems of internal control are in operation;
- viii) Ensuring integrity of financial transactions and compliance with all relevant policies, guidelines, and procedures for all financial reporting; and
- ix) Coordinating formulation, review, and implementation of credit and collection policies and procedures;
- x) Ensuring collection and recovery of all money due to the Corporation.

c) Grading Structure

The Career Guidelines establish two (2) grades of Finance assistants and four (4) grades of Finance Officers who will be designated and graded as follows:

Designation	KNTC Job grade
Finance Assistant	8
Senior Finance Assistant	7
Finance Officer	6
Senior Finance Officer	5
Principal Finance Officer	4
Manager, Finance and Treasury	3

Note: *The grade of Finance-Assistant/Senior Grade 8/7 and Finance-Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the minimum recognized qualifications for the cadre:

- i) Diploma in Accountancy or any other relevant and equivalent qualification from a recognized institution.
- ii) Part I/II/III of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution.
- iii) Bachelors degree in Commerce/Business Administration in Accounting, Finance and (or equivalent qualification from a recognized institution.
- iv) Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance or its equivalent qualification from a recognized institution.
- v) Registration with Institute of Certified Public Accountants of Kenya (ICPAK).
- vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vii) Supervisory Course lasting not less than four (4) weeks from

- a recognized institution.
- viii) Computer proficiency.
- ix) Fulfill the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.7.1. FINANCE ASSISTANT, JOB GRADE KNTC 8

a) Job Specification

This is the entry grade for Diploma holders. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail:

- i) Retrieving already archived vouchers within the division so as prevent loss of documents by ensuring all documents retrieved are returned promptly;
- ii) Participating in preparing payment vouchers, imprests and committal documents in accordance with laid down financial rules and regulations;
- iii) Capturing data, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports;
- iv) Receiving duly processed payments and receipt vouchers for filing in accordance with the ISO standards;
- v) Receiving, recording and sorting documents delivered in the department for processing;
- vi) Drafting and sorting correspondence documents to ensure efficiency in processing of documents;
- vii) Monitoring project activities in the field to ensure proper implementation.
- viii) Maintaining registers and an efficient filing system;
- ix) Archiving and filing of all finance division documents.

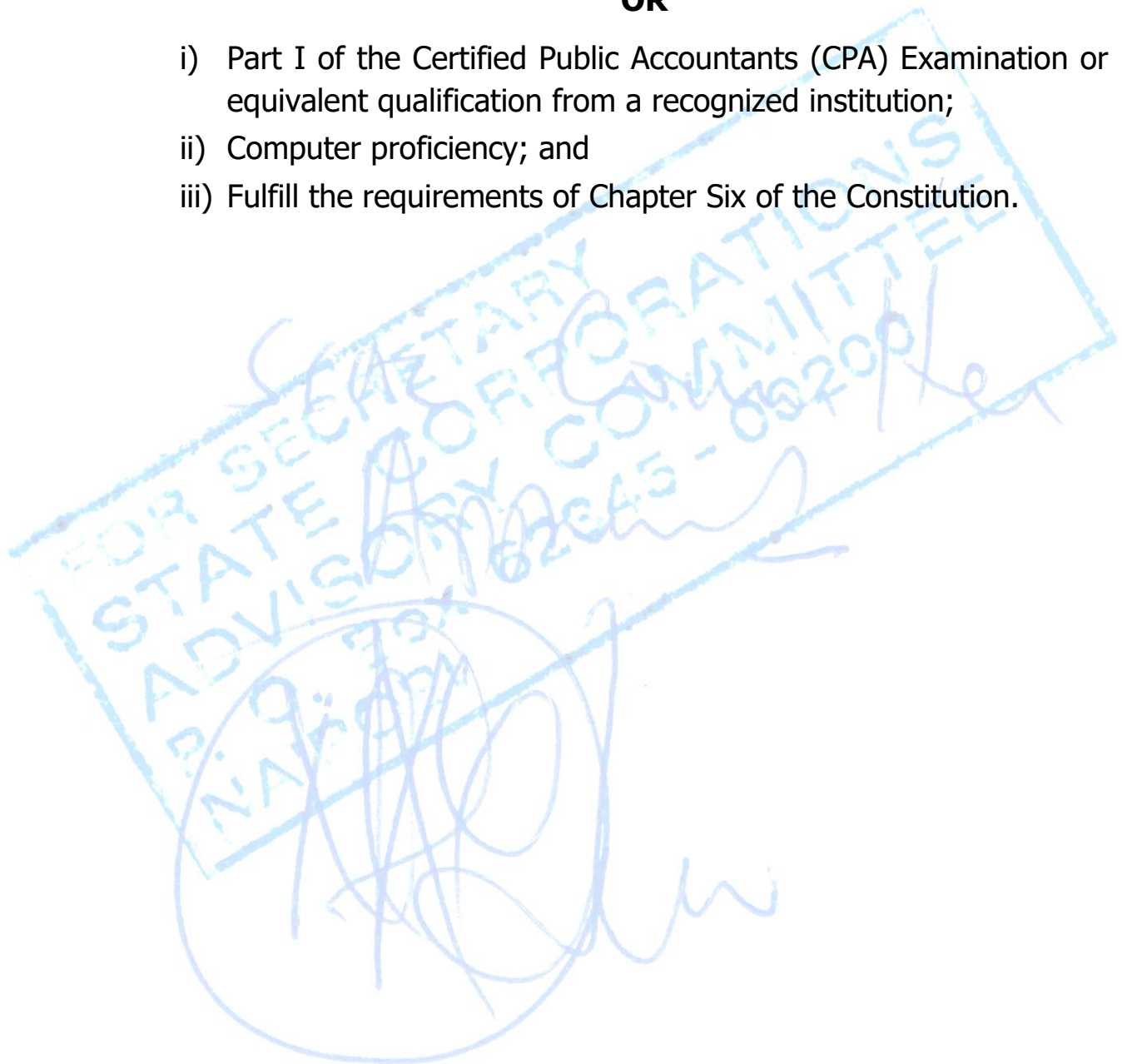
b) Job Specifications

For appointment to this grade a candidate must have:

- i) Diploma in Accountancy, Accounts Technician Certificate final (ATD II) or equivalent qualification from a recognized institution;

OR

- i) Part I of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution;
- ii) Computer proficiency; and
- iii) Fulfill the requirements of Chapter Six of the Constitution.



2.7.2. SENIOR FINANCE ASSISTANT, JOB GRADE KNTC 7

a) Job Description

Duties and responsibilities at this level will entail:

- i) Preparing and issuing receipts for monies received in the Corporation;
- ii) As a bank agent, banking and making withdrawals of corporations to facilitate seamless operations of the Corporation's processes;
- iii) Writing and dispatching cheques and update the cheque registers;
- iv) Posting payments and receipts in the ERP system;
- v) Making daily authorized petty cash payments to facilitate operations and make requisitions for reimbursements;
- vi) Filing payment vouchers and posted receipts in accordance with the ISO standards so as to ensure safety of accounting documents;
- vii) Operating cash office activities and petty cash reconciliations;
- viii) Ensuring safe custody of financial records, documents, cheque books and assets.

b) Person Specifications

For promotion appointment to this grade an officer must have:-

- i) A minimum period four of (4) years relevant work experience;
- ii) Diploma in Accountancy or equivalent qualification from a recognized institution;

OR

- iii) Part I of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution;
- iv) Computer proficiency;
- v) Shown merit and ability as reflected in work results; and
- vi) Fulfill the requirements of Chapter Six of the Constitution.

2.7.3. FINANCE OFFICER JOB GRADE, KNTC 6

This is the entry and training grade for Finance officers. The finance officer will work under the guidance and supervision of a Senior Finance/Treasury Officer.

a) Job Specification

The duties and responsibilities will entail:-

- i) Preparation of payment vouchers, receipt vouchers, and imprest warrants for to ensure authenticity of expenditure;
- ii) Posting of payment vouchers, journals and receipt vouchers in the Enterprise Resource Planning system on daily basis to ensure ledgers are reflecting the true financial position;
- iii) Reconciliation of sales and banking to identify differences between the bank balance and the Sales balance in order to process necessary adjustments and corrections;
- iv) Undertaking bank deposits, dispatch of cheques and cash withdrawal for the Corporation;
- v) Undertaking periodic surprise cash count and cash reconciliation to minimize losses and fraud;
- vi) Preparation and issue of receipts for monies received in the Corporation.
- vii) Timely computing and filing of statutory returns and deductions to comply with various government requirements
- viii) Maintenance of primary records such as cashbooks, ledgers, vote books and registers (e.g. imprest register) which aid in decision making.
- ix) Generating and sending out invoices to tenants.

b) Person Specifications

For appointment to this grade, a candidate must:-

- i) Have Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting /Finance option).
- ii) Be proficient in Computer applications; and

iii) Fulfill the requirement of Chapter Six (6) of the Constitution.

2.7.4. SENIOR FINANCE OFFICER, GRADE KNTC 5

a) Job Specifications

The duties and responsibilities will entail:-

- i) Facilitating timely payments to suppliers, contractors, employees and other service providers through checking of payment vouchers, LPOs and imprests;
- ii) Verifying posting of payments and depot receipts in the cashbook for accuracy;
- iii) Maintaining records for creditors and generate regular reports to assist management in settlements of accounts payables;
- iv) Ascertaining that all payments for goods, services and works by the Corporation are accurate, authentic and comply with the provisions of relevant laws;
- v) Remitting statutory deductions and other salary deductions on time;
- vi) Preparing Bank Reconciliation statements;
- vii) Examining supporting documents (e.g. LPOs, invoices, LSOs, contracts) to ascertain that amounts in the PVs agree with those in the supporting documentation;
- viii) Preparing performance contracting reports for Exchequer, Revenue generating Activities and Grants as per the laid down procedures;
- ix) Accounting for donor, programmes and project corporations;
- x) Providing feedback to enhance business processes and initiate process improvement to achieve operational excellence.
- xi) Maintaining records for debtors and generate regular reports to assist management in prompt collection of accounts receivable;
- xii) Verifying posting of debtors receipts in the cashbook for accuracy;
- xiii) Uploading the approved budget in the Enterprise Resource Planning system;
- xiv) Monitoring Expenditure against budget and ensure correctness of the budget line;

- xv) Examining receipts/ revenues to confirm that they have been accurately recorded in the Corporation's accounting records;
- xvi) Verifying Payment vouchers, staff claims and Staff Imprests in accordance with the laid down Financial procedures, policies, and regulations;
- xvii) Maintain imprest ledger and follow up on surrender of imprests;
- xviii) Preparing a debtor's analysis and liaise with the Payroll section to ensure that outstanding imprests are recovered in accordance with statutory requirements;
- xix) Providing feedback to enhance business processes relating to credit control and initiate process improvement to achieve operational excellence.

b) Person Specifications

- i) Have Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting OF Finance option) or equivalent;
- ii) Masters degree will be an added advantage;
- iii) Four (4) years relevant work experience;
- iv) Supervisory course lasting not less two (2) weeks.
- v) CPA Part III
- vi) Be a member of ICPAK and in good standing;
- vii) Be proficient in computer application skills;
- viii) Fulfill the requirements of Chapter Six of the Constitution.

2.7.5. PRINCIPAL FINANCE OFFICER, GRADE KNTC 4

a) Job Specification

The duties and responsibilities will entail: -

- i) Managing the liquidity of the corporation to ensure the Corporation's liquidity position is appropriate to facilitate smooth operations;
- ii) Supervising and check bank reconciliations and the general ledger reconciliations.

- iii) Monitoring performance, Conduct performance appraisals, mentor and coach staff;
- iv) Planning work of the finance/Treasury section team and allocate tasks to team members whilst providing appropriate supervision and guidance where necessary;
- v) Interpreting financial policies for sound financial practices and effective implementation of internal control;
- vi) Reviewing expenditure returns from departments, divisions and depots, prepare variance analysis and recommend corrective action;
- vii) Scheduling all payments within the Corporation, ensure the Corporation's liquidity position is appropriate to facilitate smooth operations at the Corporation;
- viii) Verifying the payroll, payment cheques, EFTs and bank transfers, Local Purchase orders, Sales & Purchase invoices and staff imprests to ensure that they are accurate and within budget;
- ix) Validating all payments and ensure correct budget line is charged, correct bank details, amounts and taxes;
- x) Confirming the accuracy and completeness of accounts receivables (invoicing, receipting, banking and reconciliations)
- xi) Identifying and reporting to the Finance & Treasury Manager, any identified incidences of non-compliance with laid down financial systems and financial risks facing the Corporation;
- xii) Approving payment vouchers and committal documents in accordance with laid down regulations;
- xiii) Preparing annual budget for the Corporation in coordination with department heads;
- xiv) Preparing financial reports and analyzing income and expenditure against budgets;
- xv) Reconciliation of debtors and creditors ledgers;
- xvi) Ensuring provision of accurate timely reliable financial information;
- xvii) Ensuring safe custody of financial records, documents and assets;
- xviii) Organizing and coordinating responses to audit queries.
- xix) Initiating budget proposals and financial plans;

- xx) Reviewing petty cash reconciliation and facilitating withdrawal of cash for office use and ensuring safety of the same at all times.

b) Person Specification

For appointment to this grade, a candidate must: -

- i) Have a minimum period of eight (8) years relevant work experience, out of which three (3) must have been at a supervisory role;
- ii) Have Bachelors degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;
- iii) Have Master's degree in any of the following disciplines: Business Administration, Finance ,Commerce, or equivalent qualifications from a recognized university;
- iv) Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- v) Certified Public Accountant CPA (K) certification or its equivalent;
- vi) Be proficient in computer application skills;
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.7.6. PRINCIPAL CREDIT OFFICER, GRADE KNTC 4

a) Job Specification

The duties and responsibilities will entail:-

- i) Providing leadership to the Credit Control team and liaise with other Departments to ensure adherence to policies and regulations.
- ii) Managing day to day operation of the Credit team so that it can achieve the Corporation's set targets;
- iii) Overseeing the entire billing and collection process including continuously reviewing Credit Control policies in line with changing trends and needs;

- iv) Providing inputs to the appropriate Board Committee to ensure measures are taken to rectify any identified gaps in the advancement of credit and collection;
- v) Reviewing all non-performing accounts and develop appropriate strategies to ensure recovery of the amounts due in an efficient and cost effective manner;
- vi) Designing and implementing processes of monitoring and rehabilitating delinquent accounts;
- vii) Ensuring a uniform debt collection strategy in line with the Corporation's policies to minimize reputation risk or legal actions against the Corporation;
- viii) Planning and coordinating the debt recovery process with various service providers (Lawyers, Valuers and Auctioneers) in order to avoid undue delay and escalation recovery
- ix) Liaising with the Head of Finance and Accounts to ensure appropriate adjustments are made to the provisions for bad & doubtful debts as per the required guidelines in order to comply with internal policies, PFM Act and IFRS-9;
- x) Ensuring that all notices are issued to defaulters before engaging debt recovery action through service providers (Auctioneers & Debt Collectors)

b) Person Specification

For appointment to this grade, a candidate must:-

- i) Have a minimum period of eight (8) years relevant work experience, out of which three (3) must have been at a supervisory role;
- ii) Have Bachelors degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;
- iii) Have Master's degree in any of the following disciplines: Business Administration, Finance, Commerce, or equivalent qualifications from a recognized university;

- iv) Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- v) Certified Public Accountant CPA (K) certification or its equivalent;
- vi) Be proficient in computer application skills;
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.7.7. MANAGER, FINANCE AND TREASURY MANAGEMENT, JOB GRADE KNTC 3

a) Job Specification

The duties and responsibilities will entail:-

- i) Coordinating and consolidating the departmental/divisional budgets and expenditure plans and prepare draft reports for management consideration;
- ii) Coordinating timely preparation of the annual Work Plans, budget estimates and Medium Term Financial framework of the Corporation;
- iii) Guiding departmental, divisional and sectional heads in the management of their budgets through regular provision of reliable up to date financial information;
- iv) Interpreting financial policies for sound financial practices and effective implementation of internal controls;
- v) Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action;
- vi) Preparing consolidated budget for the Corporation, participate in the Pre-MTEF sector meetings as well as defend the Corporation's budget during the Sector Working Group (SWG);
- vii) Preparing the division's budget estimates and consolidate the Corporation's annual budget and Medium Term Financial framework for presentation to the General Manager Finance & Business Development;
- viii) Developing, Implementing and monitoring ERP Finance Module and ensure that all financial transactions are carried out within the Enterprise Resource Planning for effective and efficient service delivery;

- ix) Undertaking necessary adjustments in the budget as approved by management from time to time;
- x) Collating financial and other supporting information to be reported to committees or Senior Managers;
- xi) Analyzing financial information to assist Corporation's profitability and growth;
- xii) Providing technical support to technical departments during the budget making and external process;
- xiii) Analyzing the prioritization of activities, projects and programs within the Corporation for purposes of resource allocation in the budget and prepare draft reports for approval;
- xiv) Consolidating the finance & Treasury division work plans and budgets;
- xv) Verifying and ensuring that all ledger transactions are correctly posted;
- xvi) Authorizing payment and journal vouchers to ensure proper usage of resources and avoid wastage;
- xvii) Approving monthly bank reconciliations to ensure stewardship of financial resources;
- xviii) Approving all documents within the Corporation which have a financial implication as per the set limits to ensure financial control and prudent utilization of financial resources
- xix) Maintaining the Corporation's records and data on budgets, financial reports, assets and costs, and ensure the same are secure and properly maintained;

b) Person Specification

For appointment to this grade, a candidate must have:-

- i) A minimum of ten (10) years relevant work experience four (4) of which should have been in a management role in a public or private institution;
- ii) A Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution.

- iii) A Master's degree in any of the following disciplines: Business Administration, Finance, Commerce, or equivalent qualifications from a recognized university;
- iv) Certified Public Accountant CPA (K) certification or its equivalent;
- v) Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- vi) Have a certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- vii) Have proficiency in computer application skills;
- viii) Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- ix) Fulfilled the requirements of Chapter Six (6) of the Constitution.

2.8. CAREER GUIDELINES FOR ACCOUNTANTS

a) Job Purpose

Responsible for recording financial transactions, preparing financial statements, analyzing financial data, preparing tax returns, and providing advice on financial planning, investment strategies and providing recommendations for financial decisions.

b) Functions

- i) Recording all financial transactions, including purchases, sales, and payments, and maintaining accurate and up-to-date accounting records.
- ii) Preparing financial statements, including balance sheets, income statements, and cash flow statements, to provide an overview of the corporation's financial performance.
- iii) Develop tax planning strategies that minimize the Corporation's tax liability while remaining compliant with applicable laws and regulations.
- iv) Ensuring that the Corporation complies with all tax laws and regulations, including filing tax returns, paying taxes on time, and maintaining records to support tax filings.
- v) Tax Planning: Working with other departments to develop tax planning strategies that minimize the Corporation's tax liability while remaining compliant with applicable laws and regulations.
- vi) Preparing for financial audits and working with external auditors to provide them with the necessary information and documentation.
- vii) Analyzing financial data to identify trends and opportunities for improvement, as well as to provide insights into the organization's financial performance.

c) Grading Structure

The Career Guidelines establish two (2) grades of Accounts Assistants and four (4) grades of Accountants who will be designated and graded as follows:

Designation	KNTC grade	Job
Accounts Assistant	8	
Senior Accounts Assistant	7	
Accountant	6	
Senior Accountant	5	
Principal Accounts Officer	4	
Manager, Finance and Accounts	3	

Note: *The grade of Accounts Assistant/Senior Grade 8/7 and Accountant/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the minimum recognized qualifications for the cadre:

- Diploma in Accountancy or any other relevant and equivalent qualification from a recognized institution.
- Part I/II/III of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution.
- Bachelors degree in Commerce/Business Administration in Accounting, Finance and (or equivalent qualification from a recognized institution.
- Masters degree in any of the following: Commerce, Accounting, Business Administration, Finance or its equivalent qualification from a recognized institution.
- Registration with Institute of Certified Public Accountants of Kenya(ICPAK).
- Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

- vii) Supervisory Course lasting not less than four (4) weeks from a recognized institution.
- viii) Computer proficiency.
- ix) Fulfill the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.8.1. ACCOUNTS ASSISTANT, JOB GRADE KNTC 8

a) Job Specification

- i) Preparing vouchers;
- ii) Write and dispatch cheques and update the cheque registers;
- iii) Records keeping, maintenance and retrieval;
- iv) Balancing of cashbooks, imprests and advances ledgers;
- v) Post payments and receipts in the ERP system;
- vi) Make daily authorized petty cash payments to facilitate operations and make requisitions for reimbursements;

b) Person Specifications

For appointment to this grade a candidate must have:

- i) Diploma in Accountancy, Accounts Technician Certificate final (ATD II) or equivalent qualification from a recognized institution;

OR

- ii) Part I of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution;
- iii) Computer proficiency; and
- iv) Fulfill the requirements of Chapter Six of the Constitution.

2.8.2. SENIOR ACCOUNTS ASSISTANT, JOB GRADE KNTC 7

a) Job Specifications

Duties and responsibilities at this level will entail:

- i) Preparing and issue receipts for monies received in the Corporation;
- ii) As a bank agent, banking and making withdrawals of corporations to facilitate seamless operations of the Corporation's processes;
- iii) Writing and dispatching cheques and update the cheque registers;
- iv) Posting payments and receipts in the ERP system;
- v) Making daily authorized petty cash payments to facilitate operations and make requisitions for reimbursements;
- vi) Filing payment vouchers and posted receipts in accordance with the ISO standards so as to ensure safety of accounting documents;
- vii) Operating cash office activities and petty cash reconciliations;
- viii) Ensuring safe custody of financial records, documents, cheque books and assets.

b) Person Specifications

For promotion appointment to this grade an officer must have:-

- i) A minimum period of four (4) years relevant work experience;
- ii) Diploma in Accountancy or equivalent qualification from a recognized institution;

OR

- iii) Part I of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution;
- iv) A minimum period of four (4) years relevant work experience;
- v) Computer proficiency;
- vi) Fulfill the requirements of Chapter Six of the Constitution.

2.8.3. ACCOUNTANT, JOB GRADE KNTC 6

This is the entry and training grade for Accountants. The accountant will work under the guidance and supervision of a Senior Accountant.

a) Job Specification

The duties and responsibilities will entail:-

- i) Undertaking periodic surprise cash count and cash reconciliation to minimize losses and fraud
- ii) Preparing payment vouchers as well as journal vouchers in accordance with the laid down rules and regulations.
- iii) Preparing and issuing receipts for monies received in the Corporation to facilitate undertaking of research activities.
- iv) Timely computing and filing of statutory returns and deductions to comply with various government requirements.
- v) Posting of payment, journals and receipt vouchers in the Enterprise Resource Planning system on daily basis to ensure ledgers are reflecting the true financial position.
- vi) Preparing banking reconciliation to identify differences between the bank balance and the Sales balance in order to process necessary adjustments and corrections
- vii) Maintaining primary records such as cashbooks, ledgers, vote books and registers (e.g. imprest register) which aid in decision making.
- viii) Undertaking bank deposits, dispatch of cheques and cash withdrawal for the Corporation;
- ix) Undertaking physical verification and tagging of the Corporation's assets in order to manage and prevent asset theft in accordance with statutory regulations.
- x) Preparation of payment vouchers, receipt vouchers, and imprest warrants for to ensure authenticity of expenditure.

b) Person Specifications

For appointment to this grade, a candidate must:-

- i) Have Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting /Finance option).

- ii) Be proficient in Computer applications; and
- iii) Fulfill the requirement of Chapter Six (6) of the Constitution.

2.8.4. SENIOR ACCOUNTANT, GRADE KNTC 5

a) Job Specifications

The duties and responsibilities will entail:-

- i) Analyzing the posting of transactions in the ERP system and advise for appropriate action;
- ii) Verifying and validating general ledger entries before posting to ensure accuracy of financial data.
- iii) Preparing draft annual and quarterly financial statements and accompanying schedules in accordance with PFM Act and IPSAS.
- iv) Preparing monthly and quarterly expenditure and variance analysis reports
- v) Preparing monthly reconciliation of budget line items in ERP accounting system and review general ledger reconciliations.
- vi) Maintaining the fixed assets register as per statutory regulations. 8. Ensures timely and accurate preparation of quality management reports in accordance with the laid down procedures.
- vii) Providing cost analysis to support operations and sales and contribute to the corporation's profitability;
- viii) Reviewing and post inventory vendor invoices, credit notes and item charge invoices in order to analyze and control standard inventory costs;
- ix) Developing individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.

b) Person Specifications

For appointment to this grade, a candidate must:-

- i) Have Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option);

- ii) Master's Degree is an added advantage.
- iii) Have a minimum period four of (4) years relevant work experience;
- iv) Supervisory course lasting not less two (2) weeks.
- v) Certified Public Accountant (CPA-K) certification or its equivalent;
- vi) Be a member of ICPAK and in good standing;
- vii) Be proficient in computer application skills;
- viii) Fulfill the requirements of Chapter Six of the Constitution.

2.8.5. PRINCIPAL ACCOUNTANT, GRADE KNTC 4

a) Job Specification

The duties and responsibilities will entail: -

- i) Coordinating the preparation of management accounting reports on monthly, quarterly and annual basis and ensure they are done on time and accurately;
- ii) Interpreting financial policies for sound financial practices and effective implementation of internal controls;
- iii) Reviewing expenditure returns from departments, prepare variance analysis and recommend corrective action;
- iv) Maintaining the asset register by ensuring it is updated for accountability and accuracy of the Corporation's assets.
- v) Overseeing the preparation and analysis of cost reports and monthly inventory closing documents.
- vi) Co-ordinating assets valuation, tagging and quarterly physical verification of cash in hand, fixed assets and inventories;
- vii) Conducting performance appraisals, mentor and coach staff
- viii) Preparing financial statements and accompanying schedules on a quarterly and annual basis for the purpose of advising the management and meet government reporting requirements as per the National Treasury procedures, PFM Act and IFRS.
- ix) Developing, Implementing and monitoring ERP Finance Module and ensures that all financial transactions are carried out within the Enterprise Resource Planning for effective and efficient service delivery;

- x) Collating financial and other supporting information to be reported to committees or Senior Managers;
- xi) Providing up to date, accurate and prompt management accounts and reports to the management;
- xii) Analyzing financial information to assist Corporation's profitability and growth;
- xiii) Consolidating the Accounts division work plans and budgets;
- xiv) Verifying and ensuring that all ledger transactions are correctly posted;
- xv) Examining payment and journal vouchers, and forward for review, approval and authorization by Manager, Accounts, to ensure proper usage of resources and avoid wastage;
- xvi) Maintaining the Corporation's records and data on financial reports, assets and costs, and ensure the same are secure and properly maintained;
- xvii) Developing cost accounting strategies, policies and procedures;

b) Person Specification

For appointment to this grade, a candidate must: -

- i) Have a minimum period of eight (8) years relevant work experience, out of which three (3) must have been at a supervisory level;
- ii) Have Bachelors degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;
- iii) Have Master's degree in any of the following disciplines: Business Administration, Finance, Commerce, or equivalent qualifications from a recognized university;
- iv) Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- v) Certified Public Accountant (CPA-K) certification or its equivalent;
- vi) Be proficient in computer application skills;
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.8.6. MANAGER, ACCOUNTS JOB GRADE KNTC 3

a) Job Specification

The duties and responsibilities will entail: -

- i) Overseeing formulation, implementation, maintenance and review of sound financial policy, systems and procedures in compliance with the Constitution of Kenya 2010, Public Finance Management (PFM) Act 2012, International Accounting Standards (IAS) and other relevant legal frameworks to enhance accountability and transparency;
- ii) Overseeing the reporting of financial operations of the Corporation in accordance with the Public Finance Management (PFM) Act 2012, International Financial Reporting Standards (IFRS) to ensure compliance;
- iii) Providing leadership and professional advice on all financial strategic planning issues and supporting strategic initiatives to ensure that adequate resources are assigned for execution of the Corporation's strategy;
- iv) Overseeing the development, implementation and strengthening of internal controls for operational effectiveness of the Corporation;
- v) Managing the Corporation's assets worth over Kshs. 4 Billion to ensure achievement of value for money in acquiring, utilization and disposal of the assets;
- vi) Coordinating and lead the annual external audit process, liaise with external auditors and management and assess changes necessary from Audit recommendations;
- vii) Leading in development training and mentorship of staff performance management.
- viii) Overseeing preparation of the Monthly, Quarterly and Final Annual Statement of Accounts in accordance with accounting standards and procedures;
- ix) Managing proper records of financial transactions including Monitoring and evaluating financial information systems to ensure integrity of the information.
- x) Presenting financial reports and performance reports to the management for recommendation.

- xi) Approving the chart of accounts and maintain commitment controls by monitoring and evaluating corporations' applications and accountability within the Corporation;
- xii) Maintaining compliance with applicable legal and statutory requirements for financial, tax and other requirements to minimize losses, interests and penalties and Interpreting government accounting policy and applying it in all operations of the Corporation;
- xiii) Evaluating opportunities and risks to ensure decisions are aligned with the overall financial strategy.
- xiv) Responding to auditors' comments concerning finances and operations and oversee required action to address deficiencies;
- xv) Conducting performance appraisals and performance management to staff and recommending appropriate training for the staff;

b) Person Specification

For appointment to this grade, a candidate must have:-

- i) A minimum of ten (10) years relevant work experience four (4) of which should have been in a management role in a public or private institution;
- ii) A Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;
- iii) A Master's degree in any of the following disciplines: Business Administration, Finance, Commerce, or equivalent qualifications from a recognized university;
- iv) Certified Public Accountant CPA (K) certification or its equivalent;
- v) Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- vi) Have a certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- vii) Have proficiency in computer application skills;
- viii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

2.9. CAREER GUIDELINES FOR BUSINESS DEVELOPMENT OFFICERS.

a) Job Purpose

Business Development Officers are responsible for driving the growth and expansion of the Corporation by identifying and capitalizing on new business opportunities. They are responsible for establishing and nurturing relationships with potential customers, partners, and stakeholders to achieve strategic objectives and increase revenue.

b) Functions

- i) Monitoring market and analyzing competitor trends and prices;
- ii) Undertaking market research for new products, potential suppliers and regional market trends;
- iii) Devising and implement business strategies for domestic and international trade;
- iv) Prospecting and recommend business opportunities;
- v) Developing new products and markets, expand and diversify trade;
- vi) Establishing partnerships and linkages to avail relevant products and services;
- vii) Negotiating partnerships and aligning it with the corporation's strategic plan;
- viii) Participating in National, Regional and International Trade Missions;
- ix) Developing promotion and incentives package;
- x) Facilitating access to trade finance;
- xi) Responsible for driving innovation to gain competitive advantage;

c) Grading Structure

The Career Guideline establishes four (4) grades of Business Development Officers who will be designated and graded as follows:

Designation	KNTC Job grade
Business Development Officer	6
Senior Business Development Officer	5
Principal Business Development Officer	4
Business Development Manager	3

Note: *The grade of Business Development Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the minimum recognized qualifications for the cadre:

- i) Bachelor Degree in Marketing, Business Administration/Management or any other related field
- ii) Masters degree in any of the following: Marketing, Business Administration Commerce or its equivalent qualification from a recognized institution.
- iii) Registration with Institute of Certified Public Accountants of Kenya (ICPAK).
- iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- v) Supervisory Course lasting not less than four (4) weeks from a recognized institution.
- vi) Computer proficiency.
- vii) Fulfill the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.9.1. BUSINESS DEVELOPMENT OFFICER, JOB GRADE, KNTC 6

a. Job Specifications

The functions of Senior Business Development Officer will entail:

- i) Generating business development ideas
- ii) Participating in gathering domestic and foreign market intelligence and research.
- iii) Drafting new product line ideas for review and consideration;
- iv) Participating in analyzing assigned market segments and recommend business development ideas;
- v) Participating in trade exhibitions and trade fairs
- vi) Participating in research on business development and innovation options available to the organization
- vii) Participating in designing market surveys materials and gathering of information pertinent to the Corporation's continuous growth;
- viii) Disseminating market surveys materials;
- ix) Participating in knowledge management by sharing information and business development materials;
- x) Participating in collating evidences for Quarterly Performance Reports.
- xi) Performing administrative tasks such as preparation of strategic plans, budget, work plans and performance contracts for the Business Development Division

b. Person Specifications

For appointment to this grade, an officer must have:

- i) Bachelor Degree in Marketing, Business Administration/Management or related field
- ii) Proficiency in computer applications
- iii) Fulfilling the requirements of Chapter Six of the Constitution

c. Key Competencies and Skills

- i) Business development skills
- ii) Analytical skills;
- iii) Communication and reporting skills;
- iv) Interpersonal and negotiation skills; and
- vii) Team player.

2.9.2. SENIOR BUSINESS DEVELOPMENT OFFICER, JOB GRADE KNTC 5

a) Job Specifications

The functions of Senior Business Development Officer will entail:

- i) Undertaking domestic and foreign market intelligence gathering and research.
- ii) Developing new product line ideas for review and consideration;
- iii) Guiding in analyzing assigned market segments and recommend business development ideas;
- iv) Organizing participation in trade exhibitions and trade fairs
- v) Undertaking research on business development and innovation options available to the organization
- vi) Supporting in designing market surveys materials and gathering of information pertinent to the Corporation's continuous growth;
- vii) Organizing and managing the distribution of market surveys materials;
- viii) Supporting implementation of knowledge management and knowledge sharing framework through sharing information and business development materials
- ix) Collating evidences for Quarterly Performance Reports.
- x) Participating in development and implementation of the divisional work plan and budget in line with the overall strategic objectives and government performance contract;

- xi) Analyzing and interpret and recommend new products or services based on market intelligence and research;
- xii) Developing of promotional, advertising and marketing materials for the assigned segment; and
- xiii) Analyzing and interpret the results of research reports and recommend new products or services based on research analysis.

b) Person Specifications

For appointment to this grade, an officer must have:

- i) Bachelor Degree in Marketing, Business Administration/Management or any other related field
- ii) Master's Degree is an added advantage
- iii) Supervisory course lasting not less than two (2) weeks
- iv) At least four (4) years' work experience
- v) Proficiency in computer applications
- vi) Fulfill the requirements of Chapter Six of the Constitution.

2.9.3. PRINCIPAL BUSINESS DEVELOPMENT OFFICER, JOB GRADE, KNTC 4

a. Job Specifications

The functions of Senior Business Development Officer will entail:

- i) Coordinating development and implementation of business development ideas and strategies; develops new product lines, market expansion programs and promotional strategies.
- ii) Supervising continuous domestic and foreign market intelligence to ascertain and keep abreast with the economic trends and competition surrounding the business sector of the Corporation's business
- iii) Guiding development and implementation of strategies and programs aimed at marketing and business development for assigned product and/or territory;

- iv) Participating in National, Regional and International Trade Missions;
- v) Coordinating the establishment of county Aggregation centers and export warehouses
- vi) Coordinating evaluation of assigned product lines, new business ideas and recommend strategies for improvement or uptake;
- vii) Initiating development of new product lines, services and market expansion programs;
- viii) Supervising the development of promotional, advertising and marketing materials for the assigned segment;
- ix) Developing and implementing research and business development plans, procedures and techniques;
- x) Steering periodic market surveys and gather/ information pertinent to the Corporation's continuous growth;
- xi) Formulating plans or proposals for business development before researching a topic;
- xii) Guiding development, innovation and diversification of Corporation's products and services to ensure attraction large pool of customers and generating revenue for the Corporation
- xiii) Analyzing and evaluate results of interviews and surveys;
- xiv) Developing survey tools and evaluating their effectiveness;
- xv) Leading, training, coaching and mentoring teams the assigned segments;
- xvi) Coordinating the development and implementation of the divisional work plan and budget in line with the overall strategic objectives and government performance contract;
- xvii) Coordinating administrative tasks such as preparation of strategic plans, budget, work plans and performance contracts for the Division;

b. Person Specifications

For appointment to this grade, an officer must have:

- i) Bachelor Degree in Marketing, Business Administration/Management or any other related field;
- ii) Have Master's Degree in Marketing, Business Administration or any other related field from a recognized institution;
- iii) Be a member of relevant professional body;
- iv) Management Course lasting not less than four (4) weeks;
- v) At least eight (8) years' work experience with at least three (3) years in Supervisory role;
- vi) Proficiency in computer applications;
- vii) Fulfilling the requirements of Chapter Six of the Constitution.

2.9.4. BUSINESS DEVELOPMENT MANAGER, JOB GRADE, KNTC 3

a) Job Specifications

The functions of Business Development Manager will entail:-

- i) Spearheading continuous market intelligence to ascertain and keep abreast with the economic trends and competition surrounding the business sector of the Corporation's business and advise management accordingly;
- ii) Providing leadership, strategic management and day to day management of Business development and partnership services, product research and promotional strategies.
- iii) Directing all business projects, partnerships and linkages which can enhance the business of the Corporation;
- iv) Establishing and manage partnerships with Development Partners and institutions;
- v) Spearheading participation in National, Regional and International Trade Missions;
- vi) Overseeing the establishment of county Aggregation centers and export warehouses;
- vii) Overseeing the development and implementation of strategies and programs aimed at marketing and business development in the Corporation;

- viii) Overseeing the design and implementation of mechanisms for the assessment of commercial viability of KNTC's business engagements, and the evaluation of economic and strategic cost-benefit of business partnerships;
- ix) Overseeing development, innovation and diversification of Corporation's products and services to ensure attraction large pool of customers and generating revenue for the Corporation;
- x) Leading the development of new product lines, services and market expansion programs to sustain the demand of the Corporation's products and services;
- xi) Leading the process of conducting periodic market surveys and gather/ information pertinent to the Corporation's continuous growth;
- xii) Overseeing the development of promotional, advertising and marketing materials;
- xiii) Steering the implementation of marketing programs aimed at increasing the Corporation's market share;
- xiv) Leading in market research locally and internationally and develop growth strategies and plans, identify and map customer needs, monitoring existing business strengths and make reports and recommendations on successes and areas that need improvement;
- xv) Coordinate Implementation of goals, objectives and policies of the Business Development Division;
- xvi) Putting in place measures to ensure the Corporation is in tandem with the prevailing market trends;
- xvii) Overseeing implementation of corruption prevention plan and strategies in the division;
- xviii) Overseeing the development and implementation of the divisional work plan and budget in line with the overall strategic objectives and government performance contract;
- xix) Appraising staff through the performance appraisal system;
- xx) Motivating, leading, training, coaching and mentoring teams in the divisions to create an enabling environment that promotes creativity and innovation, to maximize their potential and align all the staff productivity in the desired corporate direction;
- xxi) Supervising all staff in the Division;

- xxii) Providing leadership in development of divisional budget and work plan.

b) Person Specifications

For appointment to this grade, an officer must:

- i) Bachelor Degree in Marketing, Business Administration/Management or any other related field
- ii) Have Master's Degree in Marketing, Business Administration or any other related field from a recognized institution;
- iii) Be a member of relevant professional body;
- iv) Management Course lasting not less than four (4) weeks;
- v) At least ten (10) years' work experience with at least four (4) years at management level;
- vi) Proficiency in computer applications;
- vii) Fulfilling the requirements of Chapter Six of the Constitution of Kenya.

2.10. GENERAL MANAGER, FINANCE & BUSINESS DEVELOPMENT, JOB GRADE KNTC 2

a) Job Specifications

- i) Develop and implement financial strategies that support the overall business goals of the corporation;
- ii) Manage financial operations including budgeting, forecasting, financial analysis, and reporting;
- iii) Lead and manage the finance, Accounts and Business Development teams, ensuring the teams operates efficiently and effectively;
- iv) Work closely with other departments to identify and develop new business opportunities;
- v) Conduct market research and analysis to identify trends, opportunities, and potential risks;

- vi) Evaluate and manage risk, including financial, operational, and legal risks for the department;
- vii) Build relationships with external stakeholders, including investors, financial institutions, and vendors;
- viii) Ensure compliance with all relevant regulations, laws, and standards;
- ix) Oversee Preparation and present financial reports to the Board of Directors and senior management team.
- x) Oversee all business projects, partnerships and linkages which can enhance the business of the Corporation;
- xi) Spearhead the establishment and management of partnerships with Development Partners and institutions
- xii) Manage participation in National, Regional and International Trade Missions;
- xiii) Oversee the establishment of county Aggregation centers and export warehouses
- xiv) Lead the development and implementation of strategies and programs aimed at marketing and business development in the Corporation;
- xv) Direct the design and implementation of mechanisms for the assessment of commercial viability of KNTC's business engagements, and the evaluation of economic and strategic cost-benefit of business partnerships;
- xvi) Oversee development, innovation and diversification of Corporation's products and services to ensure attraction large pool of customers and generating revenue for the Corporation;
- xvii) Lead the development of new product lines, services and market expansion programs to sustain the demand of the Corporation's products and services;

b) Person Specifications

For appointment to this grade, a candidate must have:-

- i) A minimum of twelve (12) years relevant work experience five (5) of which should have been in a management role in a public or private institution;
- ii) A Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution;
- iii) A Master's degree in any of the following disciplines: Business Administration, Finance, Commerce, or equivalent qualifications from a recognized university;
- iv) Certified Public Accountant CPA (K) certification or its equivalent;
- v) Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- vi) Have a certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
- vii) Have proficiency in computer application skills;
- viii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

2.11. CAREER GUIDELINES FOR STRATEGY AND PLANNING OFFICERS

a) Job Purpose

This cadre ensures that the Corporation develops business strategies and manages risks in the socio-economic and political environment and also ensure Compliance.

b) Functions

- i) Coordinating the development, review and implementation of policies, procedures, strategies and programmes relating to Corporate Planning, Corporate Performance Management, Quality Management, Knowledge Management, Corporate Research & Innovation, and Resource Mobilization and Partnerships
- ii) Coordinating the development, implementation, monitoring and evaluation of KNTC's strategic plan and annual work plans
- iii) Coordinating the preparation, implementation and monitoring of KNTC's performance contract
- iv) Coordinating the implementation and maintenance of KNTC's Quality Management System in line with the relevant applicable Standard(s)
- v) Coordinating KNTC's risk management function
- vi) Developing inter-agency relationships to facilitate achievement of KNTC mandate
- vii) Collaborating with international, regional and national organizations on best practice for promotion and growth of the Corporation
- viii) Developing KNTC's research agenda in coordination with other departments and stakeholders.
- ix) Coordinating research and data analysis to inform business decisions.
- x) Coordinating the preparation of periodic Corporate performance reports

- xi) Coordinating the Corporations business re-engineering processes
- xii) Coordinating quality and performance management systems e.g ISO, RRI and Kaizen;
- xiii) Developing and implementing departmental annual work plan, procurement plan and budget.
- xiv) Establishing and implementing Monitoring and Evaluation framework for the Corporation's projects and activities
- xv) Developing, implementing and reviewing of the Corporation's service delivery charter;
- xvi) Carrying out periodic risk assessment and measurement. Assess compliance with law, policies and procedures and contractual obligations.

c) Grading Structure

The Career Guideline establishes four (4) Strategy and Planning Officers who will be designated and graded as follows:

Designation	KNTC Job Grade
Strategy and Planning Officers	6
Senior Strategy and Planning Officer	5
Principal Strategy and Planning Officer	4
General Manager Strategy and Planning	2

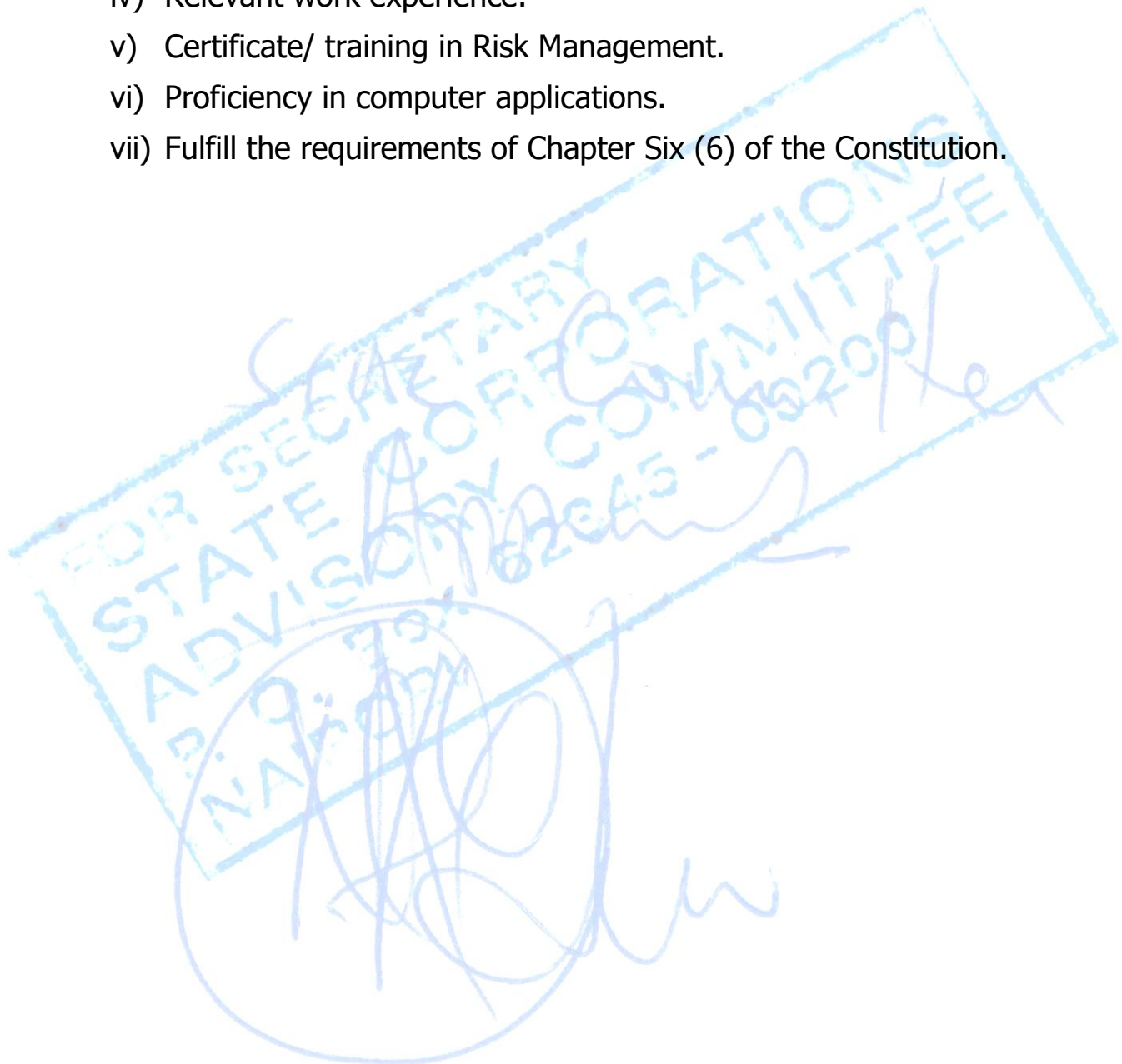
Note: *The grade of Strategy and Planning Officers /Senior Grade 6/5 will form a common establishment.*

c) Person Specifications

The following are the recognized qualifications for the entry into this Career Guideline:

- i) Bachelors Degree in any of the following disciplines: - Economics, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution.

- ii) Masters Degree in any of the following disciplines: - Economics, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution.
- iii) Be a member of Institute of Risk Management, Kenya Institute of Management (KIM), Systems Audit and Control Association (ISACA).
- iv) Relevant work experience.
- v) Certificate/ training in Risk Management.
- vi) Proficiency in computer applications.
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.



2.11.1. STRATEGY AND PLANNING OFFICER, JOB GRADE KNTC 6

a) Job Specification

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level will entail:

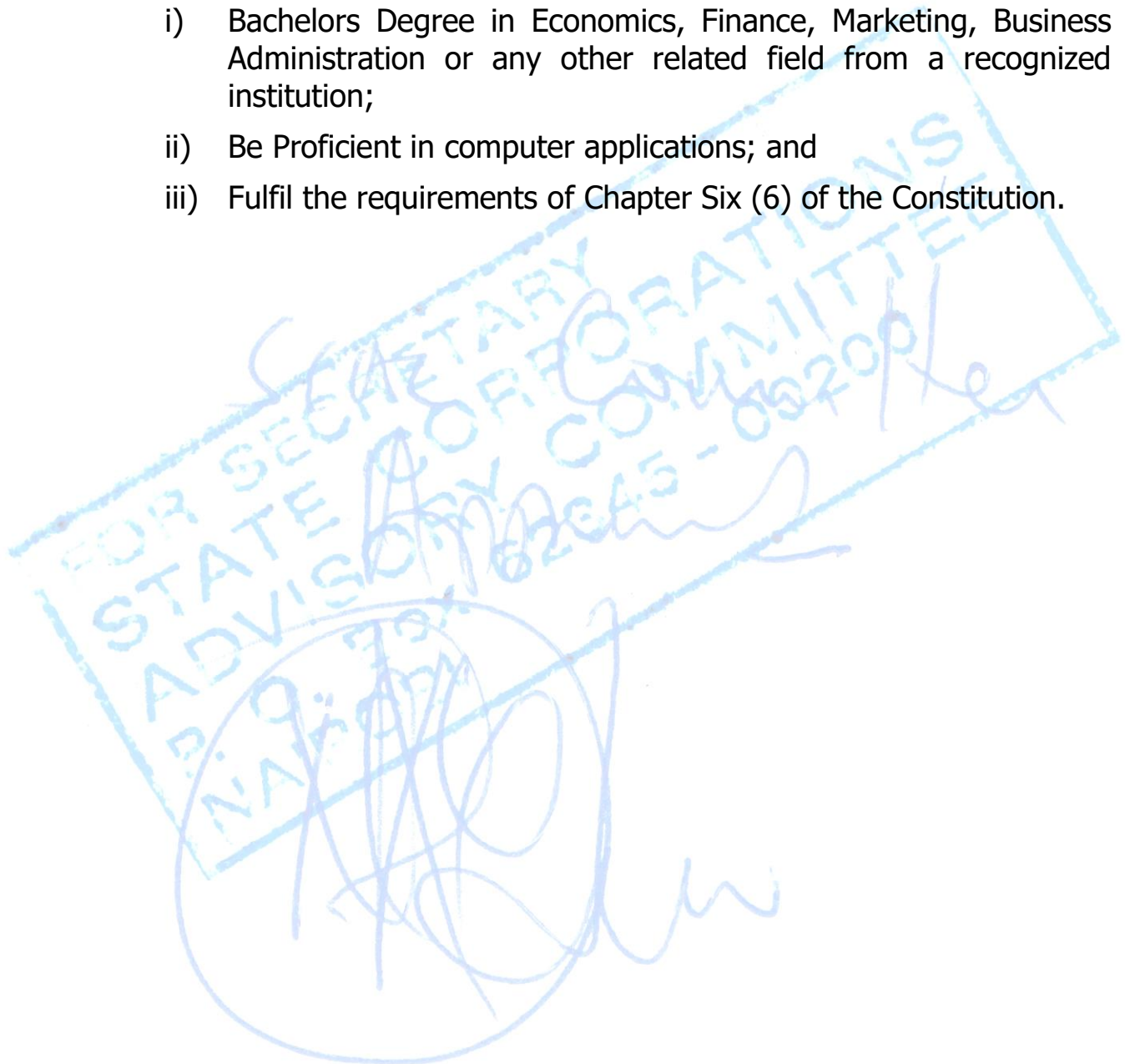
- i) Preparing and circulating knowledge material in the Corporation;
- ii) Collating departmental quarterly and annual performance reports;
- iii) Providing administrative support in the division including record keeping;
- iv) Providing data entry services in the department;
- v) Implementing quality Management systems, policies and procedures;
- vi) Updating performance contracts achievements data onto the Government Performance Contract portal;
- vii) Preparing templates to be used for risk registers, disseminating survey questionnaires and collection of data;
- viii) Utilizing data analysis Software in assessing data during surveys
- ix) Analyzing collected data and arrange data in the prescribed formats;
- x) Conducting assessments for compliance levels in different functions of the Corporation;
- xi) Preparing risk assessment reports;
- xii) Collecting innovation proposals from various departments;
- xiii) Making regular request for stationery and consumables in the department;
- xiv) Monitoring display of ISO documents in various work stations in the prescribed formats;
- xv) Assessing various policies and regulations and prepare gap analysis reports;

- xvi) Drafting proposals for quality systems improvements based on policies and procedures;

b) Person Specifications

For appointment to this grade a candidate must have:-

- i) Bachelors Degree in Economics, Finance, Marketing, Business Administration or any other related field from a recognized institution;
- ii) Be Proficient in computer applications; and
- iii) Fulfil the requirements of Chapter Six (6) of the Constitution.



2.11.2. SENIOR STRATEGY AND PLANNING OFFICER, JOB GRADE KNTC 5

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Implementing knowledge management and knowledge sharing framework in the Corporation;
- ii) Monitoring performance monitoring system to ensure organization's objectives and ensure targets are met;
- iii) Collating prepared departmental quarterly and annual performance reports;
- iv) Providing administrative support in Annual Corporate performance contract evaluation exercise;
- v) Reviewing departmental annual business plan;
- vi) Implementing quality Management systems, policies and procedures;
- vii) Evaluating developed risk registers across departments and functions;
- viii) Conducting assessments for compliance levels in different functions of the Corporation;
- ix) Preparing compliance reports as guided;
- x) Participating in quarterly ISO Management Review Meetings and capture minutes;
- xi) Liaising with internal auditors in implementing ISO internal audits and presentation of end reports;
- xii) Monitoring implementation of various innovation and improvement programs;
- xiii) Undertaking surveys and analysis of data;
- xiv) Analyzing corporate performance reports to ensure they are in prescribed formats;
- xv) Undertaking viability assessments for various projects as assigned;
- xvi) Supervising collation of performance contract reports and evidences;

- xvii) Supervising records management and filing of strategy, Risk and Compliance records

b) Person Specifications

For appointment to this grade an officer must:-

- i) Have a minimum of four (4) years relevant work experience;
- ii) Have Bachelors Degree in any of the following disciplines:- Economics, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution;
- iii) Be a member of Institute of Risk Management, Institute of Information Systems Audit and Control Association (ISACA);
- iv) Be Proficient in computer applications; and
- v) Fulfil the requirements of Chapter Six of the Constitution.

2.11.3. PRINCIPAL STRATEGY, RISK MANAGEMENT AND COMPLIANCE OFFICER, JOB GRADE KNTC4

a) Job Specification

Duties and responsibilities at this level will entail:

- i) implementation, monitoring, review and evaluation of Corporation's Strategic Plans and annual work plans;
- ii) Guiding the development, implementation, monitoring and evaluation of policies, strategies, systems and programmes;
- iii) Developing and supervise implementation of knowledge management and knowledge sharing framework in the Corporation;
- iv) Guiding the development and implementation of annual Performance Contracts for in various functions of the Corporation to ensure alignment to the Corporate performance targets and national short-and long-term plans;
- v) Designing and implement performance monitoring system to ensure organization's objectives and ensure targets are met;

- vi) Guiding and coordinate the preparation of departmental quarterly and annual performance reports;
- vii) Coordinating Annual Corporate performance contract evaluation exercise;
- viii) Cascading the Corporate performance Contract to the departmental levels;
- ix) Supervising the monitor, implementation and evaluation of Corporate and departmental performance contracts;
- x) Steering quality management programs by liaising with external consultants;
- xi) Coordinating quality and performance management systems e.g. ISO, RRI and Kaizen;
- xii) Guiding the Corporation's business process re-engineering and coordinating the implementation of various innovation and improvement programs;
- xiii) Supervising comprehensive capital/infrastructural needs assessment in consultation with user departments to inform prioritization of projects in line with Corporation's Strategic Plan, Medium Term Plan and Vision 2030;
- xiv) Supervising and appraise staff in the section;
- xv) Guiding research and analysis of data;Evaluating Medium Term Plans and Vision 2030 and recommend action plans to enhance compliance with the strategies;
- xvi) Monitoring performance and coordinate evaluation of different functions in the Corporation.
- xvii) Analyzing corporate business strategies and plans;
- xviii) Reviewing risk areas in various management action plans and advise appropriately;
- xix) Analyzing corporate performance and recommend corrective actions;
- xx) Guiding the drafting of Corporate strategic plan and Performance Contract;

b) Person Specifications

For appointment to this grade an officer must:-

- i) Have a minimum period eight (8) years relevant work experience three (3) of which should have been in a supervisory role;
- ii) Have Bachelors Degree in any of the following disciplines:- Economics, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution;
- iii) Have Masters Degree in any of the following disciplines:- Economics, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution;
- iv) Have Certificate in Monitoring and Evaluation course;
- v) Have Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- vi) Be proficient in computer applications;
- vii) Fulfilling the requirements of Chapter Six (6) of the Constitution;

2.11.4. GENERAL MANAGER, STRATEGY AND PLANNING, JOB GRADE KNTC 2

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Overseeing development, implementation, monitoring, review and evaluation of Corporation's Strategic Plans and annual work plans for effectiveness and efficiency of implementation of planned activities;
- ii) Leading development, implementation, monitoring and evaluation of policies, strategies, systems and programmes;
- iii) Coordinating implementation of the KNTC Strategic Plan;
- iv) Overseeing development and implementation of annual Performance Contracts for all staff in KNTC to ensure alignment of performance targets to the Corporation's and national short- and long-term plans;
- v) Overseeing the management of Quality management system in the Corporation;
- vi) Initiating policy formulation, reviews and administration in the Corporation;
- vii) Coordinating overall long-term and medium-term planning for the Corporation to ensure realization of the Corporation's Vision and strategic goals;
- viii) Coordinating implementation of Risk Management framework in the organization;
- ix) Approving departmental risk management plans;
- x) Coordinating the development and implementation of policies, strategies, frameworks and guidelines for all Risk Management and Quality Assurance activities in the Corporation;
- xi) Spearhead development, implementation and maintenance of systems for measuring performance against established standards, as well as monitoring performance and recommend remedial action, where necessary;

- xii) Initiate development, implementation and review of the Corporation's service delivery charter;
- xiii) Provide oversight on the Corporation's quality management framework in line with global quality assurance standards and informs the establishment of policies, procedures and systems including ISO, RRI, Kaizen and other relevant standards to achieve goals, objectives, and service delivery standards of the Corporation;
- xiv) Guiding the development and implementation of effective risk policies, appraisal, framework and measurement tools;
- xv) Spearheading development and implementation of the Corporation's Risk Management Framework.
- xvi) Coordinating the identification of performance contracting targets and annual work plans;
- xvii) Initiating the corporation's business process re-engineering in the Corporation;
- xviii) Conducting staff performance appraisal in the department;
- xix) Coordinating preparation and implementation of the corruption prevention plan and strategies in the Corporation.
- xx) Motivating, leading, training, coaching and mentoring teams in the department to create an enabling environment that promotes creativity and innovation, to maximize their potential and align all the staff productivity in the desired corporate direction;
- xxi) Overseeing the development and implementation of the departmental work plan and budget;
- xxii) Spearheading development, implementation and maintenance of systems for measuring performance against established standards, as well as monitoring performance and recommend remedial action, where necessary.
- xxiii) Coordinating and facilitate comprehensive capital/infrastructural needs assessment in consultation with user departments and prioritize projects in line with Corporation's Strategic Plan, Medium Term Plan and Vision 2030; and
- xxiv) Coordinating Management Review Meetings (MRM) for ISO standards adopted and implemented in the Corporation.

b) Person Specifications

For appointment to this grade an officer must:-

- i) Have a minimum of ten (10) years relevant work experience four (4) of which should be in a management position;
- ii) Have Bachelors Degree in any of the following disciplines:- Economics, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution;
- iii) Have Masters Degree in any of the following disciplines:- Economics, Finance, Strategy, Statistics, Marketing, Business Administration or equivalent qualification from a recognized institution;
- iv) Be a member of Kenya Institute of Management (KIM), Institute of Risk Management, ISACA;
- v) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- vi) Be Proficient in computer applications; and

2.12. CAREER GUIDELINES FOR HUMAN RESOURCE MANAGEMENT OFFICERS

a) Job Purpose

Human Resource Management Officers ensure that the Board efficiently utilizes the Corporation's workforce to maximize on performance, productivity and also to administer day to day human resource services to deliver on its mandate. The officers also implement policies and plans pertaining to compensation and benefits, industrial relations and performance management.

b) Functions

- i) Facilitating the development of organization structures that provides a system of well-coordinated functions and relationships for realization of Corporation objectives;
- ii) Developing and implementing HR strategies, policies and practices and coordinate human resource initiatives aimed at achieving KNTC strategic objectives;
- iii) Managing of the terms and conditions of service including recruitment, promotions, personnel emoluments and review of the same;
- iv) Initiating the development and review of Human Resources policies and procedures.
- v) Coordinating staff training and development.
- vi) Co-ordinating employee satisfaction, work environment and salary surveys and ensure issues raised are resolved in a timely manner and within the Corporation's best interests.
- vii) Designing human resource plans for career progression and succession management and maintaining optimal staffing levels;
- viii) Facilitating and coordinate implementation of the performance management system for high performance culture; and
- ix) Overseeing training needs assessment and organizing appropriate intervention programs for staff training and development.

c) Grading Structure

The Career Guidelines establishes four (4) grades of Human Resource Management who will be designated and graded as follows:

Designation	KNTC Grade	Job
Human Resource Management Officer	6	
Senior Human Resource Management Officer	5	
Principal Human Resource Management Officer	4	
Manager, Human Resource Management	3	

Note: *The grade of Human Resource Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the recognized minimum qualifications for this cadre:

- i) Bachelors Degree in Human Resource Management or equivalent qualification from a recognized Institution;
- ii) Masters Degree in Human Resource Management or equivalent qualification from a recognized Institution;
- iii) Higher Diploma/ Diploma in Human Resource Management or equivalent qualification from a recognized Institution;
- iv) Member of Institute of Human Resources Management (IHRM)
- v) Valid Practicing License;
- vi) Management Course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer application skills; and
- viii) Fulfill the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.12.1. HUMAN RESOURCE MANAGEMENT OFFICER, GRADE KNTC 6

a) Job Specifications

This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.

Duties and responsibilities will entail:

- i) Verifying information relating to recruitment and performance appraisal;
- ii) Assisting in payroll administration;
- iii) Assisting in updating human resource records in an accurate and timely manner;
- iv) HR records management
- v) Assisting with coordinating of in-house training events;
- vi) Drafting human resource correspondences;
- vii) Processing and monitoring employee leave records;
- viii) Assisting in human resource recruitment process and performance appraisal; and
- ix) Assisting in implementing health and safety programs,
- x) Implementing programs for mainstreaming on employee health, gender mainstreaming, disability mainstreaming and prevention of drug abuse.

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Bachelors degree in Human Resource Management or equivalent related qualification from a recognized Institution;
- ii) Membership to professional body (IHRM - Kenya)
- iii) Be proficient in computer application skills; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.12.2. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE KNTC 5

a) Job Specifications

Duties and responsibilities at this level will entail:

- i) Administering benefits and welfare scheme within the framework of human resource management objectives;
- ii) implementing the Corporation's Training Programme to ensure achievement of the training objectives;
- iii) Coordinating the recruitment and selection process according to human resource policy and procedures Manual to ensure transparency and fairness.
- iv) Implementing exit management procedure to ensure seamless and positive transition for departing employee
- v) Preparing orientation programme to new staff, and ensure new staff at all levels receive appropriate orientation to the organization.
- vi) Implementing compensation and benefit strategies by coordinating periodic salary surveys, satisfaction and engagement surveys and designing compensation packages that motivate staff.
- vii) Supporting and suggest improvements to the entire recruitment process to ensure transparency and fairness during the process;
- viii) Tracking the recruitment process and compiles monthly reports for reporting and future referencing;
- ix) Monitoring human resource metrics, that is, turnover rates and cost per hire to help make better hiring decisions;
- x) Undertaking training needs analysis, projections and develop training programs to ensure the training function is systematic towards enhancement of performance;
- xi) Consolidating information and amendments for payroll processing.
- xii) Processing the monthly human resource payroll in a timely documented manner to ensure completeness and accuracy;
- xiii) Carrying out job analysis and advice on review of job descriptions for proper job evaluation to determine the relative worth of jobs to ensure fair remuneration;

- xiv) Ensuring that all exiting staff clearance form are submitted before final dues are processed to ensure non-liability of Corporation's property;
- xv) Organizing and host in-house staff training activities, this help employees acquire new skills, knowledge and attitudes to perform their jobs and consequently improving on performance;
- xvi) Attending interviews for projects and other collaborative partners to provide human resource input to adhere to laid down policies and procedures;
- xvii) Inducting new employees on work processes including Human Resource Policies and Procedures, rules and regulations for ease of assimilation and on boarding;
- xviii) Preparing indents based on available vacancy to attract interest, communicate quickly so as to provide a clear response and mechanism;
- xix) Validating training database to ensure accurate data to inform decision making.
- xx) Coordinating the interview process and provide interview outcome summary to guide on appointment of the most suitable candidate.
- xxi) Facilitating administration of staff benefits and compensation as stipulated in the human resource policies to improve employee morale.
- xxii) Participating in investigation to resolve issues/conflicts in the workplace with close collaborations with immediate supervisors to ascertain truthfulness of the issue.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have at least four (4) years relevant work experience;
- ii) Have Bachelors degree in Human Resource Management or equivalent qualification from a recognized Institution;
- iii) Masters Degree in Human Resource Management or equivalent qualification from a recognized Institution an added advantage

- iv) Higher National Diploma/ Diploma in Human Resource Management or equivalent qualification from a recognized Institution;
- v) Be registered with the Institute of Human Resource Management;
- vi) Be proficient in computer application skills;
- vii) Have shown merit and ability as reflected in work performance and results; and
- viii) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition an officer must demonstrate:

- i) Knowledge of Kenya Labour laws
- ii) Communication and reporting skills;
- iii) Interpersonal skills;
- iv) Basic counseling skills;
- v) Organizational skills;
- vi) Team player.

2.12.3. PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER, JOB GRADE KNTC 4

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Managing staff recruitment and selection in adherence to laid down policies and procedures to ensure transparency and fairness.
- ii) Coordinating the implementation of the performance management system to provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.
- iii) Managing staff training and development to enhance performance improvement and productivity;

- iv) Managing payroll system and administration to ensure accurate payroll data and timely remittance of statutory deduction;
- v) Managing and administer staff welfare and benefits requirement including Medical cover, pension scheme, group life, group personal accident, Work Injury Benefit Act (WIBA) and public liability to improve employee morale, safety and create a better workplace culture;
- vi) Coordinating development and implementation of employee assistance program to support employees navigate personal problems that may be adversely affect their performance;
- vii) Mentoring, guiding and supervising staff within the section to facilitate implementation of HR Programmes to realize the department's objectives
- viii) Coordinating input in the development of the Human Resource strategies, policies and procedures;
- ix) Coordinating the Human Resource Career Guidelines, mentoring and coaching programs;
- x) Appraising staff in the section
- xi) Receiving, analyzing and following up on employee grievances and complaints to ensure resolution as per the Human Resource Policy.
- xii) Carrying out workforce demand and supply forecasting and submit proposal for approval to enable the Corporation have the required human capital.;
- xiii) Coordinating the Implementation of the Human resource modules in the Corporation's Enterprise Resource Planning (ERP) to ensure that human resource processes are accurate and simple;
- xiv) Preparing and recommending disciplinary matters for the management of personnel through disciplinary committee for purposes of enhancing disciplinary control;
- xv) Verifying and maintaining human resource data and records to ensure safety, confidentiality and future reference;
- xvi) Mediating in the disciplinary procedure as an alternative disciplinary intervention to resolve, reduce or eliminate

workplace disputes as outlined in the guidelines for mediation, conciliation and negotiation and in compliance with the prevailing labour laws and regulations;

- xvii) Determining and recommending employee relations practices necessary to establish and promote a high level of employee engagement.
- xviii) Designing, developing and ensure implementation of a culture change management programme to support the Corporation in the alignment of the Corporation's strategy to its culture for achievement of the Corporation's mandates;
- xix) Preparing performance appraisal report to inform various human resource decisions in the Corporation;
- xx) Leading the implementation of the Corporation's performance management system ensuring there is adequate alignment between individual performance objectives and Corporation's objectives which is necessary to ensure all work towards the achievement of the Corporation's strategic plan.
- xxi) Developing a proactive and constructive dialogue with the union officials and employees through regular engagement.
- xxii) Monitoring human resource metrics, that is, turnover rates and cost per hire to help make better hiring decisions;
- xxiii) Managing, listening and endeavor to resolve grievances and complains from staff to facilitate a peaceful and conducive working environment;
- xxiv) Participating in the development and preparation of the units work plan, budget, quarterly and annual reports to ensure smooth running of operations in the Corporation.
- xxv) Developing orientation programmes and oversees staff induction to ensure smooth transitioning and onboarding of new recruits.
- xxvi) Administering staff separation management;
- xxvii) Analyzing staffing levels and succession planning; and
- xxviii) Undertaking recruitment and selection of staff as assigned.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have at least eight (8) years relevant work experience three (3) of which should have been at a supervisory role;
- ii) Have a Masters degree in Human Resource Management or equivalent qualification from a recognized Institution;
- iii) Have Bachelors degree in Human Resource Management or equivalent qualification from a recognized Institution;
- iv) Higher National Diploma/ Diploma in Human Resource Management or equivalent qualification from a recognized Institution;
- v) Be registered with the Institute of Human Resource Management;
- vi) Have a Valid Practicing Certificate;
- vii) Be proficient in computer application skills;
- viii) Have shown merit and ability as reflected in work performance and results; and
- ix) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and skills

In addition an officer must have:

- i) Knowledge of Kenya Labour laws
- ii) Communication and reporting skills;
- iii) Interpersonal and negotiation skills;
- iv) Supervisory skills and ability to lead teams;
- v) Mentoring, coaching and leadership skills;
- vi) Emotional Intelligence
- vii) Analytical skills;
- viii) Team player.

2.12.4. MANAGER, HUMAN RESOURCE MANAGEMENT, JOB GRADE KNTC 3

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Guide development and implementation of the Corporation's HR strategies and ensure effective contribution of the Human Resource function towards achievement of the plans;
- ii) Providing Strategic Human Resource advisory services including recruitment & selection, placement, retention, training and development, performance management, discipline, administration of staff welfare and separation.
- iii) Initiate and Implement the formulation of HR and Administrative policies, systems and procedures for the organization;
- iv) Guide the development and implementation of strategies, policies and procedures in the department.
- v) Formulate, interpret and implementation of human resource management policies, strategies, and programmes;
- vi) Oversee provision of efficient and effective support services in delivery of the Corporation's mandate.
- vii) Preside over development of timely annual work plans and budget estimates for the division;
- viii) Oversee preparation of divisional reports;
- ix) Oversee development of a Corporate strategy and business continuity management of the Division;
- x) Steer the implementation of the Corporation's Board and Management resolutions on matters affecting the division;
- xi) Create an environment that fosters teamwork and collaboration in the Corporation;
- xii) Oversee preparation of budget, annual work plans for the division;
- xiii) Oversee preparation and control of Human Resource budgets; and

- xiv) Guide recruitment, deployment, remuneration, staff performance, development and discipline of human resources;
- xv) Lead in ensuring that all employment practices, compensation, employee benefits, and human resources programs are within established standards, procedures, guidelines, and policies of the Corporation and local labour laws;
- xvi) Create linkages with the labour industry, other organizations and government departments to keep abreast and updated on developments that are relevant to the human resources process in the Corporation;
- xvii) Facilitate periodic review and update of Human Resources policies and procedures in line with changes in the regulatory and labour environment.
- xviii) Coordinate the performance management process and appraisals to ensure that it is effective and that it is linked to the staff development programmes;
- xix) Coordinate staff training and development programmes. This includes training needs analysis, evaluation of training, feedback to management, and coordination of special programmes;
- xx) Coordinate the human resources planning process including staff recruitment and selection process for the organization;
- xxi) Manage the process of staff appointments, which includes issuance, renewal and termination of contracts;
- xxii) Spearhead maintenance of a competitive compensation and benefits package that is internally equitable and externally competitive within its ability to pay;
- xxiii) Ensure provision of administrative support, which includes maintenance of personnel records, payroll administration, processing of staff benefits and management of retirement benefits scheme;
- xxiv) Ensure good employee and industrial relations through well managed staff welfare schemes, a healthy and safe working environment, effective management of disciplinary and grievance issues, and effective communication processes; and

- xxv) Coordinate employee related legal issues and advise management on appropriate course of action;
- xxvi) Coordinate with other Managers on Coaching and mentoring staff;
- xxvii) Coordinate discipline management for all staff
- xxviii) Act as a change management catalyst within the Corporation; include career development, and succession management;
- xxix) Ensure that adequate insurance coverage for staff including GPA, Group Life, Medical, WIBA;
- xxx) Appraise staff in the division.
- xxxi) Spearhead the preparation and implementation of the corruption prevention plan and strategies for the division.
- xxxii) Establish and maintain sound human resource and administrative procedures in compliance with statutory regulations
- xxxiii) Coordinate performance appraisals analyze performance and take corrective action to achieve targets;
- xxxiv) Coordinate internship and attachment programs as per the policies and procedures

b) Person Specification

For appointment to this grade, an officer must:

- i) Have at least ten (10) years relevant working experience four (4) of which should have been in management position;
- ii) Have Bachelors Degree in Human Resource Management or equivalent qualification from a recognized Institution;
- iii) Have Masters Degree in Human Resource Management or equivalent qualification from a recognized Institution;
- iv) Higher National Diploma/ Diploma in Human Resource Management or equivalent qualification from a recognized Institution;
- v) Be registered with the Institute of Human Resource Management;
- vi) Have Valid Practicing certificate;

- vii) Have Management course lasting not less four (4) weeks;
- viii) Be Proficient in computer application skills;
- ix) Have demonstrated professional competence and administrative capability as reflected in work performance and results; and
- x) Fulfill the requirements of Chapter Six (6) of the Constitution.



2.13. CAREER GUIDELINES FOR ADMINISTRATION OFFICERS

a) Job Purpose

The Administration officers offer overall administrative support to the Corporation and are responsible for developing and implementing effective administration policies, procedures and regulations.

b) Functions

- i. Developing and implementing administrative policies and programmes
- ii. Interpreting administrative policies and circulars
- iii. Coordinating and implementation of construction projects
- iv. Maintaining buildings and equipment
- v. Managing Corporations resources and assets
- vi. Compiling administrative reports
- vii. Overseeing efficient management of Corporation properties
- viii. Overseeing provision of office accommodation
- ix. Coordinating security, cleaning and staff pool transport
- x. Overseeing maintenance and or refurbishment of assets
- xi. Preparing administrative budgets
- xii. Coordinating management of records and registries

c) Grading Structure

The Career Guidelines establishes six (6) grades of Administration Officers who will be designated and graded as follows:

Designation	KNTC Job Grade
Administration Officer	6
Senior Administration Officer	5
Principal Administration Officer	4
Manager, Administration and Estate Management	3

Note: *The grade Administration Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

- i) Bachelor's Degree in any of the following: Business Administration, Public Administration or its equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following disciplines: Business Administration, Public Administration or its equivalent qualification from a recognized institution;
- iii) Membership to a relevant professional body;
- iv) Have a certificate in management course lasting not less than 4 weeks from a recognized institution;
- v) Supervisory Skills training from a recognized institution

JOB AND PERSON SPECIFICATIONS

2.13.1. ADMINISTRATION OFFICER: JOB GRADE KNTC 6

a) Job Specifications

Duties and responsibilities at this level will entail:

- i) Preparing administrative reports
- ii) Participating in development of administrative plans and budget to facilitate purchase of appropriate office supplies and equipment.
- iii) Ensuring office equipment such as scanners, photocopiers, shredders, computers and printers are in good working condition to enhance efficiency;
- iv) Maintaining a database/inventory of all equipment in the office for accountability;
- v) Ensuring tagging of office equipment and furniture;
- vi) Typing drafts, manuscripts and process data and forward to the supervisor for amendments;

- vii) Ensuring assets are insured;
- viii) Inspecting works done by outsourced service providers;
- ix) Keeping records of payments to service providers;
- x) Administrative vehicles management;
- xi) Ensuring maintenance office equipment, facilities and assets; and generate reports on operations, maintenance and utilization;
- xii) Coordinating receiving of supplier invoices and arranging for payments;
- xiii) Coordinating payments of outsourced service providers; and
- xiv) Raising purchase requisitions as per the needs of the division and administrative services or purchases and make follow up on the purchase and distribution of the goods and service.

c) Person Specification

- i) Bachelor's degree in any of the following disciplines: Business Administration, Public Administration, or its equivalent qualification from a recognized institution;
- ii) Fulfill the requirements of Chapter 6 of the Constitution

2.13.2. SENIOR ADMINISTRATION OFFICER: JOB GRADE KNTC 5

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Supervising preparation of administrative reports;
- ii) Participating in development of administrative plans and budget to facilitate purchase of appropriate office supplies and equipment;
- iii) Ensuring office equipment such as scanners, photocopiers, shredders, computers and printers are in good working condition to enhance efficiency;
- iv) Maintaining a database/inventory of all equipment in the office for accountability;
- v) Ensuring tagging of office equipment and furniture;

- vi) Preparing drafts, manuscripts and process data and forward to the supervisor for amendments;
- vii) Ensuring assets are insured;
- viii) Inspecting works done by outsourced service providers;
- ix) Keeping records of payments to service providers;
- x) Administrative vehicles management;
- xi) Ensuring maintenance office equipment, facilities and assets; and generate reports on operations, maintenance and utilization;
- xii) Coordinating receiving of supplier invoices and arranging for payments;
- xiii) Coordinating payments of outsourced service providers; and
- xiv) Raising purchase requisitions as per the needs of the division and administrative services or purchases and make follow up on the purchase and distribution of the goods and service.
- xv) Supervising administrative officers

c) Person Specification

For appointment to this grade, an officer must:-

- i) Have at least four (4) years relevant work experience;
- ii) Have Bachelors degree in Secretarial Studies or Bachelor of Business and Office Management or equivalent from a recognized institution;
- iii) Masters Degree an added advantage;
- iv) Have Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- v) Fulfill the requirements of Chapter Six (6) of the Constitution.

d) Key Competencies and skills

In addition an officer must have:

- i) Planning skills;
- ii) Analytical;
- iii) Communication skills;
- iv) Interpersonal and negotiation skills; and
- v) Team player.

2.13.3. PRINCIPAL ADMINISTRATION OFFICER: JOB GRADE, KNTC 4

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Coordinating the insurance of assets and equipment for the Corporation;
- ii) Supervising general and outsourced administrative services;
- iii) Coordinating transport services of staff in the Corporation for efficient delivery of services;
- iv) Overseeing the Coordination of administrative activities at head office and depots;
- v) Coordinating estate management in the Corporation;
- vi) Overseeing maintenance a property profile including land details, lease terms, size of property, usage, income generated among other details;
- vii) Guiding development and implementation of property maintenance schedules;
- viii) Overseeing maintenance of the Corporation's administration vehicles and office equipment
- ix) Supervising security services in the Corporation;
- x) Supervising maintenance of the administrative inventory register;
- xi) Ensuring effective management and custody of the Corporation's assets in order to have accurate record inventory and safety of all property;
- xii) Guiding in the management of grounds maintenance and custodial services;
- xiii) Instituting transport services including repairs, maintenance, insurance and licensing of vehicles;
- xiv) Ensuring the Administration of division Staff to ensure efficient delivery of quality services through performance evaluation;
- xv) Coordinating the preparation of the division's annual budget;

- xvi) Ensuring timely response to administrative issues by communicating to stakeholders in a timely manner.
- xvii) Overseeing regular inspection of the Corporation's property and ensure a reports is done in a timely manner

b) Person Specification

For appointment to this grade, an officer must have:-

- i) Bachelor's degree in Business Administration, Public Administration or its equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following disciplines: Business Administration, Public Administration or its equivalent qualification from a recognized institution;
- iii) Membership to relevant professional body
- iv) Have a certificate in a management course lasting not less than 4 weeks from a
- v) recognized institution
- vi) Have a minimum period Eight (8) years relevant work experience, three (3) of which should have been in supervisory role;
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.13.4. MANAGER, ADMINISTRATION AND ESTATE MANAGEMENT: JOB GRADE, KNTC 3

a) Job Specifications

- i) Overseeing Administration matters including estate and property management, security services, records management and coordination of general administrative services.
- ii) Spearheading the development of policies and procedures for the division;
- iii) Spearheading the Coaching and Mentorship of divisional staff to ensure on the job experience and growth is achieved;
- iv) Overseeing the implementation of the administrative policies, procedures, strategies and programs of the division;

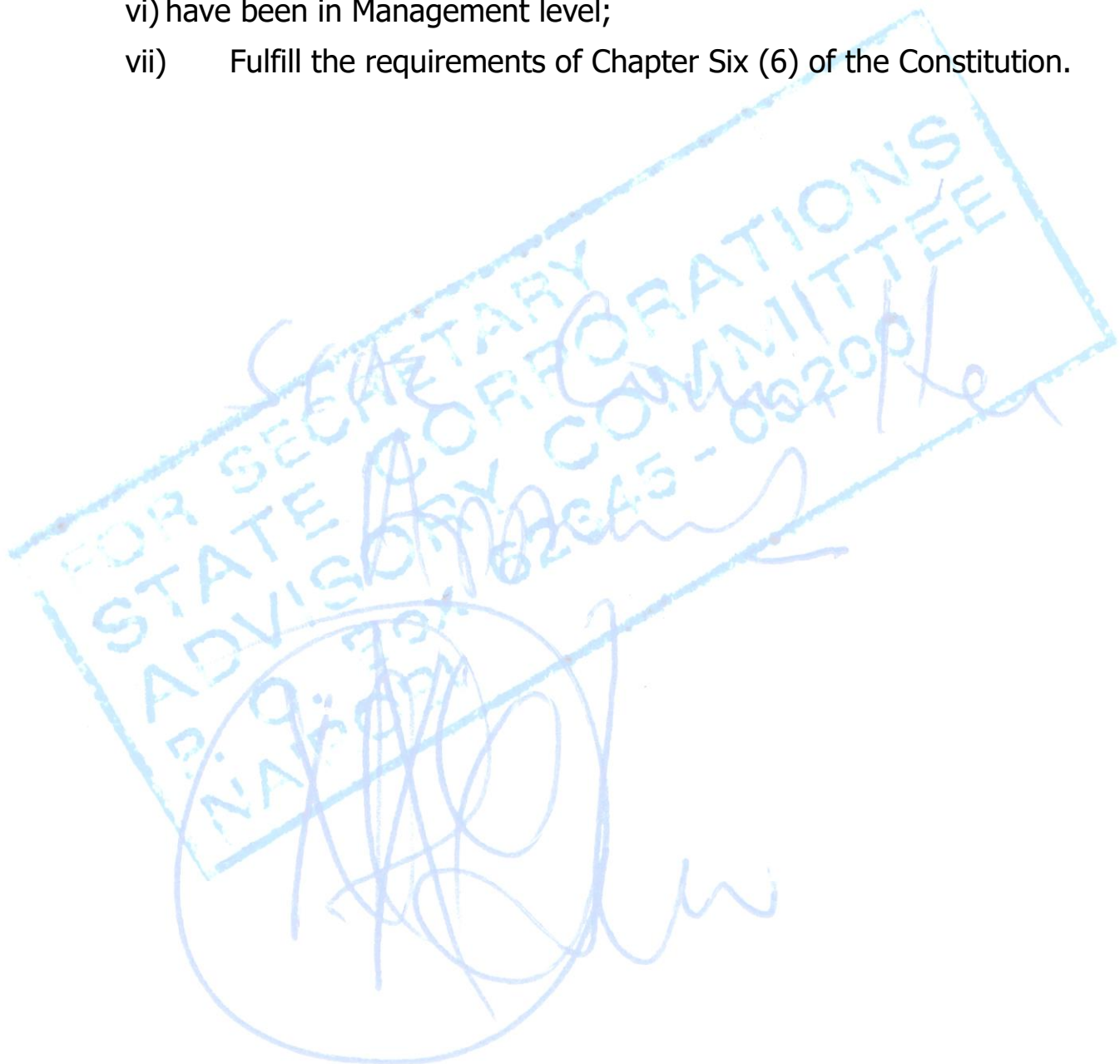
- v) Leading in the implementation of contracts for maintenance of services by outsourced vendors and ensure compliance with service level agreements (SLAs);
- vi) Overseeing the approval of lease allocations, inventories, insurance, and implementation of audit recommendations;
- vii) Ensuring the management of categorization and allocation of houses and buildings, collection and review of rent at the Corporation;
- viii) Guiding the preparation of annual plans, budget and procurement plans for the division and give input to Departmental budget;
- ix) Ensuring timely response to administrative management issues by communicating to all stakeholders for efficiency;
- x) Ensure that KNTC assets are safeguarded from loss through fraud and error by maintaining an adequate system of internal controls;
- xi) Managing outsourced administrative services;
- xii) Directing development and implementation of property maintenance schedules;
- xiii) Reviewing and approve reports on operations, maintenance and utilization;
- xiv) Ensuring all assets are insured; and
- xv) Overseeing the implementation of operational decisions;
- xvi) Conducting performance appraisal for staff in the division.

b) Person Specification

For appointment to this grade, an officer must have:-

- i) Bachelor's Degree in any of the following: Business Administration, Public Administration or its equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following disciplines: Business Administration, Public Administration or its equivalent qualification from a recognized institution;

- iii) Membership to a relevant professional body;
- iv) Have a certificate in management course lasting not less than 4 weeks from a recognized institution;
- v) Have a minimum period ten (10) years relevant work experience, four (4) of which should
- vi) have been in Management level;
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.



2.14. CAREER GUIDELINE FOR INFORMATION & COMMUNICATIONS TECHNOLOGY OFFICERS

a) Job Purpose

This cadre ensures that the Corporation leverages on IT to deliver its mandate. Responsible for ensuring the efficient operation of computer networks, hardware, software, and other ICT resources.

b) Functions

- i) Developing a comprehensive ICT strategy to support defined organizational aims and objectives for the Corporation's ICT model
- ii) Delivering an effective, resilient and responsive ICT support service to a wide range of Corporation's staff and Service users.
- iii) Directing, supporting and developing all staff and provide advice the management on general ICT training and development requirements for the wider Corporation.
- iv) Procuring a wide range of ICT goods and services and manage suppliers to ensure the highest levels of quality and customer service.
- v) Liaising with external bodies and agencies and advise the management of local, regional and national developments in the field of ICT.
- vi) Ensuring that effective ICT related research and development is undertaken in order that KNTC is well placed to take advantage of evolving technology.
- vii) Overseeing the implementation of effective mechanisms for ensuring input from staff into the ICT strategic planning process and ensuring that ICT projects are developed according to the needs of the users.
- viii) Producing an annually updated strategy implementation plan for ICT, comprising an agreed set of priorities; a corresponding budget for ICT expenditure; programme of projects; and a rolling evaluation of services.
- ix) Offering a single point of contact between the Corporation's system auditors and ICT; managing risk and ensuring business continuity for enterprise-wide and shared ICT services; and assisting in the creation of a framework for managing risk and business continuity for local ICT services.
- x) Developing an agile and standards-based ICT culture receptive to change and innovation.

- xi) Coordinating the development and maintenance of a Corporation's Information Strategy.
- xii) Establishing and maintaining links with other statutory bodies and relevant external bodies to represent the Corporation.
- xiii) Developing, implementing and maintaining platform for E-commerce to facilitate online trading while interfacing with the enterprise-wide systems including supply chain.

c) Grading Structure

The Career Guideline establishes four (4) of Information Communication Technology Officers who will be designated and graded as follows:

Designation	Job Grade KNTC
Information Communications Technology Officer	6
Senior Information Communications Technology Officer	5
Principal, Information Communications Technology Officer	4
Manager, Information Communications Technology	3

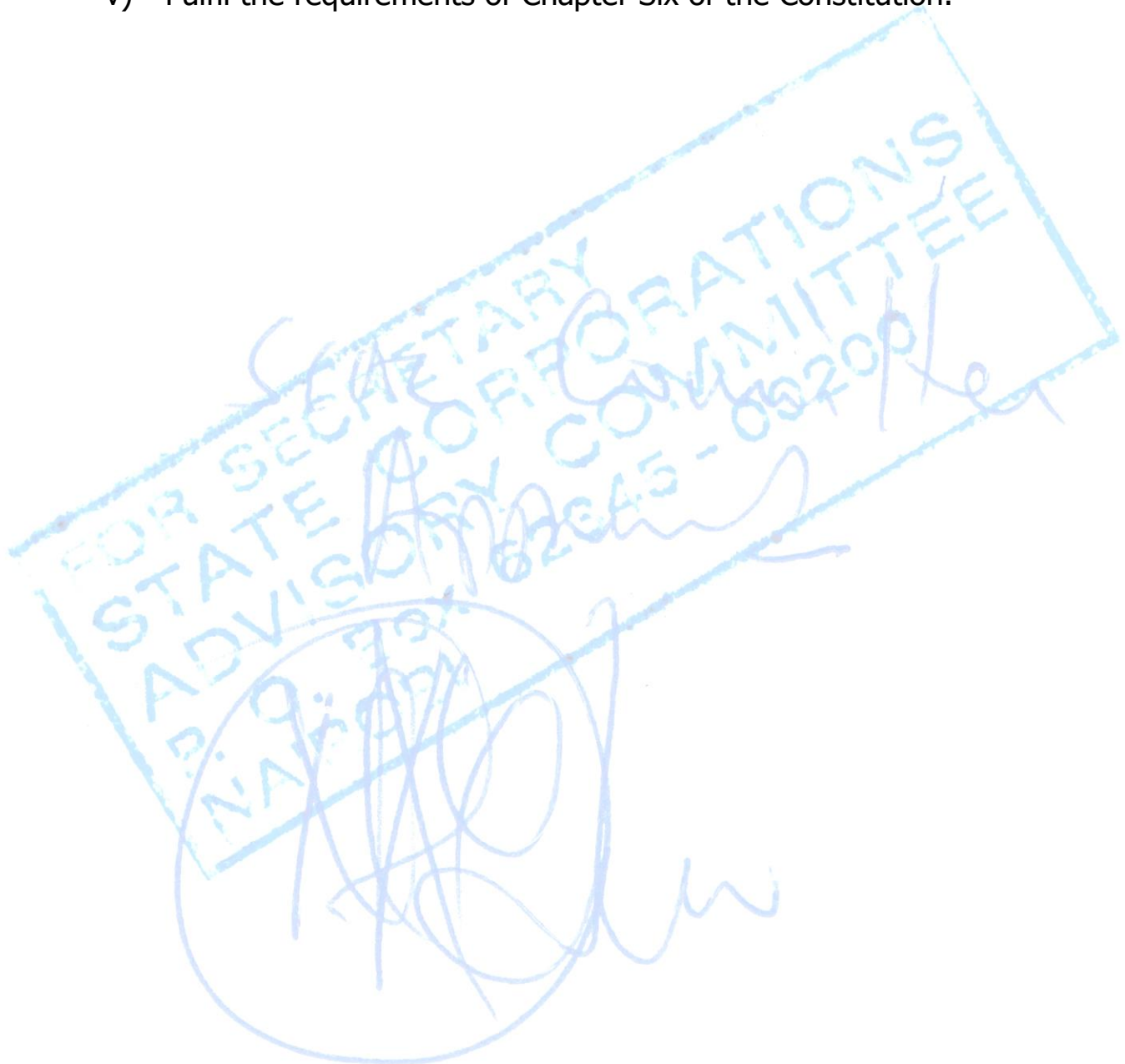
Note: *The grade of Information, Communication Technology Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the recognized qualifications for the entry into this Career Guideline:

- i) Bachelors Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.
- ii) Masters Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.

- iii) Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSA, MCSD, N+, A+ Oracle, CEH, CISSP, CISM, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent.
- iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- v) Fulfil the requirements of Chapter Six of the Constitution.



JOB AND PERSON SPECIFICATIONS

2.14.1. INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE KNTC 6

a) Job Specification

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision of a senior officer.

Duties and responsibilities at this level will entail:

- i) Evaluating systems and ensuring adherence to established performance standards;
- ii) Defining and monitoring levels of information security breach;
- iii) Undertaking Periodic review of information technology security requirements;
- iv) Incorporating security into networks;
- v) Providing security services including;
- vi) Encrypting digital signatures, access controls, data integrity, authentication exchange, traffic padding, routing control, notarization;
- vii) Analyzing, designing, coding, testing, implementing computer programs;
- viii) Overseeing the process of configuration of new Information Communication Technology equipment;
- ix) Analyzing, designing, coding, testing, implementing computer programs;
- x) Maintaining primary and disaster recovery data centres;
- xi) Compiling progress reports on the operations of ICT systems;
- xii) Developing schedules for systems analysis and designs;
- xiii) Coordinating maintenance of ICT systems; ensure development of reports on ICT standards;
- xiv) Training of Information and Communication Technology hardware and software personnel and users; and
- xv) Preparing staff performance Reports.

b) Person Specifications

For appointment to this grade an officer must have:-

- i) Bachelors Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution; and
- ii) Fulfil the requirements of Chapter Six of the Constitution.

2.14.2. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB GRADE KNTC 5

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Configuring and maintaining Local Area Network and Wide Area Network;
- ii) Carrying out systems analysis, design and programme specifications in liaison with users;
- iii) Drawing and scheduling preventive and corrective maintenance;
- iv) Providing technical ICT support to users;
- v) Preparing progress reports on ICT maintenance;
- vi) Training on ICT Hardware and software;
- vii) Supervising Installing and configuring ICT equipment and services;
- viii) Developing reports on ICT standards; and
- ix) Monitoring the use of hardware and software and ensure that all hardware is licensed.
- x) Analyzing, designing, coding, testing, implementing computer programs;
- xi) Maintaining primary and disaster recovery data centres;
- xii) Compiling progress reports on the operations of ICT systems;
- xiii) Developing schedules for systems analysis and designs;
- xiv) Coordinating maintenance of ICT systems; ensure development of reports on ICT standards;
- xv) Training of Information and Communication Technology hardware and software personnel and users; and
- xvi) Preparing staff performance Reports

b) Person Specification

For appointment to this grade an officer must:-

- i) Have a minimum of four (4) years relevant experience;
- ii) Bachelors Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- iii) Masters Degree an added advantage;
- iv) Professional certification such as CCNP, CCNA, MCSE, MCSA, N+, A+, OCP or their equivalent;
- v) Be a Member of any of ICT professional body: Computer Society of Kenya or ICT Association of Kenya.; and
- vi) Fulfil the requirements of Chapter Six (6) of the Constitution.

2.14.3. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY, JOB GRADE KNTC 4

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Coordinating system administration activities to ensure optimal performance, security and availability of information systems and networks.
- ii) Advising on ICT Systems technology options to ensure corporation's information is securely stored, managed and archived.
- iii) Coordinating backup and Disaster Recovery from a systems and database perspective to ensure business continuity and recovery in the event of a disaster being experienced.
- iv) Supervising the development and implementation of ICT automation solutions strategies that ensure that KNTC leverages on technology in all its service offerings;
- v) Supervising development and implementation of Enterprise Architecture, Data Layer Model, Network Architecture, IP

Addressing and Configuration required for internet reliant facilities/services to become fully operational.

- vi) Coordinating all activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties including project execution within the Information Security Division.
- vii) Coordinating implementation, operation and maintenance of the information security management system based on the ISO/IEC 27000 series standards, including certification against ISO/IEC 27001.
- viii) Coordinating the implementation of and review of KNTC's ICT security policies, standards, procedures and guidelines to ensure they adhere to GOK standards.
- ix) Overseeing the implementation of a comprehensive information security and privacy program to ensure data is adequately protected and accessible to authorized personnel.
- x) Overseeing the implementation of risk assessment program targeting information security and network security matters to ensure a risk aware culture is adopted and mitigations are appropriately deployed to protect KNTC information assets.
- xi) Coordinating design and implementation of computer & cybersecurity architecture including security related standard operating procedures and protocols to ensure security of the KNTC information assets.
- xii) Undertaking Performance appraisal of ICT Officers to ensure departmental objectives are achieved.
- xiii) Coordinating maintenance and updating of the corporate website as per procedure and ensure accuracy, relevance and timely updates.
- xiv) Coordinating implementation of information systems and databases.
- xv) Overseeing deployment, implementation and maintenance of ICT infrastructure.
- xvi) Planning and implementing databases to ensure appropriate storage, management and availability of information.

- xvii) Establishing the needs of users and monitoring user access and security, controlling access permissions and privileges to corporate databases.
- xviii) Liaising with ICT service providers to ensure optimal performance of outsourced ICT infrastructure and services.
- xix) Controlling access permissions and privileges of corporate databases to ensure security and availability of corporate databases to authorized users only.
- xx) Monitoring performance and managing parameters to provide fast query response to front end users and ensure optimal performance and availability of information for decision making.
- xxi) Monitoring network and internet performance to ensure optimal performance and availability of connectivity services and liaise with internet service providers in-case of downtime.
- xxii) Reviewing Database design and capacity to cater for emerging needs and requirements.
- xxiii) Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata – data about data) to ensure accurate documentation for implemented systems.
- xxiv) Testing back-up and recovery, ensuring that storage, archiving, backup and recovery procedures are functioning correctly to provide assurance that in the event of a disaster recovery can be achieved within a short period in line with Recovery Point Objective (RPO) and Recovery Time Objective (RTO).
- xxv) Ensuring database integrity and security by ensuring only authorized personnel can access corporate systems.
- xxvi) Collecting and summarize security events and data including preparing security reports and eventual remedies to be taken to ensure information assets are adequately protected.
- xxvii) Maintaining ICT security tools, maintain security escalation and contact lists and security logs to ensure the information assets are adequately protected and appropriate mitigations are deployed.
- xxviii) Offering internal management consultancy advice and practical assistance on information security risk and control matters

throughout the Corporation to ensure adoption and- foster a risk aware culture in relation to information assets.

- xxix) Carrying out information security awareness, training and educational activities to ensure staff are sensitized on information security risks and the mitigations that can be put in place to protect the information assets.

b) Person Specifications

For appointment to this grade an officer must:-

- i) Have a minimum of eight (8) years' experience in relevant work three (3) of which should be in a supervisory position;
- ii) Masters Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.;
- iii) Bachelors Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;
- iv) Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent;
- v) Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vi) Be a Member of any of ICT professional body: Computer Society of Kenya or ICT Association of Kenya;
- vii) Demonstrate merit and ability as reflected in work performance and results; and
- viii) Fulfil the requirements of Chapter Six of the Constitution.

2.14.4. MANAGER, INFORMATION COMMUNICATION TECHNOLOGY, JOB GRADE KNTC 3

a) Job Specification

Duties and responsibilities at this level will entail:

- (i) Planning and developing effective backup, disaster recovery strategies and business continuity plans;
- (ii) Developing ICT systems and standards;
- (iii) Overseeing development of ICT systems and standards;
- (iv) Developing and reviewing ICT policies and strategies; planning and managing the ICT budget, and procurement plan and contract implementation with vendors;
- (v) Overseeing implementation of ICT systems, security, and technologies;
- (vi) Ensuring compliance with all the statutory and regulatory requirements;
- (vii) Reviewing and evaluating feasibility studies and detailed specifications before implementation;
- (viii) Overseeing feasibility studies on potential areas for automation;
- (ix) Designing Local Area Network (LAN) and Wide Area Network (WAN);
- (x) Preparing ICT work plans, budgets and setting performance targets;
- (xi) Overseeing design and installation of ICT equipment and networks;
- (xii) Approving recommendations on the suitability of Information and Communication Technology equipment;
- (xiii) Managing, developing and supervising staff in the section.

b) Person Specifications

For appointment to this grade an officer must: -

- i) Have a minimum period of ten (10) years relevant work experience four (4) years' of which should be in a management role;
- ii) Masters Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution;

- iii) Bachelors Degree in any of the following disciplines: - Information Technology, Computer Science, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution.
- iv) Professional certification such as CCNP, CCNA, MCSE, MCSA, MCSD, N+, A+ Oracle, CEH, CISSP, CISM, Linux+, Network+, Microsoft Certified IT Professional (MCITP) or their equivalent.
- v) Be a Member of any of ICT professional body: Computer Society of Kenya or ICT Association of Kenya.
- vi) Have a Management Course lasting not less than four (4) weeks from a recognized institution.
- vii) Demonstrate merit and ability as reflected in work performance and results; and
- viii) Fulfil the requirements of Chapter Six of the Constitution.

2.15. CAREER GUIDELINES FOR CORPORATE COMMUNICATION OFFICERS

a) Job Purpose

Responsible for developing and implementing comprehensive corporate communication strategies that enhance the Corporation's reputation, promote its key messages, and foster effective internal and external communication, supporting the achievement of business objectives and maintaining stakeholder trust.

b) Functions

- i) Developing and implementing a comprehensive corporate communications and public relations strategy
- ii) Organizing the Corporation's corporate events;
- iii) Coordinating development, production and distribution of visual, audio visual, web-based advertisements and other broadcast media materials.
- iv) Coordinating specific events planning and management by ensuring all Corporation's events are well organized, branded with photo and video coverage.
- v) Implementing of Public Relations Strategies, policies and work plans;
- vi) Preparing the Corporation's publicity promotional materials including brochures, media articles, photography, videos, emails and flyers;
- vii) Researching, generating and disseminating information to staff to keep them abreast of emerging trends and current affairs relating to the Corporation;
- viii) Enhancing good relations with internal and external stakeholders through planning and implementing corporate social responsibility events, handling correspondences professionally and participating in local and regional initiatives;
- ix) In liaison with ICT office, updating information on the website and social media platforms;
- x) Preparing reports on matters pertaining to public relations;

xi) Collating articles for media coverage.

c) Grading Structure

The Career Guidelines establish the following grades of Corporate Communications Officers:

Designation	KNTC Job Grade
Corporate Communications Assistant	8
Senior Corporate Communications Assistant	7
Corporate Communications Officer	6
Senior Officer Corporate Communications	5
Manager, Corporate Communications and Branding	3

Note: *The grade of Corporate Communication Assistant/Senior Grade 8/7 and grade of Corporate Communications Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

The following are the recognized minimum qualifications for this cadre:

- i) Bachelors degree in Communications or equivalent qualification from a recognized institution.
- ii) Diploma in Communication or equivalent qualification from a recognized institution.
- iii) Professional qualification and membership where applicable.
- iv) Supervisory course lasting not less than two (2) weeks from a recognized institution.
- v) Fulfill the requirements of Chapter Six (6) of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.15.1. CORPORATE COMMUNICATIONS ASSISTANT, JOB GRADE KNTC 8

a) Job Specification

Duties and responsibilities at this level will entail:

- i) Compiling daily records of visitors;
- ii) Providing relevant information to visitors;
- iii) Responding to visitors queries received through calls, emails social media or other channels;
- iv) Recording visitors personal details;
- v) Receiving, guiding and directing visitors to designated offices and areas; and
- vi) Issuing visitors passes.
- vii) Dispatching mails

b) Person Specification

For appointment to this grade, a candidate must: -

- i) Have Diploma in Communications or equivalent qualification from a recognized college;
- ii) Be proficient in computer applications skills; and
- iii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.15.2. SENIOR CORPORATE COMMUNICATIONS ASSISTANT, JOB GRADE KNTC 7

a) Job Specification

The duties and responsibilities of the officer will entail: -

- i) Responding to visitors queries received through calls, emails social media or other channels;
- ii) Supervising the reception desk;

- iii) Managing and profiling walk in visitors;
- iv) Receiving and ushering guests;
- v) Maintaining daily record of visitors details;
- vi) Maintaining good ambience in the reception area;
- vii) Responding to visitors queries;
- viii) Receiving, guiding and directing visitors to designated offices and areas; and
- ix) Issuing passes to visitors.
- x) Dispatching mail

b) Person Specification

For appointment to this grade, an officer must:

- i) Have Diploma in Communications or equivalent qualification from a recognized institution with at least four (4) years relevant work experience;
- ii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

2.15.3. CORPORATE COMMUNICATIONS OFFICER, JOB GRADE, KNTC 6

a) Job Specification

An officer at this level will work under the guidance of a senior officer. The duties and responsibilities of the officer will entail:-

- i) Organizing corporate events;
- ii) Disseminating information and communication materials;
- iii) Organizing corporate social responsibility programs;
- iv) Conducting general research and analysis on media and public relations matters;
- v) Drafting communication correspondences and reports;
- vi) Processing and collating public complaints data;

- vii) Analyzing communications received from various platforms include mail, social media;
- viii) Analyzing media publications related to the Corporation;
- ix) Drafting opinions for responding to media publications related to the Corporation;
- x) Establishing a repository for KNTC communications made through various media including newspapers, online, TV and radio.
- xi) Drafting content for the website;
- xii) Filing public relations documents.

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Bachelors Degree in Communications or equivalent qualification from a recognized institution;
- ii) Be proficient in computer applications; and
- iii) Fulfilled the requirements of Chapter Six of the Constitution.

2.15.4.SENIOR CORPORATE COMMUNICATIONS OFFICER, JOB GRADE KNTC 5

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Providing input in the development of communication strategy and policy;
- ii) Organizing and supervising corporate events;
- iii) Guiding Development of information, education and communication materials;
- iv) Liaising with departments to generate content material for dissemination;
- v) Developing measures for promoting a positive corporate image of the Corporation;

- vi) Coordinating the implementation of corporate social responsibility programs; and
- vii) Handling complaints in the Corporation.
- viii) Preparation of complaints handling reports
- ix) Supervising analyses of media publications related to the Corporation;
- x) Reviewing opinions for responding to media publications related to the Corporation;
- xi) Guiding establishment of a repository for KNTC communications made through various media including newspapers, online, TV and radio.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have Bachelors degree in Communications or equivalent qualification from a recognized institution;
- ii) Masters Degree an added advantage
- iii) Have at least four (4) years relevant work experience;
- iv) Supervisory skills course lasting not less than two (2) weeks;
- v) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.15.5. MANAGER, CORPORATE COMMUNICATIONS, JOB GRADE KNTC 3

a) Job Specification

- i) The duties and responsibilities of the officer will entail:
- ii) Overseeing development of communication strategy that builds customer loyalty, brand awareness, and customer satisfaction;
- iii) Developing and implementing communications policy
- iv) Developing communication budget and plans;
- v) Organizing and supervising corporate events;

- vi) Planning and managing the design, content, and production of all marketing materials.
- vii) Overseeing creation of communication and marketing strategies for new products, launches, events, and promotions
- viii) Overseeing Development of information, education and communication materials;
- ix) Liaising with departments to generate content material for dissemination;
- x) Overseeing development and implementation of measures for promoting a positive corporate image of the Corporation;
- xi) Managing the implementation of corporate social responsibility programs; and
- xii) Directing the handling of complaints in the Corporation.
- xiii) Overseeing preparation of complaints handling reports
- xiv) Coordinating analyses of media publications related to the Corporation;
- xv) Approving opinions for responding to media publications related to the Corporation;
- xvi) Managing establishment of a repository for KNTC communications made through various media including newspapers, online, TV and radio.
- xvii) Developing divisional key performance indicators and cascade the same to divisional staff;
- xviii) Appraising divisional staff
- xix) Working with the sales and marketing division to generate new ideas and strategies.
- xx) Creating informative and interesting press releases, press kits, newsletters, and related marketing materials.
- xxi) Preparing detailed media activity reports.
- xxii) Preparing corporate speeches for the executive team.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have Bachelors degree in Communications or equivalent qualification from a recognized institution;
- ii) Masters Degree in Communications or equivalent qualification from a recognized institution;
- iii) Have at least four (10) years relevant work experience;
- iv) Have four (4) years' experience at management role;
- v) Management course lasting not less than four (4) weeks;
- vi) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.16.GENERAL MANAGER, CORPORATE SERVICES, KNTC JOB GRADE 2

a) Job Specifications

The functions of the General Manager, Corporate Services will entail:

- i) Overseeing formulation, interpretation and implementation of human resource, administration, corporate communications and information communication technology policies, strategies, and programmes;
- ii) Leading in development and implementation of effective accountability systems, policies and procedures to ensure prudent management of the Corporation administrative resources;
- iii) Establishing and maintain sound human resource, administrative, ICT and Communication procedures in compliance with statutory regulations;
- iv) Initiating the formulation of administrative policies, systems and procedures for the organization;
- v) Providing guidance and leadership on HR matters, Administration, ICT and Estate Management;
- vi) Providing overall leadership in organizational development; Guide recruitment, deployment, remuneration, talent sourcing, employee relations, training and compensation, staff performance, development and discipline of human resources

- vii) Guiding the development and implementation of strategies, policies and procedures in the department.
- viii) Guiding Formulation, interpretation and implementation of human resource management policies, strategies, and programmes;
- ix) Overseeing management of assets portfolio to maximize utilization and realize returns;
- x) Overseeing provision of efficient and effective administrative and transport services in delivery of the Corporation's mandate.
- xi) Guiding the preparation and presentation of departmental board papers;
- xii) Overseeing development of a strategy and business continuity management of the Department;
- xiii) Steering the implementation of the Corporation's resolutions on matters affecting the department;
- xiv) Creating an enabling environment that fosters teamwork and collaboration in the corporate
- xv) Coaching and mentoring staff in the department
- xvi) Overseeing preparation and implementation of departmental budget, annual work plans in line with the overall strategic objectives and government performance contract.
- xvii) Evaluating staff performance by setting departmental targets, monitoring and undertaking periodic performance appraisal for the team to meet departmental targets.
- xviii) Spearheading design, adoption and implementation of technology infrastructure and solutions for enhanced service delivery in line with the corporation's goals and changing technologies.
- xix) Evaluating staff performance by setting departmental targets, monitoring and undertaking periodic performance appraisal for the team to meet departmental targets.
- xx) Presenting departmental reports to the Board Finance & Administration committee
- xxi) Providing secretariat services to the Board Finance & Administration committee

- xxii) Regularly reviewing, analyzing performance and taking corrective action to achieve targets;
- xxiii) Supervising the implementation of the corruption prevention plan and strategies.
- xxiv) Developing effective operational policies, procedures, internal controls and systems for identifying, measuring, monitoring and controlling corporation's operations to drive the implementation of the approved strategy.
- xxv) Fostering a culture that promotes team capability and reflects the values, which facilitate performance, professionalism and innovation by staff in the corporation.
- xxvi) Fostering effective implementation and compliance with all legislative requirements relating to corporate services.
- xxvii) Initiating and evaluate approved human resource policies, procedures and processes to ensure they are aligned to corporation's strategies and inform reviewed decisions;
- xxviii) Providing technical, strategic and policy advice on ICT matters and implementation of various ICT work processes, procedures and other administrative related matters.
- xxix) Managing development of appropriate systems and procedures to maximize the safety and security of all staff, units and stakeholders.
- xxx) Directing the resolution of public complaints and customer feedback mechanism within the corporation through the Public Complaints Committee and stakeholders

b) Person Specifications

- i) Bachelors Degree in any of the following disciplines: - Business Administration, Human Resource, Communications, ICT or equivalent qualification from a recognized Institution;
- ii) Masters Degree in any of the following disciplines: - Business Administration, Human Resource, Communications ICT or equivalent qualification from a recognized Institution.
- iii) At least twelve (12) years' work experience

- iv) At least 5 Years' experience in senior management role
- v) Membership to a relevant professional body;
- vi) Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer applications;
- viii) Fulfill the requirements of Chapter Six (6) of the Constitution.

c) Key Competencies and Skills

In addition an officer must have:

- i) Strong communication and reporting skills;
- ii) Strong managerial and leadership skills;
- iii) Mentoring and coaching skills;
- iv) Attention to detail;
- v) Problem solving and analytical skills;
- vi) Interpersonal and negotiation skills;
- vii) People skills; and
- viii) Emotional Intelligence.

2.17. CAREER GUIDELINES FOR SUPPLY CHAIN MANAGEMENT STAFF

a) Job Purpose

The Supply Chain Management staff assist the Corporation to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets. The function also coordinates the logistics function.

b) Functions

- i) Development and implementation of supply chain management policies, strategies, regulations and procedures;
- ii) Maintain and safeguard procurement and disposal documents and records in accordance to the Public Procurement and Assets Disposals Act, 2015;
- iii) Monitor contract management by user departments to ensure implementation of contract in accordance with the terms and conditions of contracts;
- iv) Undertake market surveys to ascertain market trends and technology;
- v) Develop guidelines and manuals to streamline, standardize, and improve integrity of procurement processes;
- vi) Procurement and disposal of goods and services;
- vii) Assessment and evaluation of capability and performance of suppliers of goods, works and services;
- viii) Source for external suppliers and service providers;
- ix) Take stock, reconciliation and maintenance of records of goods and services;
- x) Control and monitor the location and movement of equipment and stores;
- xi) Ensure security and proper preservation of goods and stores;
- xii) Prepare annual procurement plans and ensure that procurement is carried out within approved budget;
- xiii) Develop terms of contracts and tenders for procurement of equipment, materials and services; and
- xiv) Maintain an inventory of procured equipment services, vehicles and any other related machinery.

c) Grading Structure

The Career Guidelines establishes six (6) grades of Supply Chain Management and logistics officers who will be designated and graded as below:

Designation	KNTC Job Grade
Supply Chain Management Assistant	8
Senior Supply Chain Management Assistant	7
Supply Chain Management Officer	6
Senior Officer Supply Chain Management	5
Principal Supply Chain Management Officer	4
Manager, Supply Chain Management	3

Note: *The grade of Assistant Officer Supply Chain/Senior Grade 8/7 and Supply Chain Management Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

- i) Diploma in Procurement, Purchasing, logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution;
- ii) Bachelors degree in any of the following disciplines: Procurement, Purchasing, logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution;
- iii) Have Masters in Supplies Management or its equivalent qualification from a recognized institution;
- iv) Be a member of professional body either KISM or CIPS in good standing;
- v) Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

- vi) Practicing certificate from KISM

JOB & PERSON SPECIFICATIONS

2.17.1. SUPPLY CHAIN MANAGEMENT ASSISTANT , JOB GRADE KNTC 8

a) Job Specification

This is the entry grade for Diploma holders. An officer at this level will work under supervision and guidance of a senior officer.

Duties and responsibilities at this level will entail:

- i) Receiving and issuing general supplies and stores;
- ii) Procuring stores supplies;
- iii) Collecting data on requests and outstanding deliveries;
- iv) Participating in implementation and enforcement of public procurement and disposal act and other government regulations relating supply chain management activities;
- v) Participating in disposal of obsolete items;
- vi) Keeping safe custody of stores and accountable documents;
- vii) Participating in stock taking and inventory exercises;
- viii) Inspecting the quality and quantity of goods.
- ix) Ensuring that delivery trucks are fueled and maintained in line with procedures
- x) Pursuing and acquire necessary documentation for shipment of goods/cargo
- xi) Ensuring vehicle inspections are conducted and right documentation acquired
- xii) Planning collection and delivery trips for goods
- xiii) Assisting with port clearance clerical duties
- xiv) Processing associated imprests for drivers and other expenses
- xv) Supervising truck drivers
- xvi) Monitoring vehicle movements using tracking system

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Diploma in Procurement, Supplies Chain Management, Purchasing, Logistics or warehousing or equivalent qualification from recognized institution;
- ii) Be a member of Kenya Institute of Supplies management (KISM)
- iii) Be proficient in Computer application; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.17.2. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GRADE KNTC 7

a) Job Specification

- i) An officer at this level will work under supervision and guidance of a senior officer. Duties and responsibilities at this level will entail:
- ii) Receiving and issuing general supplies and stores ;
- iii) Procuring stores supplies;
- iv) Collecting data on requests and outstanding deliveries;
- v) Participating in implementation and enforcement of public procurement and disposal act and other government regulations relating supply chain management activities;
- vi) Participating in disposal of obsolete items;
- vii) Keeping safe custody of stores and accountable documents;
- viii) Participating in stock taking and inventory exercises; and
- ix) Inspecting the quality and quantity of goods.
- x) Pursuing and acquire necessary documentation for shipment of goods/cargo
- xi) Ensuring vehicle inspections are conducted and right documentation acquired
- xii) Monitoring vehicle movements using tracking system

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Diploma in Procurement, Supplies Chain Management, Purchasing, Logistics or warehousing or equivalent qualification from recognized institution;
- ii) Four (4) years relevant work experience
- iii) Be a member of Kenya Institute of Supplies management (KISM)
- iv) Be proficient in Computer application; and
- v) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.17.3. SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE KNTC 6

a) Job Specification

This is the entry and training grade for this cadre. An officer at this level will work under guidance of a senior officer.

The duties and responsibilities will entail:-

- i) Implementing the annual procurement and disposal plans;
- ii) Providing secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- iii) Undertaking market surveys of goods, services and works;
- iv) Ensuring procured goods, services and works are as per specifications;
- v) Drafting contract documents for goods, works and services;
- vi) Initiating request for payment for goods, works and services rendered and follow up to ensure settlement; and
- vii) Sourcing for goods, works and services as per the procurement law;
- viii) Raising purchase orders for goods and services for approval;
- ix) Liaising with suppliers to ensure timely delivery of goods and services;
- x) Maintaining and updating list of prequalified suppliers;
- xi) Ensuring safe custody of procurement records; and

- xii) Participating in the opening and evaluation of quotations.
- xiii) Ensuring that delivery trucks are fuelled and maintained in line with procedures
- xiv) Pursuing and acquire necessary documentation for shipment of goods/cargo
- xv) Ensuring vehicle inspections are conducted and right documentation acquired
- xvi) Keeping maintenance schedules for vehicles and initiate requests for repairs and servicing
- xvii) Conducting regular inspection of vehicles to ensure proper maintenance, compliance with regulations

b) Person Specification

For appointment to this grade, a candidate must:-

- i) Bachelor's degree in any of the following disciplines: Procurement with specialization in Supply chain management or Logistics or Contract management or its equivalent qualification from a recognized institution;
- ii) Be a Member of professional body either KISM or CIPS in good standing
- iii) Be proficient in Computer applications; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.17.4. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE KNTC 5

a) Job Specification

The duties and responsibilities will entail: -

- i) Implementing the annual procurement and disposal plans;
- ii) Providing secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- iii) Undertaking market surveys of goods, services and works:
- iv) Ensuring procured goods, services and works are as per specifications;

- v) Drafting contract documents for goods, works and services;
- vi) Initiating request for payment for goods, works and services rendered and follow up to ensure settlement; and
- vii) Sourcing for goods, works and services as per the procurement law;
- viii) Raising purchase orders for goods and services for approval;
- ix) Liaising with suppliers to ensure timely delivery of goods and services;
- x) Maintaining and updating list of prequalified suppliers;
- xi) Ensuring safe custody of procurement records; and
- xii) Participating in the opening and evaluation of quotations.
- xiii) Ensuring that delivery trucks are fueled and maintained in line with procedures
- xiv) Pursuing and acquire necessary documentation for shipment of goods/cargo
- xv) Ensuring vehicle inspections are conducted and right documentation acquired
- xvi) Keeping maintenance schedules for vehicles and initiate requests for repairs and servicing
- xvii) Plan collection and delivery trips for goods
- xviii) Assist with port clearance clerical duties
- xix) Monitor vehicle movements using tracking system
- xx) Coordinate emergency assistance to truck drivers in transit

b) Person Specification

For appointment to this grade, a candidate must:-

- i) Have at least four (4) years relevant work experience
- ii) Bachelor's degree in any of the following disciplines: Procurement with specialization in Supply chain management or Logistics or Contract management or its equivalent qualification from a recognized institution;
- iii) Masters degree an added advantage
- iv) Be a Member of professional body either KISM or CIPS in good standing

- v) Be proficient in Computer applications; and
- vi) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.17.5. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE KNTC 4

a) Job Specification

The duties and responsibilities of the officer will entail: -

- i) Providing input into the annual procurement and disposal plans;
- ii) Implementing the annual procurement and disposal plans;
- iii) Coordinating procurement of goods, works and services;
- iv) Preparing contract documents for goods, works and services;
- v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- vi) Providing secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- vii) Overseeing periodic and annual stocktaking exercise;
- viii) Coordinating disposal of obsolete and unserviceable assets; and
- ix) Preparing draft statutory reports to PPRA.
- x) Planning collection and delivery trips for goods
- xi) Overseeing Fleet management
- xii) Pursuing and acquiring necessary documentation for shipment of goods/cargo
- xiii) Ensuring vehicle inspections are conducted and right documentation acquired
- xiv) Carrying out port clearance duties
- xv) Processing associated imprests for drivers and other expenses
- xvi) Supervising truck drivers
- xvii) Monitoring vehicle movements using tracking system
- xviii) Facilitating emergency assistance to truck drivers in transit
- xix) Conducting appraisals for drivers under supply chain

b) Person Specification

For appointment to this grade, a candidate must: -

- i) Have at least eight (8) years relevant work experience three (3) of which should have been at supervisory level;
- ii) Bachelors degree in any of the following disciplines: Procurement, Purchasing, logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution;
- iii) Have Masters in Supplies Management or its equivalent qualification from a recognized institution;
- iv) Be a member of professional body either KISM or CIPS in good standing;
- v) Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vi) Practicing certificate from KISM
- vii) Be proficient in Computer applications;
- viii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.17.6. MANAGER, SUPPLY CHAIN MANAGEMENT, JOB GRADE KNTC 3

a) Job Specification

The duties and responsibilities of the officer will entail: -

- i) Developing and coordinating the preparation of annual procurement and disposal plans and their implementation;
- ii) Coordinating procurement and disposal activities in the Corporation;
- iii) Preparing contract documents for goods, works and services;
- iv) Custodian of contract documents;
- v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- vi) Providing secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- vii) Coordinating disposal of assets activities;

- viii) Providing professional advice on procurement of goods, works and services and disposal of assets;
- ix) Preparing statutory reports to PPRA;
- x) Interpret and implement the Public Procurement and Disposal Act 2015 and its regulations and other statutes, policies, rules and regulation that may impact on the Supply Chain Management;
- xi) Sourcing for suppliers and Procure goods for administrative use
- xii) Asset disposal
- xiii) Advising the Accounting officer on public procurement and asset disposal matters
- xiv) Providing Logistics services
- xv) Developing and implement procurement and disposal plans
- xvi) Developing and implement procurement strategies and internal procedures.
- xvii) Collaborating with channel partners, such as suppliers, intermediaries, third-party service providers, and internal customers.
- xviii) Undertaking market survey
- xix) Reviewing procurement needs of the Corporation;
- xx) Ensuring that staff performance appraisal is conducted;
- xxi) Preparing and implementing the corruption prevention plan and strategies.
- xxii) Developing and coordinating the preparation of annual logistics plans and their implementation;
- xxiii) Preparing annual logistical budget
- xxiv) Custodian of logistical documents;
- xxv) Supervision and Liaising with the user department to ensure effective implementation of logistical activities
- xxvi) Assisting in export procedures, documentation and tracking of goods in transit
- xxvii) Providing clearing and forwarding professional services
- xxviii) Providing professional advice on logistics and fleet management
- xxix) Undertaking regular research on transport business, new trends, viable ventures and recommend to the Logistics Manager for consideration.

xxx) Coordinating divisional performance and appraisal.

b) Person Specification

For appointment to this grade, an officer must: -

- i) Have at least ten (10) years relevant work experience four (4) of which should have been in a management position;
- ii) Bachelor's degree in any of the following disciplines: Procurement, Purchasing, logistics, Business Administration, Commerce, Economics, Finance, Law, Education or its equivalent qualification from a recognized institution;
- iii) Have Masters Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- iv) Be a member of a professional body either KISM or CIPS in good standing;
- v) Hold a practicing certificate from KISM
- vi) Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii) Be proficient in Computer applications;
- viii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.18. CAREER GUIDELINES FOR INTERNAL AUDIT OFFICERS

a) Job Purpose

Internal audit officers provide independent and objective assurance to enhance and improve the effectiveness of risk management, control, and governance processes within the Corporation.

b) Functions

- i) Provide independent, objective assurance and consulting activity designed to add value and improve the operations of the Corporation;
- ii) Provide a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes;
- iii) Conduct Internal Audit reviews and assess the adequacy and effectiveness of internal controls;
- iv) Serve as the eye and ears of the board audit committee, being an essential component in the system of checks and balances;
- v) Provide assurance on compliance to regulatory requirements, policies, and procedures;
- vi) Review the governance mechanisms of the Corporation for transparency and accountability concerning the operations, finances, and assets;
- vii) Evaluate the effectiveness and contribute to the improvement of Risk Management processes in line with International Standards for the Professional Practice of Internal Auditing (IPPF standard 2120);
- viii) Develop annual audit plans on basis of risk assessment and as set out in the Corporation strategic plan;
- ix) Implement the annual audit plan, as approved, including any special tasks and projects as requested by management and the Audit and Risk Board Committee and issue reports;
- x) Investigate significant suspected/reported fraudulent activities within the Corporation and notify Audit and Risk Board Committee and Management of the results;

- xi) Follow-up implementation and closure of Board Audit Committee's recommendations from Management;
- xii) Provide secretariat services to the Audit and Risk Board Committee;
- xiii) Coordinate with external auditors/agencies/assurance providers in enhancing the quality of the engagements on the Corporation's operations;
- xiv) Prepare annual budgets, monthly, quarterly, and annual progress reports showing achievements of the department against planned targets, providing justification for performance variances and defining areas for improvement;
- xv) Provide career development, coaching, training, and skill-building for staff in the department to meet both Corporation's and personal development goals;
- xvi) Set and evaluate performance targets for staff in the department; and
- xvii) Build and maintain relationships with key stakeholders through regular engagements by providing feedback on audit areas and /or market trends.

c) Grading Structure

The Career Guidelines establishes four (4) grades of Internal Audit officers who will be designated and graded as below:

Designation	KNTC Job Grade
Internal Audit Officer	6
Senior Officer internal Audit	5
Principal Internal Audit	4
General Manager, Internal Audit	2

Note: *The grade of Internal Audit Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Qualifications

- i) Bachelor's degree in any of the following fields: Finance, Economics, Business Administration, Business Management, Commerce, Accounts, or equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following fields: Finance, Economics, or any other relevant social science or equivalent qualification from a recognized institution;
- iii) Certified Public Accountant of Kenya (K) or its equivalent qualification and Certified information systems Auditor (CISA) or Certified Fraud Examiner (CFE) or Certified Internal Auditor (CIA) or an equivalent;
- iv) Member in good standing in any of the following; Institute of Certified Public Accountants of Kenya (ICPAK); and/or Institute of Internal Auditors (IIA); and/or Information Systems Audit and Control Association (ISACA) ; and/or Association of Certified fraud examiners (ACFE), Certified Risk Management Professional (CRMP)
- v) Twelve (12) years' relevant work experience, five (5) of which must be at a senior management role;
- vi) Certificate in a Leadership course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer application skills;

JOB & PERSON SPECIFICATIONS

2.18.1.INTERNAL AUDIT OFFICER, KNTC, JOB GRADE 6

a) Job Specification

The function of the internal audit officer will entail:

- i) Providing inputs for the update of internal audit policies and procedures for implementation;
- ii) Participating in undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and internal controls.
- iii) Performing audit tests on the internal controls in accounting, administrative and operational procedures for compliance;
- iv) Preparing draft audit reports for audit engagements executed for submission to the Senior officer, Internal Audit;
- v) Preparing draft audit test procedures, draft notifications, and draft request for information memos;
- vi) Participating in the preparation of draft risk-based audit plans, programmes and schedules for implementation;
- vii) Participating in the review of income generating activities and grants to confirm accountability and provide appropriate recommendations.
- viii) Participating in maintaining proper filing records, referencing working papers, arranging audit reports and appendices for easy retrieval.
- ix) Ensuring that the audit working paper files are complete for easy referencing.
- iii) Taking notes/minutes during entry and exit internal audit meetings and capturing audit findings for documentation and implementation.

b) Person Specifications

For appointment to this grade an officer must have:

- i) Bachelor's degree in any of the following fields: Finance, Economics, Business Administration, Business Management, Commerce, Accounts, or equivalent qualification from a recognized institution;

- ii) Fulfill the requirements of Chapter 6 of the Constitution.

2.18.2. SENIOR INTERNAL AUDITOR, KNTC, JOB GRADE 5

a) Job specification

The function of the senior internal auditor will entail: -

- i) Spearheading the drafting of internal Audit policies, procedures, manuals and guidelines for implementation;
- ii) Overseeing the review of division's audit risk-based audit plan and reports to ensure completion;
- iii) Coordinating performance appraisal, professional and educational development plans for staff in the department.
- iv) Participating in reviewing and evaluating the system of internal controls, assess their adequacy, effectiveness and proposing recommendations for their improvement.
- v) Coordinating the review of draft audit test procedures, draft notifications and draft request for information memos.
- vi) Participating in evaluating and compiling draft audit reports on completion of each audit engagement for further review
- vii) Guiding in conducting preliminary reviews of the areas to be audited and develops risk-based audit plans, programmes and schedules for implementation.
- viii) Establishing a follow up mechanism on recommendations received from all internal and external audits to ensure implementation.
- ix) Evaluating the progress and effectiveness of action taken to implement audit recommendations received from internal and external audits;
- x) Establishing appropriate means of verifying assets existence, ownership and valuation for proper accountability.
- xi) Performing audit tests on the internal controls in accounting, administrative and operational procedures for compliance.
- xii) Providing input in the review of procurement plan, annual risk based audit plan and audit strategic plan for completion.
- xiii) Performing comparability of audit findings with supporting audit evidence to confirm their accuracy;

- xiv) Coordinating audit assignments to ensure successful completion;
- xv) Participating in review of income generating activities and grants to confirm accountability and provide appropriate recommendations;
- xvi) Participating in administrative functions to ensure smooth running of the internal Audit division.

c) Person Specifications

For appointment to this grade an officer must have:

- i) Bachelor's degree in any of the following fields: Finance, Economics, Business Administration, Business Management, Commerce, Accounts, or equivalent qualification from a recognized institution;
- ii) Master's degree an added advantage;
- iii) Certified Public Accountant of Kenya (CPA-K) or its equivalent qualification i.e. Certified information systems Auditor (CISA) and or Certified Internal Auditor (CIA)
- iv) Supervisory course lasting not less than two (2) weeks.
- v) At least four (4) years' relevant work experience.
- vi) Fulfill the requirements of Chapter 6 of the Constitution.

2.18.3. PRINCIPAL INTERNAL AUDITOR, KNTC, JOB GRADE 4

a) Job specification

The function of the principal internal auditor will entail: -

- i) Spearheading the development and implementation of Internal Audit systems, procedures and guidelines to ensure adherence.
- ii) Guiding development, implementation, evaluation and review of audit strategies and audit programmes for compliance.
- iii) Leading in providing guidance in assessing risk mitigation plans to ensure the effectiveness.
- iv) Steering in mentoring and training of department staff to ensure their professional growth and development.

- v) Guiding the development, implementation and review of the Corporation's strategic internal audit framework to ensure efficiency.
- vi) Participating in drafting the Internal Audit Charter for recommendation to the Manager Internal Audit.
- vii) Participating in the development of audit strategies, policies and procedures and ensure effective implementation
- viii) Conducting IT audits to provide assurance on the adequacy of IT controls to mitigate and/or manage the technology risk to acceptable levels.
- ix) Participating in the preparation of annual work plan and department's budget to ensure adequate resource allocation.
- x) Preparing the risk based annual audit plan for approval by the Board Audit Committee
- xi) Participating in the review of the draft audit reports on completion of each audit engagement and ensure issuance to Management for implementation of recommended actions
- xii) Coordinating follow up on progress of audit recommendations received from both internal and external audits and report on the same for implementation
- xiii) Coordinating the preparation of quarterly audit reports to the Board Audit Committee for their action.
- xiv) Participating in evaluating the performance of staff in the department to ascertain efficiency and effectiveness in work performance.
- xv) Participating in the preparation of the Internal Audit systems, procedures and guidelines incorporating risk-based approach for implementation.
- xvi) Guiding in conformity to acceptable standards, plans, budgets, and schedules to ensure compliance.
- xvii) Leading in performance of audit tests on the internal controls in accounting, administrative and operational procedures to assess competency.
- xviii) Participating in the review budgetary performance, financial management, transparency and accountability mechanisms and processes within the Corporation.

- xix) Participating in the review of income generating activities and grants to ensure accountability and give appropriate recommendations.
- xx) Coordinating administrative functions to ensure smooth running of the department's affairs.
- xxi) Compiling and submitting professional and academic training needs for divisional staff to the Manager Internal Auditor for action.

c) Person Specifications

For appointment to this grade an officer must have:

- i) Bachelor's degree in any of the following fields: Finance, Economics, Business Administration, Business Management, Commerce, Accounts, or equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following fields: Finance, Economics, or any other relevant social science or equivalent qualification from a recognized institution;
- iii) Certified Public Accountant of Kenya (CPA-K) or its equivalent qualification Certified information systems Auditor (CISA) and or Certified Internal Auditor (CIA)
- iv) Management course lasting not less than four (4) weeks.
- v) At least eight (8) years' work experience.
- vi) At least three (3) Years' experience in a supervisory role.
- vii) Fulfill the requirements of Chapter 6 of the Constitution.

2.18.4. GENERAL MANAGER, INTERNAL AUDIT, JOB GRADE KNTC 2

a) Job Specification

The functions of the General Manager, Internal Audit will entail:

- i) Spearheading the formulation and implementation of the internal audit policies, strategies, standards, manuals and plans incorporating risk-based approach and ensure approval and implementation to guide audit operations within the Corporation;

- ii) Spearheading the development of the Internal Audit Charter to guide the internal audit operations;
- iii) Overseeing the preparation of work programmes to ensure that audits are planned and professionally managed so as to ensure adequacy in audit findings;
- iv) Overseeing review of internal controls to confirm their effectiveness and adequacy and make recommendations to management to necessary action
- v) Advising management and the Board on best practices in governance, risk, management, and control so as to keep them abreast with emerging issues in the profession.
- vi) Overseeing special audits and investigations to ensure control weaknesses are reported in time to management for action.
- vii) Overseeing timely preparation and submission of audit reports to the Managing Director, the Board and other responsible persons for their action;
- viii) Overseeing communication of the status report resulting from audit follow ups and recommendations that affect strategic direction of KNTC for implementation.
- ix) Steering the department staff towards accomplishment of the annual, professional and academic development plans for implementation.
- x) Spearheading review operations in line with statutory requirements, applicable laws, regulations, policies and procedures to ensure compliance;
- xi) Spearheading follow up on progress of implementation of audit recommendations received from both internal and external audits together with Board resolutions to establish conformity;
- xii) Spearheading evaluation of programs/projects to establish whether results are consistent with established goals and objectives;
- xiii) Guiding on the review of budgetary performance, financial management, transparency and accountability mechanisms and processes within the Corporation so as to assure their reliability;

- xiv) Spearheading the upholding of high standards of ethics within the Corporation based on the principles of objectivity, integrity, confidentiality, and due professional care for compliance;
- xv) Overseeing review of income generating activities and grants on their accountability and give appropriate recommendations to improve efficiency and effectiveness;
- xvi) Overseeing the Corporation's system audits to ensure adequacy of the systems.
- xvii) Providing assurance of the Corporation's management operations, reliability and accuracy of financial statements, identified risks, internal controls and governance processes to ensure effectiveness and efficiency;
- xviii) Making recommendations on mitigation measures to address identified weaknesses in the system;
- xix) Leading in coaching and mentoring departmental staff to enhance productivity and retention;
- xx) Evaluating the performance of staff in the Department to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function;
- xxi) Approving audit reports for submission to the Managing Director, the Board and any other correspondences to the heads of department for their action;
- xxii) Providing secretarial and advisory services to the Board Audit Committee to ensure smooth running of the operations;
- xxiii) Liaising with external auditors to ensure monitoring and implementation of external auditor recommendations;
- xxiv) Participating in the identification of human resource requirements for the department and channeling to HR department for action;
- xxv) Coordinating the review of management responses including action taken to ensure issues raised are addressed;
- xxvi) Providing technical expertise when interviewing candidates for the internal audit department positions to ensure requirements are met;

- xxvii) Maintaining a conducive management culture by educating the management and Board on the role of the Internal Audit to reduce misunderstanding which may threaten the objectivity and independence of internal auditors;
- xxviii) Providing assurance on the extent of compliance of the Corporation with government Laws, policies, Executive Orders, rules, regulations and guidelines.
- (xxix) Appraising departmental staff

(c) Person Specifications

For appointment to this grade an officer must have:

- i) Bachelor's degree in any of the following fields: Finance, Economics, Business Administration, Business Management, Commerce, Accounts, or equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following fields: Finance, Economics, or any other relevant social science or equivalent qualification from a recognized institution;
- iii) Certified Public Accountant of Kenya (K) or its equivalent qualification and Certified information systems Auditor (CISA) or Certified Fraud Examiner (CFE) or Certified Internal Auditor (CIA) or an equivalent;
- iv) Member in good standing in any of the following; Institute of Certified Public Accountants of Kenya (ICPAK); and/or Institute of Internal Auditors (IIA); and/or Information Systems Audit and Control Association (ISACA) ; and/or Association of Certified fraud examiners (ACFE), Certified Risk Management Professional (CRMP)
- v) Twelve (12) years' relevant work experience, five (5) of which must be at a senior management role;
- vi) Certificate in a Leadership course lasting not less than four (4) weeks from a recognized institution;
- vii) Proficiency in computer application skills;
- viii) Fulfilled the requirements of Chapter Six of the Constitution;

2.19. CAREER GUIDELINES FOR OFFICE ADMINISTRATORS

a) Job Purpose

Provide office administrative services that include managing and organizing office records, typing services and attending to phone calls.

b) Functions

- i) Providing office management support services
- ii) Ensuring compliance with office protocol and etiquette by screening visitors/clients in order to restrict entry, save on time and maintain order in the office.
- iii) Managing office petty cash in the office to ensure payments for small amounts that are immaterial, such as postage, minor repairs, or day-to-day supplies.
- iv) Ensuring security and integrity of office records, equipment and documents, including Classified materials by preventing unauthorized access in order to ensure integrity and confidentiality.
- v) Ensuring security of office equipment such as scanners, computers and printers are serviced and in good working condition to enhance efficiency.
- vi) Recording information in shorthand and transcribing in typewritten form processing data and managing e-office.

c) Grading Structure

The Career Guidelines establishes six (6) grades of Office Administrators who will be designated and graded as follows:

Designation	KNTC Grade	Job
Assistant Office Administrator	8	
Senior Assistant Office Administrator	7	
Office Administrator	6	
Senior Office Administrator	5	
Principal Office Administrator	4	
Executive Assistant	3	

Note: The grade Assistant Office Administrator/Senior Grade 8/7 and Office Administrator/Senior Grade 6/5 will form a common establishment.

d) Recognized Minimum Qualifications

The following are the recognized minimum qualifications for this cadre:

- (i) Diploma in Secretarial Studies from the Kenya National Examinations Company

OR

Passed the following examinations from the Kenya National Examinations Company (KNEC);

- Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
- Shorthand III (110 w.p.m.);
- Business English III/Communications I;
- Office Management III/Office Administration and Management III;

- Secretarial Duties II;
- Commerce II;
- (ii) Bachelors degree in any of the following fields: - Business and Office Management, Secretarial studies or equivalent qualification from a recognized institution;
- (iii) Supervisory course lasting not less than two (2) weeks from a recognized institution;
- (iv) Registration with a professional body;
- (v) Proficiency in computer application skills; and
- (vi) Fulfill the requirements of Chapter Six (6) of the Constitution.

JOB AND PERSON SPECIFICATIONS

2.19.1. ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE KNTC 8

a) Job Specification

This is the entry grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: -

- i) Ensuring compliance with office protocol and etiquette by screening visitors/clients in order to restrict entry, save on time and maintain order in the office.
- ii) Managing office petty cash in the office to ensure payments for small amounts that are immaterial, such as postage, minor repairs, or day-to-day supplies.
- iii) Ensuring security and integrity of office records, equipment and documents, including Classified materials by preventing unauthorized access in order to ensure integrity and confidentiality.
- iv) Ensuring security of office equipment such as scanners, computers and printers are serviced and in good working condition to enhance efficiency.
- v) Recording information in shorthand and transcribing in typewritten form processing data and managing e-office.
- vi) Handling telephone calls and appointments; and

- vii) Ensuring good office layout

b) Person Specification

For appointment to this grade, a candidate must:

- (i) Have passed the following examinations from the Kenya National Examinations Company (KNEC);
 - i) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - ii) Shorthand III (100 w.p.m)
 - iii) Business English III/Communications I;
 - iv) Office Management III
 - v) Secretarial Duties II;
 - vi) Commerce II;
- OR**
- Diploma in Secretarial Studies from the Kenya National Examinations Council;
- (ii) Be proficient in computer applications; and
- (iii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.19.2. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GRADE KNTC 7

a) Job Specification

Duties and responsibilities at this level will entail:-

- i) Maintaining an up-to-date filing system in the office by establishing and monitoring procedures for record keeping of correspondence and file movements for archiving and ease of retrieval for future reference.
- ii) Participating in development of plans and office budget to facilitate purchase of appropriate office supplies and equipment.
- iii) Facilitating appointments by maintaining the office diary to ensure planned activities are conducted on schedule for effective service delivery.

- iv) Facilitating communication by receiving internal and external telephone calls on behalf of the office and directing them appropriately.
- v) Facilitating office correspondence by date stamping, recording in the appropriate registers for the attention of the immediate supervisor.
- vi) Typing from drafts, manuscripts or recording from dictation machines and processing data and forward to the supervisor for amendments;
- vii) Maintaining visitors' book for accountability and future reference.

b) Person Specification

For appointment to this grade, an officer must have:-

- (i) Have at least four (4) years relevant work experience;
- (ii) Have passed the following examinations from the Kenya National Examinations Company (KNEC);
 - Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - Shorthand III (120 w.p.m.);
 - Business English III/Communications I;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
 - Commerce II;

OR

Diploma in Secretarial Studies from the Kenya National Examinations Company;

- (iii) Have Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Be proficient in computer applications skills;
- (v) Have demonstrated professional competence as reflected in work performance and results; and
- (vi) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.19.3.OFFICE ADMINISTRATOR, JOB GRADE KNTC 6

a) Job Specification

Duties and responsibilities at this level will entail:-

- i) Handling telephone calls, enquiries and appointments;
- ii) Managing agendas and appointments for senior management
- iii) Ensuring security of office equipment, documents and records;
- iv) Tracking stocks of office supplies and place orders when necessary
- v) Recording information communication technology in shorthand and transcribing in typewritten form;
- vi) Submitting timely reports and prepare presentations as assigned
- vii) Maintaining e-office back up system;
- viii) Planning and organizing meetings, workshop, conferences and seminars;
- ix) Operating office equipment;
- x) Responding to correspondences;
- xi) Attending to visitors/clients; and
- xii) Organizing office travel arrangements;

b) Person Specification

For appointment to this grade, an officer must have:-

- i) Have Bachelors degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

- Have Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
- ii) Be proficient in computer applications skills;
- iii) Have demonstrated professional competence as reflected in work performance and results; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.19.4.SENIOR OFFICE ADMINISTRATOR, JOB GRADE KNTC 5

a) Job Specification

Duties and responsibilities at this level will entail:-

- i) Supervising office administrative officers and assistants;
- ii) Handling telephone calls, enquiries and appointments;
- iii) Managing agendas and appointments for senior management
- iv) Ensuring security of office equipment, documents and records;
- v) Tracking stocks of office supplies and place orders when necessary
- vi) Recording information communication technology in shorthand and transcribing in typewritten form;
- vii) Submitting timely reports and prepare presentations as assigned
- viii) Maintaining e-office back up system;
- ix) Planning and organizing meetings, workshop, conferences and seminars;
- x) Operating office equipment;
- xi) Responding to correspondences;
- xii) Attending to visitors/clients; and
- xiii) Organizing office travel arrangements;

b) Person Specification

For appointment to this grade, an officer must have:-

- i) Have Bachelors degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Have Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- ii) Be proficient in computer applications skills;
- iii) Supervisory skills training from a recognized institution;
- iv) At least 4 years relevant experience in an officer level position.
- v) Masters degree an added advantage;
- vi) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.19.5. PRINCIPAL OFFICE ADMINISTRATOR, JOB GRADE KNTC 4

a) Job Specification

Duties and responsibilities at this level will entail:-

- i) Coordinating office administrative officers and assistants;
- ii) Oversee handling of calls, enquiries and appointments;
- iii) Managing agendas and appointments for senior management
- iv) Ensuring security of office equipment, documents and records;
- v) Tracking stocks of office supplies and place orders when necessary
- vi) Recording information communication technology in shorthand and transcribing in typewritten form;
- vii) Submitting timely reports and prepare presentations as assigned
- viii) Maintaining e-office back up system;
- ix) Planning and organizing meetings, workshop, conferences and seminars;
- x) Operating office equipment;
- xi) Responding to correspondences;
- xii) Attending to visitors/clients; and
- xiii) Organizing office travel arrangements;

b) Person Specification

For appointment to this grade, an officer must have:-

- i) Have Bachelors degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Have Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- ii) Masters degree in Business Management or related fields;
- iii) At least eight (8) years relevant experience, three (3) of which must be at supervisory level;
- iv) Undertaken a management course lasting at least four (4) weeks from a recognized institution
- v) Be proficient in computer applications skills;
- vi) Supervisory skills training from a recognized institution;
- vii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.19.6.EXECUTIVE ASSISTANT, JOB GRADE KNTC 3

c) Job Specification

Duties and responsibilities at this level will entail:-

- i) In liaison with the MD, Coordinating with heads of functions in maintaining communication with Board members regarding timely preparation and compilation of board papers;
- ii) Implementing administrative services policies and procedures in the Executive office to ensure understanding and adherence to enable smooth running of processes;
- iii) Drafting routine reports on ongoing and pending works in progress being handled by the Managing Director;
- iv) Briefing the MD on daily basis on any upcoming works requiring attention and timelines for implementation;
- v) Responding to various correspondences and general emails by ensuring maintenance of the central filing system, general database and archive for ease of retrieval of documents and references;
- vi) Facilitating timely handling of service requests in MD's office by ensuring timely response to enhance cohesion with both the staff and external clients;
- vii) Documenting achievements of all the targets set out within the office;
- viii) Planning and coordinating internal and external meetings and prepare minutes for the same;
- ix) Carrying out research and draw reports on areas assigned by the Managing Director;
- x) Maintaining office records, documents and equipment;
- xi) Monitoring procedures for record keeping of correspondences, inventory and file movements;
- xii) Drafting routine correspondences for approval;
- xiii) Coordinate travel arrangements for the Managing Director and Board members;
- xiv) Regularly inspecting assets and equipment in the Executive office to ensure functionality and maintenance and general care;

- xv) Participating in the development of annual plans and budgeting process for the MD's office;

d) Person Specification

For appointment to this grade, an officer must have:-

- viii) Have Bachelors degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Have Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- ix) Masters degree in Business Management or related fields;
x) At least ten (10) years relevant experience, four (4) of which must be at management level;
xi) Undertaken a management course lasting at least four (4) weeks from a recognized institution
xii) Be proficient in computer applications skills;
xiii) Supervisory skills training from a recognized institution;
xiv) Fulfill the requirements of Chapter Six (6) of the Constitution.

e) Key Competencies and skills

In addition an officer must have:

- (i) Planning skills;
(ii) Communication skills;
(iii) Interpersonal skills; and
(iv) Team player.

2.20. CAREER GUIDELINE FOR SECURITY OFFICERS

a) Job Purpose

This cadre ensures that the Board effectively administers security services to safeguard the Corporation's properties, premises, visitors and personnel.

b) Functions

- i) Carrying out security investigations for follow up on security matters.
- ii) Monitoring security surveillance and preparation of reports.
- iii) Preparing and keeps records of all security related reports, incidents and accidents within the Corporation.
- iv) Participating in departmental budget making and procurement planning process.
- v) Patrolling the buildings and its grounds to monitor all activity and prevent vandalism, theft, fire and disturbances within the Corporation.
- vi) Co-ordinates both proprietary and outsourced security personnel.
- vii) Handling security complaints as presented in line with the security regulations and standards.
- viii) Gathering information and intelligence analysis with a view to developing preventive measures for enhancing the security of the Corporation's assets and operations.
- ix) Initiating the development and enforcement of security standards in line with the operation framework.

c) Grading Structure

The Career Guideline establishes two (2) grades of Security Officers who will be designated and graded as follows:

Designation	Job Grade KNTC
Security Officer	6
Senior Security Officer	5

Note: The grade of Security officer/Senior grade 6/5 will form a common establishment.

d) Recognized Minimum Qualifications

- (i) Bachelors degree in Criminology or equivalent qualification.
- (ii) Previous work experience as a Police officer, Kenya Defence Forces or related government security agencies.
- (iii) Supervisory course lasting not less than two (2) weeks.
- (iv) Proficiency in computer applications.
- (v) Fulfil the requirements of Chapter Six of the Constitution.

JOB AND PERSON SPECIFICATION

2.20.1.SECURITY OFFICER, JOB GRADE KNTC 6

a) Job Specification

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision of the Senior Security Officer.

Duties and responsibilities at this level will entail:

- i) Supervising the deployment of outsourced Security personnel within the Corporation.
- ii) Guiding outsourced security guards and ensuring quality services are rendered.
- iii) Enforcing security rules and regulations to safeguard the Corporation's assets against theft, pilferage, damage and terrorism.
- iv) Contributing to maintenance of linkages with law enforcement agencies to enhance security.
- v) Monitoring closed circuit television (CCTV).
- vi) Carrying out security investigations for follow up on security matters.
- vii) Monitoring security surveillance and preparation of reports.
- viii) Preparing and keeps records of all security related reports, incidents and accidents within the Corporation.
- ix) Participating in departmental budget making and procurement planning process.

- x) Patrolling the buildings and its grounds to monitor all activity and prevent vandalism, theft, fire and disturbances within the Corporation.
- xi) Co-ordinates both proprietary and outsourced security personnel.
- xii) Handling security complaints as presented in line with the security regulations and standards.
- xiii) Gathering information and intelligence analysis with a view to developing preventive measures for enhancing the security of the Corporation's assets and operations.
- xiv) Initiating the development and enforcement of security standards in line with the operation framework.
- xv) Preparing quarterly or monthly security reports for the Corporation.
- xvi) Responsible for orientation of outsourced security personnel in the Corporation.
- xvii) Receiving security reports/investigations, recommends and forward them to Senior security officer.

b) Person Specifications

For appointment to this grade an officer must have:-

- i) Bachelors degree in Criminology or equivalent qualification from a recognized institution;
- ii) Previous work experience as a Police officer, KDF or related government security agencies;
- iii) Proficiency in computer applications; and
- iv) Fulfil the requirements of Chapter Six of the Constitution.

2.20.2. SENIOR SECURITY OFFICER, JOB GRADE KNTC 5

a) Job Specification

This will be a progression grade for this cadre. An officer at this level will work under the supervision of the Principal Administration Officer.

Duties and responsibilities at this level will entail:

- i) Facilitating the supervision of outsourced security services to ensure quality security services are rendered including surveillance.
- ii) Coordinating security functions to ensure achievement of the department objectives.
- iii) Managing and implements change initiatives to achieve desired best practice plans and culture.
- iv) Conducting Fire drills
- v) Coordinating the identification of the security training needs to inform training decisions.
- vi) Participating in divisional budget making and procurement planning process.
- vii) Liaising with other security agencies to ensure security of corporation's assets and operations.
- viii) Gathering information and intelligence analysis to inform on security situation and preparedness across the corporation's operations.
- ix) Implementing the corporation's security policy and strategies in the protection of assets and business operations.
- x) Carrying out physical security inspection of the corporation's assets to ensure compliance and identify security lapses for appropriate action.
- xi) Preparing security reports and analyze incidents in the corporation and recommend appropriate action.
- xii) Participating in the motivating and developing of security staff to achieve corporation's objectives.
- xiii) Identifying, implementing and benchmarking best practices in security management.

- xiv) Enforcing adherence to security policy, rules and regulations in the corporation.
- xv) Receiving security reports/investigations, recommends and forward them to principle security officer.
- xvi) Facilitating the supervision of outsourced security services to ensure quality services are rendered in the corporation.
- xvii) Participating in security tender evaluation process to identify credible service provider.
- xviii) Preparing quarterly or monthly security reports for the corporation.
- xix) Gathering information and intelligence analysis to inform on security situations across the corporation's operations.
- xx) Responding to security matters timely by attending to crime or rescue incidents.

b) Person Specifications

For appointment to this grade an officer must:-

- i) Served in the National Police Services, National Defense Forces and any other Disciplined Forces for a period of at least four (4) years.
- ii) Bachelor's Degree in Criminology, security management or any Social Sciences from a recognized institution;
OR
- iii) Diploma in Criminology or any other relevant and equivalent from a recognized institution.
OR
- iv) Higher National Diploma in Criminology or any other relevant and equivalent from a recognized institution.
- v) Supervisory course lasting not less than two (2) weeks;
- vi) Proficiency in computer applications; and
- vii) Fulfil the requirements of Chapter Six of the Constitution.

2.21. CAREER GUIDELINE FOR RECORDS MANAGEMENT OFFICERS

a) Job Purpose

Responsible for ensuring security and safety of all records and documents including appropriately filing, maintaining and updating records.

b) Functions

- i) Developing and implementing of records management policies and procedures;
- ii) Ensuring security of files and information in a registry/archives;
- iii) Supporting handling of documents, pending correspondences and bring ups;
- iv) Implementing disposal schedules in accordance with relevant government laws and regulations;
- v) Classifying and indexing of records;
- vi) Providing support in mail management; and
- vii) Participating in maintaining, verifying and evaluating existing records management systems
- viii) Supervising of the registry; sorting and classifying documents for filing;
- ix) Storing, updating and maintaining of personnel records and file index;

c) Grading Structure

The Career Guidelines establishes three (3) grades of Records Management officers who will be designated and graded as follows:

Designation	KNTC Job Grade
Records Management Assistant	8
Senior Records Management Assistant	7
Records Management Officer	6
Senior Records Management Officer	5

Note: *The grade of Records Management Assistant/Senior Grade 7/6 and Records Management Officer/Senior Grade 6/5 will form a common establishment.*

d) Recognized Minimum Qualifications

The following are the recognized qualifications for this cadre:

- (i) Degree in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution.
- (ii) Diploma in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution.
- (iii) Supervisory Course lasting not less than two (2) weeks from a recognized institution.
- (iv) Demonstrated results in work performance.
- (v) Fulfill the requirements of Chapter Six (6) of the Constitution.
- (vi) Proficiency in computer applications.

JOB DESCRIPTION AND SPECIFICATIONS

2.21.1. RECORDS MANAGEMENT ASSISTANT, JOB GRADE KNTC 8

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Participating in Implementation of records management policies and procedures;
- ii) Providing support in security of files and information in a registry/archives;
- iii) Providing support in handling of documents, pending correspondences and bring ups;
- iv) Participating in disposal schedules in accordance with relevant government laws and regulations;
- v) Providing support in Classifying and indexing of records;
- vi) Providing support in mail management; and
- vii) Participating in maintaining, verifying and evaluating existing records management systems
- viii) Supervising of the registry; sorting and classifying documents for filing;
- ix) Storage, update and maintain of personnel records and file index;
- x) Controlling opening of open, confidential and secret files; Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- xi) Ensuring that file movement records are updated and maintained;
- xii) Ensuring receipt and proper dispatch of mails and maintaining related registers are maintained;
- xiii) Initiating disposal of files, documents and other records in accordance with Government regulations to ensure that the records kept are in line with the set standards and that the obsolete records are disposed of effectively;

- xiv) Regular reviewing of file classification and indexing schemes to maintain up to date classification and indexing;
- xv) Providing input in the preparation of the Records Workplans and procurement plan; and
- xvi) Compiling performance progress report for easy auditing of records management systems

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Diploma in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution;
- ii) Be proficient in computer applications; and
- iii) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.21.2. SENIOR RECORDS MANAGEMENT ASSISTANT, JOB GRADE KNTC 7

c) Job Specification

The duties and responsibilities of the officer will entail:

- i) Implementation of records management policies and procedures;
- ii) Providing support in security of files and information in a registry/archives;
- iii) Providing support in handling of documents, pending correspondences and bring ups;
- iv) Participating in disposal schedules in accordance with relevant government laws and regulations;
- v) Providing support in Classifying and indexing of records;
- vi) Providing support in mail management; and
- vii) Participating in maintaining, verifying and evaluating existing records management systems
- viii) Supervising of the registry; sorting and classifying documents for filing;

- ix) Storage, update and maintain of personnel records and file index;
- x) Controlling opening of open, confidential and secret files; Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained;
- xi) Planning appropriate office accommodation for records management units to ensure the safe custody of the records;
- xii) Ensuring that file movement records are updated and maintained;
- xiii) Ensuring receipt and proper dispatch of mails and maintaining related registers are maintained;
- xiv) Initiating disposal of files, documents and other records in accordance with Government regulations to ensure that the records kept are in line with the set standards and that the obsolete records are disposed of effectively;
- xv) Regular reviewing of file classification and indexing schemes to maintain up to date classification and indexing;
- xvi) Providing input in the preparation of the Records Workplans and procurement plan; and
- xvii) Compiling performance progress report for easy auditing of records management systems

d) Person Specification

For appointment to this grade, a candidate must:

- i) Have Diploma in Records Management, Information Management, Information Science, Library Science or equivalent qualification from a recognized Institution;
- ii) Four (4) years work experience
- iii) Be proficient in computer applications; and
- iv) Fulfill the requirements of Chapter Six (6) of the Constitution.

2.21.3. RECORDS MANAGEMENT OFFICER , JOB GRADE KNTC 6

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Managing the records management units in the Authority to ensure that they make available data whenever it is required for easy execution of activities that require data
- ii) Ensuring security of information, documents, files and office equipment
- iii) Supervising of the registry; sorting and classifying documents for filing
- iv) Storage, updating and maintenance of personnel records and file index
- v) Controlling the opening of confidential and secret files
- vi) Managing Custody and Maintenance of Authority documents; ensuring security of information and Records in a registry/archive.
- vii) Ensuring mails are received, sorted, opened, and dispatched and related registers are maintained
- viii) Planning appropriate office accommodation for records management units to ensure the safe custody of the records
- ix) Ensuring that file movement records are updated and maintained
- x) Ensuring receipt and proper dispatch of mails and maintaining related registers are maintained
- xi) Initiating and disposing files, documents and other records in accordance with Government regulations to ensure that the records kept are in line with the set standards and that the obsolete records are disposed of effectively
- xii) Preparing records retention and disposal schedules to be used in the entire commission
- xiii) Regularly reviewing of file classification and indexing schemes to maintain up to date classification and indexing
- xiv) Providing input in the preparation of the Records management Workplans and procurement plan

- xv) Compiling performance progress report for easy auditing of records management systems

b) Person Specification

For appointment to this grade, an officer must:

- i) Bachelor's Degree in any of the following disciplines: Records Management, Information Science Management, or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution
- ii) Be proficient in computer applications; and
- iii) Fulfilled the requirements of Chapter Six of the Constitution.

2.21.4.SENIOR RECORDS MANAGEMENT OFFICER , JOB GRADE KNTC 5

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Coordinating development of archiving policies and procedures in line with standard operating procedures.
- ii) Coordinating evaluation of records management programmes to ensure that they are implemented in line with Corporation's overall mandate.
- iii) Supervising and appraising staff under him/her and offer leadership to them in the routine provision of services in the entire records management unit;
- iv) Initiation, development, interpretation and implementation of records management policies, guidelines and procedures;
- v) Efficient and effective managing of the registry services; and
- vi) Advising on all the matters related to proper records management and practices to ensure that the Corporation has up to date practices

- vii) Ensuring proper training of records managers for efficiency and competitiveness.
- viii) Ensuring implementation and operationalization of electronic document management systems for efficient services.
- ix) Ensuring training and development of records managers for effective competitive human capital.
- x) Ensuring compliance with relevant legislation and regulations for quality services.
- xi) Guiding in classification and indexing of records to enhance compliance.
- xii) Guiding on coding of files in line with laid down procedures for quality services.
- xiii) Guiding in correct usage of color codes to enhance efficiency.
- xiv) Participating in formulating and implementing records management policies, guidelines and procedures for quality services.
- xv) Participating in budget preparation to ensure allocation of corporations to various activities within the division.
- xvi) Initiating appraisal and disposal of files/documentation in liaison with national archives and documentation services.
- xvii) Maintaining, verifying and evaluating existing records management systems for quality services.
- xviii) Monitor the induction of new employees and interns for competency.

b) Person Specification

For appointment to this grade, an officer must:

- i) At least four (4) years relevant work experience;
- ii) Bachelor's Degree in any of the following disciplines: Records Management, Information Science Management, or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution

- iii) Have a supervisory skills course lasting not less than two weeks from a recognized institution
- iv) Membership with relevant professional body;
- v) Be proficient in computer applications; and
- vi) Fulfilled the requirements of Chapter Six of the Constitution.



2.22. CAREER GUIDELINE FOR ESTATE ADMINISTRATION OFFICERS

a) Job Purpose

This cadre ensures that the Board efficiently utilizes the Corporation's properties while ensuring maintenance of premises and estates.

b) Functions

- i) Estate administration;
- ii) Maintaining company assets;
- iii) Maintaining property schedules and details;
- iv) Conducting regular inspection on properties including utilized plots, vacant lands and warehouses owned by or leased to the Corporation;
- v) Preparing property maintenance plans and schedules;
- vi) Initiating repairs and renovations on properties;
- vii) Liaising with Legal department on renewal of leases and tracking lease periods;
- viii) Initiating payments of annual rates for county governments or other properties leased;
- ix) Updating property records and profile on regular basis;
- x) In liaison with Legal office, coordinating issuance of leases;
- xi) Implementing terms and conditions captured in leases; and
- xii) Facilitating tenants/leases with letters for repairs, installations and connection of utilities like Water and Electricity.

c) Grading Structure

The Career Guideline establishes two (2) grades for Estate Administrator who will be designated and graded as follows:

Designation	KNTC Grade	Job
Estate Administrator	6	
Senior Estate Administrator	5	

NOTE: *The grade of Estate Administrator/Senior Grade 6/5 will form a common establishment.*

c) Recognized qualifications

The following are the recognized qualifications for this cadre:-

- i) Bachelors degree in Business Management, Property Management or equivalent qualification
- ii) Supervisory skills course from a recognized institution;
- iii) Proficiency in computer applications
- iv) Fulfil the requirements of Chapter Six of the Constitution.

2.22.1. ESTATE ADMINISTRATOR, JOB GRADE KNTC 6

a) Job Specification

This will be the entry and training grade for this cadre. An officer at this level will work under the supervision of the Senior Estate Administrator Officer or Senior Administration Officer.

Duties and responsibilities at this level will entail:

- i) Maintaining property schedules and details;
- ii) Conducting regular inspection on properties including utilized plots, vacant lands and warehouses owned by or leased to the Corporation;
- iii) Preparing property maintenance plans and schedules;

- iv) Initiating repairs and renovations on properties;
- v) Liaising with Legal department on renewal of leases and tracking lease periods;
- vi) Initiating payments of annual rates for county governments or other properties leased;
- vii) Updating property records and profile on regular basis;
- viii) In liaison with Legal office, coordinating issuance of leases;
- ix) Implementing terms and conditions captured in leases; and
- x) Facilitating tenants/leases with letters for repairs, installations and connection of utilities like Water and Electricity.

b) Person Specifications

For appointment to this grade an officer must have:-

- i) Bachelors degree in Business Management, Property Management or equivalent qualification;
- ii) Proficiency in computer applications; and
- iii) Fulfil the requirements of Chapter Six of the Constitution.

2.22.2. SENIOR ESTATE ADMINISTRATOR, JOB GRADE KNTC 5

a) Job Specification

This will be the progression grade for this cadre. An officer at this level will work under the supervision of the Principal Administration Officer.

Duties and responsibilities at this level will entail:

- i) Maintaining property schedules and details;
- ii) Conducting regular inspection on properties including utilized plots, vacant lands and warehouses owned by or leased to the Corporation;
- iii) Preparing property maintenance plans and schedules ;
- iv) Initiating repairs and renovations on properties;
- v) Liaising with Legal department on renewal of leases and tracking lease periods;

- vi) Initiating payments of annual rates for county governments or other properties leased;
- vii) Updating property records and profile on regular basis;
- viii) In liaison with Legal office, coordinating issuance of leases;
- ix) Implementing terms and conditions captured in leases; and
- x) Facilitating tenants/leases with letters for repairs, installations and connection of utilities like Water and Electricity.

a) Person Specifications

For appointment to this grade an officer must have:-

- i) Bachelors degree in Business Management, Property Management or equivalent qualification;
- ii) A minimum four (4) years relevant experience;
- iii) Proficiency in computer applications;
- iv) Fulfil the requirements of Chapter Six of the Constitution.

2.23.CAREER GUIDELINE FOR ARTISANS

a) Job Purpose

The purpose is to provide for a well-defined career structure, which will attract, motivate and facilitate retention of suitably qualified Artisans (Carpentry, Masonry, Welding, Painting, and Plumbing) in the Corporation.

b) Functions

Undertaking Minor installations, improvement works, repair works and maintenance works of the Corporation's facilities including Carpentry, Masonry, Welding, Painting, Fabrication, Plumbing, Mechanical works, Panel Beating / Spray Painting.

c) Grading Structure

The Career Guideline establishes two (2) grades Artisans who will be graded as follows:

Designation	Job Grade KNTC
Artisan	8
Senior Artisan	7

NOTE: The grade of Artisan/Senior grade 8/7 will form a common establishment.

d) Recognized Qualifications

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- i) Government Trade Test Certificate Grade I in the area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing) or equivalent
- ii) Fulfill the requirements of Chapter Six of the Constitution; and

- iii) Demonstrated merit and ability as reflected in work performance and results.

JOB AND PERSON SPECIFICATIONS

2.23.1. ARTISAN, JOB GRADE KNTC 8

a) Job Specification

Duties and Responsibilities will entail:-

- i) Assist in Supervision of skilled and unskilled workforce engaged on casual basis by the Corporation to perform various Engineering related tasks.
- ii) Identify maintenance requirements and report them to the Supervisor.
- iii) Carry out fabrication, repairs and maintenance activities in the area of specialization.
- iv) Carry out minor repairs, maintenance and regular servicing as required.
- v) With guidance tests, repairs and installs new equipment / machinery.
- vi) Raises requisitions for maintenance activities;
- vii) Operate machine(s) as required.
- viii) Ensure all minor infrastructural facilities, utilities and equipment are in operational status.

b) Job Specification

For appointment to this grade an officer must have:-

- i) National Trade Test Certificate II in any of the following areas: Carpentry, Masonry, Welding, plant operation, Painting and Plumbing or any other relevant and approved field from a recognized institution.
- ii) Registered with the National Construction authority
- iii) Fulfill the requirements of Chapter Six of the Constitution.

2.23.2. SENIOR ARTISAN, JOB GRADE KNTC 7

a) Job Specification

Duties and Responsibilities at this level will entail

- i) Supervising skilled and unskilled workforce engaged on casual basis by the corporation to perform various maintenance related tasks.
- ii) Identifying maintenance requirements and report them to the Supervisor for action.
- iii) Initiating procurement for various maintenance activities as per the Annual work plan and Budget
- iv) Ensuring that facilities are always in operational status to enhance services.
- v) Carrying out, fabrication, repairs and maintenance activities in the area of specialization.
- vi) Executing repairs, maintenance and regular servicing as required to enhance customer satisfaction.
- vii) Repairing equipment/ machinery (where applicable) to ensure continued service delivery.
- viii) Operating machine(s) as required.

b) Person Specification

For appointment to this grade an officer must:-

- i) Served in the grade of Artisan I or in a comparable and relevant position for at least six (4) years:
- ii) National Trade Test Certificate Grade I in any of the following areas: Carpentry, Masonry, Welding, Painting and Plumbing or any other relevant and approved field from a recognized institution
- iii) Demonstrated merit and ability as reflected in work performance and results; and
- iv) Registered with the National Construction authority

- v) Fulfilled the requirements of Chapter Six of the Constitution.



2.24. CAREER GUIDELINES FOR DRIVERS

a) Job Purpose

Drivers will be responsible for the provision of safe and timely transportation of authorized passengers and goods as well as the proper maintenance of the Corporation's vehicles.

b) Functions

Providing driving services in the Corporation.

c) Grading Structure

The Career Guideline establishes four (4) grades of drivers who will be designated and graded as follows:

Designation	KNTC Job Grade
Driver	9
Senior Driver	8
Principal/Heavy Commercial Driver	7
Executive Driver	6

NOTE: *The grades of Driver/Senior Grades 9/8 will form a common establishment*

d) Recognized minimum qualifications

- i) Kenya Certificate of Secondary Education mean grade D+ plus or its equivalent qualification from a recognized institution;
- ii) A valid driving license free from any current endorsement(s)
- iii) Suitability test for drivers Grade III conducted by the Ministry of Roads and Public Works

- iv) Occupational Trade Test III/II/I for drivers conducted by the Ministry of Roads and Public Works
- v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution
- vi) First Aid Certificate course lasting not less than one week from St John's Ambulance or Kenya Institute of Highways and Building Technology(KIHBT) or any other recognized institution
- vii) A valid Certificate of Good conduct from the Kenya Police (renewable every two years)

JOB AND PERSON SPECIFICATION

2.24.1. DRIVER , JOB GRADE KNTC 9

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Driving vehicles to ensure staff;
- ii) Assisting in loading and offloading of goods, research samples and pathogens as guided by respective authorities;
- iii) Planning transportation route based on road and traffic conditions;
- iv) Performing regular washing, cleaning and vehicle maintenance to ensure the vehicle is clean and properly maintained;
- v) Scheduling regular vehicle servicing to ensure the vehicles are in good working condition;
- vi) Carrying out routine checks and report any defects on the vehicle;
- vii) Ensuring the Institute's vehicle is only used for official/authorized business;
- viii) Maintaining vehicle work tickets and fuel cards for accountability;
- ix) Adhering to the observations of traffic rules in line with the Traffic Act;

- x) Reporting any incidents or accidents to police and or the office immediately they occur.

b) Person Specification

For appointment to this grade, an officer must:

- (i) Have three (3) years relevant work experience;
- (ii) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (iii) Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iv) Have Passed the occupational Test II for Drivers;
- v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution
- vi) First Aid Certificate course lasting not less than one week from a recognized institution
- vii) Be proficient in computer applications; and
- (v) Have Valid Certificate of Good Conduct from the National Police Service;

2.24.2. SENIOR DRIVER, JOB GRADE KNTC 8

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Driving vehicles to ensure commodities, staff and goods are delivered to the respective destinations as authorized;
- ii) Overseeing Loading and offloading goods unto/from the vehicle as guided by respective authorities;
- iii) Planning transportation route based on road and traffic conditions;

- iv) Performing regular washing, cleaning and vehicle maintenance to ensure the vehicle is clean and properly maintained;
- v) Scheduling regular vehicle servicing to ensure they are in good working condition;
- vi) Carrying out routine checks and report any defects on the vehicle;
- vii) Ensuring the Institute's vehicle is only used for official/authorized business;
- viii) Maintaining vehicle work tickets and fuel cards for accountability;
- ix) Adhering to the observations of traffic rules in line with the Traffic Act;
- x) Reporting any incidents or accidents to police and or the office immediately they occur.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have four (4) years relevant work experience;
- ii) Have Kenya Certificate of Secondary Education mean grade D+ (plus) or equivalent qualification;
- iii) Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- iv) Have Passed the Suitability Test for Drivers Grade II ;
- v) First-Aid Certificate Course lasting not less than one (1) week from a recognized institution;
- vi) Defensive driving certificate from Automobile Association (AA) of Kenya or equivalent qualification from a recognized Institution.
- vii) Be proficient in computer applications; and
- viii) Have Valid Certificate of Good Conduct from the National Police Service;

2.24.3. PRINCIPAL /HEAVY COMMERCIAL DRIVER, JOB GRADE KNTC 7

a) Job Specification

The duties and responsibilities of the officer will entail:

- (i) Driving Corporation's vehicles to ensure commodities are transported to the respective destinations as authorized;
- (ii) Overseeing in loading and offloading of goods, as guided by respective authorities;
- (iii) Planning transportation route based on road and traffic conditions;
- (iv) Performing regular washing, cleaning and vehicle maintenance to ensure the vehicle is clean and properly maintained;
- (v) Scheduling regular vehicle servicing to ensure the vehicles are in good working condition;
- (vi) Carrying out routine checks and report any defects on the vehicle;
- (vii) Using the Corporation's vehicle for only official/authorized business;
- (viii) Maintaining vehicle work tickets and fuel cards for accountability;
- (ix) Adhering to the observations of traffic rules in line with the Traffic Act;
- (x) Reporting any incidents or accidents to police and or the office immediately they occur.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have at least five (5) years relevant work experience;
- ii) Have Kenya Certificate of Secondary Education mean grade D+ (plus) or equivalent qualification;

- iii) Have Passed the Suitability Test for Long Vehicle Drivers from Automobile Association of Kenya or its equivalent;
- iv) Occupational Trade Test II/I for drivers conducted by the Ministry of Roads and Public Works
- v) Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- vi) Suitability test for drivers Grade III conducted by the Ministry of Roads and Public Works
- vii) First Aid Certificate course lasting not less than one week from a recognized institution
- viii) Be proficient in computer applications; and
- ix) Have Valid Certificate of Good Conduct from the National Police Service;

2.24.4. EXECUTIVE DRIVER, JOB GRADE KNTC 6

a) Job Specification

The duties and responsibilities of the officer will entail:

- i) Provide chauffer services to the Managing Director;
- ii) Driving Corporation's vehicles to the respective destinations as authorized;
- iii) Planning transportation route based on road and traffic conditions;
- iv) Performing regular washing, cleaning and vehicle maintenance to ensure the vehicle is clean and properly maintained;
- v) Scheduling regular vehicle servicing to ensure the vehicles are in good working condition;
- vi) Carrying out routine checks and report any defects on the vehicle;
- vii) Using the Corporation's vehicle for only official/authorized business;
- viii) Maintaining vehicle work tickets and fuel cards for accountability;

- ix) Adhering to the observations of traffic rules in line with the Traffic Act;
- x) Reporting any incidents or accidents to police and or the office immediately they occur.

b) Person Specification

For appointment to this grade, an officer must:

- i) Have at least five (7) years relevant work experience;
- ii) Have Kenya Certificate of Secondary Education mean grade D+ (plus) or equivalent qualification;
- iii) Have Passed the Suitability Test for Long Vehicle Drivers from Automobile Association of Kenya or its equivalent;
- iv) Occupational Trade Test II/I for drivers conducted by the Ministry of Roads and Public Works
- v) Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- vi) Suitability test for drivers Grade III conducted by the Ministry of Roads and Public Works
- vii) First Aid Certificate course lasting not less than one week from a recognized institution
- viii) Be proficient in computer applications; and
- ix) Have Valid Certificate of Good Conduct from the National Police Service;

2.25.CAREER GUIDELINES FOR OFFICE ASSISTANTS

a) Job Purpose

To undertake general office assistance, collecting and delivering mail and run other office errands.

b) Functions

General Office assistance

c) Grading Structure

The Career Guideline establishes two (2) grades Office Assistants who will be designated and graded as follows:

Designation	KNTC Job Grade
Office Assistant	10
Senior Office Assistant	9

NOTE: *The grade of Office Assistant/Senior Grade 10/9 will form a common establishment.*

c) Recognized minimum qualifications

The following are the recognized minimum qualifications for this cadre:

- i) Kenya Certificate of Secondary Education D+ or equivalent qualification from a recognized institution.
- ii) Proficiency in computer applications
- iii) Certificate of good conduct from the National Police Service.

JOB AND PERSON SPECIFICATION

2.25.1. OFFICE ASSISTANT, JOB GRADE KNTC 10

a) Job Specification

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The duties and responsibilities will entail:

- i) undertake general office assistance, messenger duties and general correspondence services
- ii) Safeguard office equipment by maintaining and servicing office equipment to ensure uninterrupted functionality.
- iii) Record and dispatch letters to ensure timely communication
- iv) File and document records to ensure proper filing and traceability.
- v) Carry out general clerical duties including photocopying, typing, scanning, among others.
- vi) Arrange meeting venues in a timely manner.
- vii) Move & arrange office furniture and equipment;
- viii) Perform messenger duties to ensure timely communication;
- ix) Provision of catering services as may be required.

b) Person Specification

For appointment to this grade, a candidate must:

- i) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- ii) Be proficient in computer applications;
- iii) Certificate of good conduct from the National Police Service; and
- iv) Fulfil the requirements of Chapter Six (6) of the Constitution.

2.26.2. SENIOR OFFICE ASSISTANT, JOB GRADE KNTC 9

a) Job Specification

The duties and responsibilities of the officer will entail:

- (i) Safeguarding office equipment by maintaining and servicing office equipment to ensure uninterrupted functionality.
- (ii) Requisitioning of general office supplies
- (iii) Supervising general office cleanliness.
- (iv) Recording and dispatch letters to ensure timely communication
- (v) Filing and document records to ensure proper filing and traceability.
- (vi) Carrying out general clerical duties including photocopying, typing, scanning, among others.
- (vii) Arranging meeting venues in a timely manner.
- (viii) Moving & arranging office furniture and equipment;
- (ix) Performing messenger duties to ensure timely communication.
- (x) Provision of catering services as may be required.

b) Person Specification

For appointment to this grade, an officer must:

- (i) Have at least Four (4) years relevant work experience as an Office Assistant or equivalent position;
- (ii) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (iii) Be proficient in computer applications;
- (iv) Have shown merit and ability in work performance and results;
- (v) Certificate of good conduct from the National Police Service; and
- (vi) Fulfil the requirement of Chapter Six (6) of the Constitution.