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FINAL REPORT

**CONSULTANCY TO ASSIST IN THE DESIGN OF MANAGEMENT
SYSTEMS FOR THE GOVERNMENT OF KENYA PUBLIC
PROCUREMENT OVERSIGHT AUTHORITY (PPOA)**

VOLUME 5

JOB DESCRIPTIONS

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**CONSULTANCY TO ASSIST IN THE DESIGN OF MANAGEMENT
SYSTEMS FOR THE GOVERNMENT OF KENYA PUBLIC
PROCUREMENT OVERSIGHT AUTHORITY (PPOA)**

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It is desirable to have a lean and flat organization structure for cost effectiveness and faster responsiveness. Such a structure will provide more job enrichment and employee involvement that would translate into greater job satisfaction.

It is therefore proposed that the Authority should have five levels of professional staff (Grades 1 to 5) and two levels of support staff (Grades 6 and 7) as indicated below.

Grade	Job Title	General Description
1	Director-General	Wide and deep professional knowledge across the business. Broad vision and extensive experience. This level will determine the direction the organization will take.
2	Director	This level should demonstrate greater mastery of technical scientific/specialized knowledge gained at senior levels over a longer period (e.g. over 10 years). The jobholder will be involved in developing and implementing policies with greater amount of independence. At this level, planning and coordination of sub-units and with procurement entities is significant. Responsible for division staff, therefore people management is crucial.
3	Manager	Seasoned professional with technical scientific/specialized knowledge to full certification. Deals with theory, concepts and practice in the relevant discipline. Responsible for planning and coordination of work within own section. Influencing skills are crucial in getting results from subordinates. Five to 10 years of experience in the relevant field.
4	Officer	Will handle more complex tasks. Requires greater level of techniques and application of knowledge gained through considerable training and experience (minimum 5 yrs).
5	Assistant	This level would deal with routine tasks that require understanding of techniques and procedures. The entry level for young professional with university degree with two years experience and some relevant training.
6	Senior Support Staff	Routine activities. Basic education, some formal training and experience.
7	Support Staff	Routine activities. Basic education, some formal training and experience.

Proposed Staff Positions in Different Divisions of PPOA

GRADE	POSITIONS				
1	Director-General				
2	Technical Director (Compliance, Policy and Legal, Research, Monitoring and Evaluation, Capacity Building, and Training)			Director, Finance and Administration	Review Board
3	Manager, Compliance and Enforcement	Manager, Research, Monitoring and Evaluation	Manager, Capacity Building	Finance Manager Human Resources and Administration Manager ICT Manager	Legal and Administrative Manager (Secretary to Review Board)
4	Compliance and Enforcement Officer(s)	Research Officer(s)	Training Officer(s)	Procurement Officer	Legal Officer and Analyst
	Policy and Legal Officer(s)	Monitoring and Evaluation Officer(s)		Human Resources and Administration Officer	

				ICT Officer(s)	
5	Assistants	Assistants	Assistants	Assistants	Administrative Assistant
6	Senior Support Staff	Senior Support Staff	Senior Support Staff	Senior Support Staff	
7	Support Staff	Support Staff	Support Staff	Support Staff	

Detailed job descriptions for each are described below.

Job Title	Director-General (Chief Executive Officer)
Reporting To	Public Procurement Oversight Advisory Board

PURPOSE STATEMENT

Reporting to the Advisory Board, the Director-General will be responsible for carrying out all functions of the Authority as required by the Public Procurement and Disposal Act, 2005.

Note: (Provisions in the Act)

Director-General of the Authority: The Authority shall have a Director-General who shall be the chief executive officer of the Authority and who shall be responsible for its direction and management. The Director-General shall be appointed by the Advisory Board with the approval of Parliament. To be appointed as the Director-General, a person must:

- have a university degree in commerce, business administration, economics, engineering or a related field of study from a recognized university
- have a professional qualification in supply management from a reputable organization
- have experience in management
- be of outstanding honesty and integrity

Term of office of Director-General: The term of office of the Director-General shall be five years, and a person who has held office as Director-General may be reappointed for one further term of five years.

Restrictions on activities of Director-General: During the period of his or her appointment, the Director-General shall not: Be employed in any other work or business; or hold any other public office.

The terms and conditions of service of the Director-General shall be determined by the Advisory Board in accordance with the State Corporations Act.

Resignation of Director-General: The Director-General may resign by a written resignation addressed to the Advisory Board. A resignation is effective upon being received by the Advisory Board.

Removal of Director-General: The appointment of the Director-General may be terminated only in accordance with this section. The Advisory Board may terminate a person's appointment as Director-General if the person:

- is incompetent
- is unable to perform the functions of his office by reason of a mental or physical infirmity
- is convicted of an offence under the Penal Code or this Act or an offence involving dishonesty
- was involved in a corrupt transaction
- contravenes Section 12 of the Act or is adjudged bankrupt

PRINCIPAL ACCOUNTABILITIES

- lead and manage the PPOA as Chief Executive Officer
- ensure that procurement entities comply with law, policies, and procedures established under the Act
- take such measures as are allowed by the Act to ensure compliance and efficient and effective operations of public procurement and disposal of stores and equipment
- prepare annual estimates of revenue and expenditures for approval of the Authority at least three months before the beginning of each financial year
- make provision for renewal of depreciating assets and the payment of pensions and other retirement benefits through a sinking and stabilization funds
- monitor and report on the functioning of the public procurement system through quarterly reports to the Advisory Board and the Minister as required by law
- develop, promote, and support training and professional development of persons involved in procurement
- develop infrastructure, systems, and human resource within the Authority to implement the provisions of the Act
- ensure collaborative linkages with other government agencies such as the KACC, the KNAO, the AG, the judiciary, and the IAD
- provide administrative services to the Review Board

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a university degree in commerce, business administration, economics, engineering or a related field of study from a recognised university
- a professional qualification in supply management from a reputable organisation
- experience in management
- outstanding honesty and integrity

Job Title	Director, Technical Services
Reporting To	Director-General

PURPOSE STATEMENT

Reporting to the Director-General, the jobholder will be responsible for compliance, public procurement policy and legal, research, monitoring and evaluation, capacity building, and training.

PRINCIPAL ACCOUNTABILITIES

Compliance and Policy

- ensure that procurement entities comply with procurement procedures established under the Act
- develop policy, distribute manuals and standard documents, and issue directives as well as provide advice and assistance to procuring entities
- receive and deal with complaints on the performance of public procurement not related to appeals against contract awards or not directed to the Review Board
- approve a specifically permitted procurement procedure provided for by regulations on request by procuring entities
- ensure that the boards of surveys and disposal of stores and equipment are carried out by the procuring entities in accordance with the Act and regulations
- process recommendations from procuring entities on debarment

Capacity Building

- ensure that there is adequate capacity in public procurement entities in terms of professional personnel and skills
- ensure that a comprehensive training needs assessment for public procuring entities is done and develop policy and guidelines for promoting and supporting required training, including professional self-development
- ensure that an appropriate training curriculum and training manuals are developed and properly used by outsourced trainers, including collaborative training institutions
- set professional development paths for procurement profession, in consultation with relevant professional bodies and government departments
- support development of training capacity in public institutions for different level of training, in liaison with other key stakeholders

Research, Monitoring, and Evaluation

- establish baseline indicators and monitoring against compliance and performance indicators
- collect, analyze, and review data from public procurement entities, based on set/agreed performance indicators to determine the overall performance

- obtain and assess feedback from stakeholders and the general public on the performance of public procurement
- improve efficiency, transparency, competition in procurement practice and value for money
- benchmark and comparatively analyze public procurement performance with international standards and best practices and recommend improvements

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a first degree in law and post-graduate degree or qualification in procurement, business administration, finance, economics
- 10 years of experience, of which five should be in a senior policy development and enforcement level in a busy organization
- sound knowledge of public procurement law and regulations
- sound knowledge of procurement best practices and procedures derived under the procurement law and regulations
- demonstrable ability in leading a team of multi-disciplinary experts
- sound interpersonal skills such as leadership, communication, decision-making
- IT skills in various computer packages

Job Title	Director, Finance and Administration
Reporting To	Director-General

PURPOSE STATEMENT

Reporting to the Director-General, the jobholder will be responsible for finance and administration.

PRINCIPAL ACCOUNTABILITIES

Finance and Procurement

- ensure that there are sound financial policies and procedures aimed at efficient and effective use of funds
- manage the planning and budgeting process in line with the Ministry of Finance guidelines
- develop strategies for sourcing of funds beyond the exchequer
- develop and implement modalities for collecting capacity building levy
- ensure that there are adequate financial controls and that audit queries are dealt with expeditiously
- prepare organization accounts, budgets
- ensure that asset inventory and records are properly maintained
- provide procurement services for the Authority

Human Resources and Administration

- coordinate staff planning for the organization including the budgetary implications
- carry out recruitment within the agreed policy framework
- manage the remuneration and benefits policy, while ensuring they are sufficiently competitive to attract the best talent
- coordinate training needs assessment, develop and implement training plan
- manage and coordinate the performance and career management systems, such as the performance contract with the Ministry of Finance and staff performance appraisal
- manage welfare services

Information Communication Technology (ICT)

- automate administrative business processes like finance, HR, procurement, inventory management
- automate core function processes like compliance, capacity building, monitoring and evaluation, Appeals Board processes
- manage ICT-based projects and other initiatives that require ICT facilitation
- manage relationships with suppliers and vendors who provide services and products
- manage the ICT budget
- develop a strategy/program for procuring entities to implement e-procurement
- ensure that service delivery to all functions internal and Internet-based 24 x 7 x 365

- Ensure that objectives of the ICT strategy and ICT policies are met and adhered to

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a first degree; bachelor of commerce or business administration, with major in finance or accounting; CPAK qualification or equivalent; additional training in HR or business management
- a minimum of 10 years of experience, of which five should be in a senior finance level in a reputable busy organization
- demonstrative ability in dealing with human resources management
- sound interpersonal skills such as leadership, communication, decision-making
- IT skills in various computer packages

Job Title	Manager, Compliance and Policy
Reporting To	Director, Technical Services

PURPOSE STATEMENT

Reporting to the Director, Technical Services, the jobholder will be responsible for ensuring compliance with procurement procedures by the procurement entities, and developing and disseminating procurement policies.

PRINCIPAL ACCOUNTABILITIES

- ensure compliance with procedures established under the Act
- develop procurement policies and procedures under the Act and regulations
- develop and distribute manuals and standard documents and provide advice and assistance to procuring entities
- receive and deal with complaints on the performance of the public procurement not related to appeals against contract awards or not directed to the Review Board
- ensure that the boards of surveys and disposal of stores and equipment are carried out by the procuring entities in accordance with the Act and regulations
- review and advise on applications from procuring entities for debarment from participating in public procurement
- organize public procurement consultative meetings of stakeholders as required by the Act

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a first degree in any field and post-graduate degree or qualification in procurement, business administration, finance, economics.
- A minimum of seven years of experience of which three should be in a senior managerial position with responsibility for policy formulation and implementation in a busy organization
- sound knowledge of public procurement law and regulations
- sound knowledge of procurement best practices and procedures derived under procurement law and regulations
- demonstrable ability in managing and monitoring the performance of a team of personnel
- sound interpersonal skills such as leadership, communication, and decision-making
- IT skills in various computer packages

Job Title	Manager, Monitoring and Evaluation
Reporting To	Director, Technical Services

PURPOSE STATEMENT

Reporting to the Director, Technical Services, the jobholder will be responsible for undertaking research, data collection, and analysis to ensure an effective monitoring and evaluation of public procurement.

PRINCIPAL ACCOUNTABILITIES

- establish baseline indicators and monitor against compliance and performance indicators
- collect, analyze, and review data from public procurement entities, based on set/agreed performance indicators to determine the overall performance
- obtain and assess feedback from stakeholders and the general public on the performance of public procurement
- benchmark and comparatively analyze public procurement performance with international standards and best practices and recommending improvements
- monitor the overall function of the public procurement system including accountability and documentation of procured items
- compile and publish statutory reports and any other reports that may be required from time to time

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a first degree in economics and/or statistics and a post-graduate degree or qualification in research methodology
- a minimum of seven years of experience, of which three should be in senior positions responsible for research, monitoring, and evaluation
- sound knowledge of public procurement law and regulations
- sound knowledge of procurement best practices and procedures under public procurement laws and regulations
- sound interpersonal skills such as leadership, communication, and decision-making
- IT skills in various computer packages

Job Title	Manager, Capacity Building
Reporting To	Director, Technical Services

PURPOSE STATEMENT

Reporting to the Director, Technical Services, the jobholder will be responsible for ensuring that there are adequate professional personnel and skills in public procurement entities.

PRINCIPAL ACCOUNTABILITIES

- assess manpower needs, plan and develop multidisciplinary expertise across the procurement entities
- establish recruitment criteria, procedures, and policy across the procurement entity
- assess comprehensive training needs (TNA) and maintain skills inventory for procurement personnel
- develop and implement training curricula
- develop training materials, manuals, and training methods
- coordinate training programs in public procurement
- collaborate and liaise with training institutions and other trainers
- provide technical assistance in training and develop training-of-trainers
- develop training capacity in public training institutions and other training facilities

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a university degree in social sciences or education and a post-graduate degree/qualification in human resources
- a minimum of 10 years of experience, of which five should be in staff planning, training and development, career planning, and performance management in a busy environment
- sound knowledge of public procurement laws and regulations
- sound knowledge of procurement practices and procedures under public procurement laws and regulations
- IT skills in various computer packages

Job Title	Finance Manager
Reporting To	Director, Finance and Administration

PURPOSE STATEMENT

Reporting to the Director, Finance and Administration, the jobholder is responsible for managing the finances and accounts of the organization as required by the financial guidelines, instructions, and policy.

PRINCIPAL ACCOUNTABILITIES

- manage financial budgets and resources
- maintain books of accounts, final accounts, and financial returns
- track cash and expenditure accounting and management
- manage inventory and safety of assets
- ensure insurance and risk management
- perform periodic functional audits

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a minimum of a degree in accounting, business administration or economics from a recognized university
- a full professional accounting certification such as CPA (K) or equivalent
- a minimum of 10 years of experience, five of which are after qualifying and working in a busy organization at a senior level
- good knowledge of large IT application systems, and proficiency in the use of computer packages
- ability to communicate effectively orally and verbally

Job Title	Human Resources and Administration Manager
Reporting To	Director, Finance and Administration

PURPOSE STATEMENT

Reporting to the Director, Finance and Administration, the jobholder is responsible for developing and managing human resource capacity and providing related services within the Authority.

PRINCIPAL ACCOUNTABILITIES

- plan staffing and recruitment
- manage training and development
- oversee performance management
- implement remuneration and benefits
- manage employee relations and welfare
- ensure security, safety and facilities
- implement disciplinary procedures and corrective measures

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a minimum of a degree in social sciences or business administration from a recognized university
- a post-graduate qualification in human resources
- a minimum of 10 years experience, five of which are at a senior level in a busy organization
- knowledge of HR best practices in areas such as job evaluation, performance management, change management and career management
- good knowledge of large IT application systems and proficiency in the use of computer packages
- ability to communicate effectively orally and verbally

Job Title	Manager, Information, Communication and Technology (ICT)
Reporting To	Director, Research, Monitoring and Evaluation

PURPOSE STATEMENT

Reporting to the Director, Finance and Administration, the jobholder will be responsible for automation of information, data analysis and storage across the organization.

PRINCIPAL ACCOUNTABILITIES

- develop and implement automation of functions within the Authority
- operationalize ICT strategy across the various functions
- develop and implement ICT policies
- manage and coordinate supplier relationships for hardware, software, and training
- develop and manage the ICT budget
- in conjunction with user, departments develop and present business justification for ICT initiatives or ICT-facilitated initiatives
- plan, coordinate, and oversee necessary training for users within the organization
- develop and implement disaster recovery plans across the ICT environment

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a master's degree in information technology, business administration or related field
- a first degree in information technology, engineering or related field
- an MCSE or OCP qualifications
- a CCNA or any other ICT systems infrastructure certification
- a minimum of seven years experience in a busy ICT environment, of which three should be at senior management level
- demonstrable skills in successful project management
- at least five years of experience dealing with suppliers and solution providers supporting different platforms

Job Title	Manager, Legal and Administration (Review Board Secretariat)
Reporting To	Director-General
<p>PURPOSE STATEMENT</p> <p>To provide secretariat support services to the Public Procurement Administrative Review Board.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • act as the Secretary to the Review Board as provided by Public Procurement and Disposal Act, 2005 • ensure that Board’s proceedings and deliberations are recorded and awards produced and published • ensure that reviews by the Review Board are completed within the specified time • receive and deal with complaints related to procurement appeals • provide administrative services to the Review Board • analyze complaints, interpret the law and policies and act as legal adviser to the Review Board • manage and ensure safe custody of the organization’s information and records 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should:</p> <ul style="list-style-type: none"> • have an LLB with demonstrable interest and flair in commercial law • have a master’s degree/diploma in business will be an added advantage • be an advocate of the High Court of Kenya • have an all round exposure in legal practice with notable strength in commercial law • have a minimum of seven years of experience in a busy environment • have skills in verbal and written communication 	

Job Title	Internal Auditor
Reporting To	Director-General
<p>PURPOSE STATEMENT</p> <p>To provide internal audit services on operating procedures, systems, processes and cash transactions to ensure efficiency, effectiveness operations and optimal resource utilization.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • develop and review Authority’s audit systems, standards, and guidelines • formulate the annual audit plan for Board approval and implementation once approved • ensure that all new IT systems/projects are properly sanctioned, proper selection and implementation methodology is followed, user requirements are addressed, and the key controls have been in-built • continuously monitor the Authority’s strategy and ensure appropriate management plans and budgets, policies and procedures are formulated and followed • carry out ad hoc assignments, e.g. investigations and other special requests from management or the Board are carried out • enhance the internal control awareness by running internal training sessions and providing advice • prepare reports and schedules for the Board and management that explain the issues and recommendations for improvements 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should:</p> <ul style="list-style-type: none"> • have a university degree in accounting, business administration or economics from a recognized institution • be qualified to a professional level in recognized accounting examinations, e.g. CPA (K) • have a minimum of 10 years of audit experience since qualifying of which five years are at a senior level in a reputable accountancy firm or internal audit department of a sizeable organization • have skills to communicate effectively orally and verbally • be a self-starter with excellent organizational, planning, controlling, and interpersonal skills to be able to manage the audit function with minimal supervision • have knowledge of modern audit, including the use of computerized auditing and diagnostic tools, accountancy and financial management practice and techniques 	

Job Title	Public Relations Officer
Reporting To	Director-General
<p>PURPOSE STATEMENT</p> <p>To promote a positive image among the publics and stakeholders.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • plan corporate image building programs and functions, in liaison with other functions • ensure that public relations programs are implemented in the most efficient, timely and cost-effective way • maintain a close liaison with the media and manage media activities to keep the public properly informed • develop and manage corporate publications 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree with further training in communication, such as journalism or public relations • good written and verbal communication skills • a minimum of three years of working experience 	

Job Title	Legal Analyst Officer (Review Board)
Reporting To	Manager, Legal and Administration (Review Board Secretariat)

PURPOSE STATEMENT

To provide legal support services to the Review Board.

PRINCIPAL ACCOUNTABILITIES

- record the Review Board proceedings and deliberations
- analyze complaints, interpret the law and policies, and act as legal adviser to the Review Board
- may be called upon to support development of procurement law, policy, procedures, and practice
- follow up on matters filed in court after being dealt with by the Review Board

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should:

- have an LLB with demonstrable interest and flair in commercial law
- have a master's degree/diploma in business will be an added advantage
- be an advocate of the High Court of Kenya
- have a minimum of three years of experience in a busy environment
- have skills in verbal and written communication

Job Title	Accountant
Reporting To	Finance & Procurement Manager
<p>PURPOSE STATEMENT</p> <p>To ensure observance of financial discipline, controls, and cash flow management.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • process accounting transactions in accordance with set procedures and standards • automate accounts and data processing • monitor and control the Authority cash flow in accordance with established policy • review and recommend improvements to Authority financial systems, credit and cash flow policies/procedures • prepare the annual accounts and other returns 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a minimum of a university degree in accounting, business administration or economics from a recognized institution • full certification in a professional accounting qualification, e.g. (CPA (K)) • a minimum of five years of relevant experience • good knowledge of large application systems, and proficiency in the use of computer packages • the ability to communicate effectively orally and verbally with external parties and senior managers 	

Job Title	Procurement Officer
Reporting To	Finance & Procurement Manager
<p>PURPOSE STATEMENT</p> <p>To undertake procurement of goods and services for the Authority.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • ensure that procurement is responsive to market changes, achieves optimal use of resources, and meets performance targets • identify, engage, and develop suitable sources (including contingency plans) for the company's goods and services • administer commercial contract to ensure effective commercial relationships with suppliers to the business 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • appropriate university degree or diploma level qualification • appropriate professional qualifications (or be pursuing them) • excellent computer knowledge with e-commerce awareness • awareness of integrated business systems and planning (e.g. MRP) • inventory and JIT planning; scheduling skills • credibility and flexibility to deal with people at a variety of levels. • at least three years of experience in procurement in a national or multi-national concern 	

Job Title	Human Resources Officer
Reporting To	Finance & Procurement Manager

PURPOSE STATEMENT

To provide human resources support and administrative services relating to recruitment, training and development, payroll management, and establishment control.

PRINCIPAL ACCOUNTABILITIES

- plan and coordinate human resource administrative activities such as recruitment, training and development, payroll management, establishment control
- support organisational change in line with the operational processes to enable each function to deliver key objectives
- effectively and efficiently administer terms and conditions of employment, allied welfare programmes, and facilities
- maintain, update HR records, and compile returns

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a university degree in social sciences or business administration from a recognised university
- training in various facets of HR such as industrial/employee relations, salary administration, staff performance appraisal
- worked in a busy HR office for a minimum of three years and gained demonstrable experience in HR practices
- interpersonal skills: written and oral communication, rational decision-making, resource management, industrial/employees relations

Job Title	Business Application Officer
Reporting To	Information Communication Telecommunication (ICT) Manager

PURPOSE STATEMENT

The jobholder is responsible for supporting ICT infrastructure to the Authority embrace modern information business systems that will facilitate improvement of efficiency and exploitation of business opportunities.

PRINCIPAL ACCOUNTABILITIES

- ensure the smooth running of the business applications systems
- ensure that the entire business application system is backed up daily according to the ICT schedule in place
- troubleshoot and resolve problems involving the business application system at the initial stage before escalating to solution providers
- coordinate between local vendors and the business application systems solution provider to resolve problems
- ensure security of the business application system
- upgrade the business application system and application of patches whenever necessary
- carry out training needs analysis for all users in their various departments and come up with a training syllabus to address their different needs
- conduct training on a regular basis for all users to ensure that standard operating procedures are maintained over time even as turn over in establishment occurs
- develop, manage, and implement disaster recovery management of the business application system
- maintain documentation pertaining to the business application system

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a university degree in information science or any other relevant degree
- an MCSE or OCP certificate
- at least three years of working experience in a busy IT environment
- demonstrable skills in successful project management
- an analytical mind and experience in interpreting user requirements into system functionality
- at least three years of experience dealing with suppliers and solution providers
- good communication and inter-personal skills

Job Title	Help Desk and Infra-structure Application Officer
Reporting To	Information Communication Telecommunication (ICT) Manager

PURPOSE STATEMENT

The job is responsible for supporting ICT infrastructure to ensure the Authority embraces modern information business systems that will facilitate improvement of efficiency and exploitation of business opportunities

PRINCIPAL ACCOUNTABILITIES

- ensure the smooth running of the LAN infrastructure for the Authority
- ensure the smooth communication of WAN infrastructure, including leased lines, dial-ups, and wireless networks
- manage all communications infrastructure including, but not limited to, the PABX systems, network systems, routers, Internet connectivity
- ensure that security within the site is effectively deployed and managed according to policies at the hardware level, including router and firewall configuration
- manage the integrity of data by managing antivirus, anti-spam software, backups
- provide first-line support in troubleshooting and resolving hardware problems throughout the site
- coordinate between all infrastructure suppliers and vendors to resolve problems on site
- upgrade the hardware and software at infrastructure level and application of patches when necessary, in conjunction with solution providers
- develop, manage, and implement disaster recovery management of the infrastructure systems

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a university degree in information science or electrical engineering or any other relevant degree
- a certification in Microsoft Systems Engineer and or an OCP
- at least two years of experience in PC/LAN/WAN, systems application, IP-based protocols and applications, network management
- experience in handling PABX systems for at least one year
- demonstrable skills in successful project management
- at least three years of experience dealing with suppliers and solution providers
- intrinsic motivation with the initiative to get things moving, who pays attention to detail, and is able to work independently and under pressure
- good interpersonal skills and communication skills

Job Title	Enforcement Officer
Reporting To	Compliance and Policy Manager
<p>PURPOSE STATEMENT</p> <p>To undertake inspection/audits on compliance with procurement procedures.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • carry out inspection and audits on compliance with procedures established under the Act • write reports on compliance status and discuss the same with counterparts in the procurement entities • recommend remedial actions for deficiencies in compliance such as training, sanctions, prosecution • conduct investigations as may be directed by the Director-General • ensure procurement entities are in possession of policy manuals, directives, and standard documents 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a first degree in any field • post-graduate degree or qualification in procurement, business administration, finance or economics • minimum five years of experience, with exposure and awareness in policy enforcement challenges • skills in verbal and written communication skills • IT skills in various computer packages 	

Job Title	Legal Officer
Reporting To	Compliance and Policy Manager

PURPOSE STATEMENT

To provide legal expertise and advice in drafting policies and dealing with procurement matters.

PRINCIPAL ACCOUNTABILITIES

- act as legal adviser on procurement matters
- develop procurement policies consistent with the Act
- review procedures and legal provisions and if deemed necessary recommend appropriate amendment to the law
- interpret and guide in the implementation of the Procurement Law
- may be called to undertake company secretarial work or advise other functions on legal matters
- manage and ensure safe custody of the organization’s information and records
- may be called upon to provide support or advise to the Review Board

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should:

- be an advocate of the High Court of Kenya after attaining an LLB with demonstrable interest and flair in commercial law; a master’s degree/diploma in business will be added advantage
- have an all around exposure in legal practice with notable strength in commercial law
- have minimum of five years of experience in a busy environment

Job Title	Training Officer
Reporting To	Manager, Capacity Building
<p>PURPOSE STATEMENT</p> <p>The jobholder will be responsible for coordinating and/or undertaking procurement training for all procurement entities.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • develop and implement procurement policy • maintain skills inventory for procurement personnel • liaise and develop collaboration with training institutions • identify trainers and ensure that the trainers are fully aware of the curricula • coordinate training programs in public procurement • provide technical assistance in training and developing training-of-trainers 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree in social sciences or education and post-graduate degree/qualification in human resources • minimum five years of experience, of which three years should be in training and development in a busy organization • knowledge of procurement practices and procedures will be an added advantage • IT skills in various computer packages 	

Job Title	Curriculum Development Officer
Reporting To	Manager, Capacity Building
<p>PURPOSE STATEMENT</p> <p>The jobholder will be responsible for developing procurement training curricula and ensuring that they are implemented.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • undertake comprehensive training needs assessment • maintain skills inventory for procurement personnel • develop and implement training curricula • develop training materials, manuals and training methods • collaborate and liaise with training institutions and other trainers on matters of curricula development and implementation • provide technical assistance in training and developing training-of-trainers • develop training capacity in public training institutions and other training facilities 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree in social sciences or education and post-graduate degree/qualification in human resources • minimum five years of experience, of which three years should be in training and development in a busy organization • knowledge of procurement practices and procedures will be an added advantage • IT skills in various computer packages 	

Job Title	Research Officer
Reporting To	Monitoring and Evaluation Manager
<p>PURPOSE STATEMENT</p> <p>The job holder will be responsible for undertaking research.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • apply baseline indicators to monitor improvement in compliance and resultant monetary value • collect, analyze, and review data from public procurement entities based on set/agreed performance indicators to determine the overall performance • obtain and assess the feedback from stakeholders and the general public on the performance of public procurement • benchmark and comparatively analyze public procurement performance with international standards and best practices and recommend improvements • monitor the overall function of the public procurement system, including accountability and documentation of the procured items • compile and publish statutory reports and any other reports that may be required from time to time 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a first degree in economics and/or statistics and post-graduate degree or qualification in research methodology • a minimum of five years of experience in a research, monitoring, and evaluation job • sound interpersonal skills such as leadership, communication, decision-making • IT skills in various computer packages, in particular, research-oriented software 	

Job Title	Data Officer
Reporting To	Monitoring and Evaluation Manager

PURPOSE STATEMENT

The jobholder will be responsible for data management and information support for research, monitoring and evaluation.

PRINCIPAL ACCOUNTABILITIES

- collect, categorize, analyze, and store data from public procurement entities
- retrieve data for use as necessary
- follow up the timely submission of data and reports from public procurement entities
- collect comparative analysis benchmarking data/information as may be required
- liaise with IT on automation of data collection, flow, and storage

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a first degree in economics and/or statistics and post-graduate degree or qualification in research methodology
- a minimum of five years of experience in a research, monitoring, and evaluation job
- sound interpersonal skills such as leadership, communication, decision-making
- IT skills in various computer packages, in particular, research-oriented software

Job Title	Documentation Officer
Reporting To	Monitoring and Evaluation Manager
<p>PURPOSE STATEMENT</p> <p>To undertake documentation and publishing of policies and manuals, and ensuring dissemination as appropriate.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • run and manage the desktop publishing office • plan and manage stationery and other necessary materials • ensure utmost security of confidential information and materials • distribute publications, ensuring timely dispatch and receipt 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree in any field • proficiency or qualification in desktop publishing • a minimum of five years of experience 	

Job Title	Accounts Assistant
Reporting To	Accountant
<p>PURPOSE STATEMENT</p> <p>To process accounting and financial transactions.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • prepare payment and other vouchers • prepare and batch source documents • process into the computing system duly approved source documents • prepare draft accounts and statements for the review by the accountant • prepare bank reconciliations, and also the suppliers' statements of account • maintain and issue accounting documents 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree in commerce, business administration or related field • a minimum three years of experience in accounting duties • a minimum of CPA II or equivalent professional qualification • IT skills in various computer packages 	

Job Title	Registry and Records Assistant
Reporting To	Human Resources Officer
<p>PURPOSE STATEMENT</p> <p>To create and maintain registry and recordkeeping system.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • formulate and implement a comprehensive records management system • ensure security and safe custody of all documents and records • administer registries, archives, libraries, and movement or retrieval of documents and information, including computerized records • manage collection/dispatch of mail and filing system to facilitate easy retrieval of information • develop records retention schedules for disposal of old records and maintenance of current records 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree in information technology or a post-graduate qualification in information from a recognized institution • training in records management or librarianship from a recognized institution • a minimum of three years of relevant experience in sizeable computerized records maintenance systems, such as registry, library, archives, and documentation center • IT literacy in various computer packages 	

Job Title	Security and Facilities Officer
Reporting To	Human Resources and Administration Manager
<p>PURPOSE STATEMENT</p> <p>Responsible for protective security systems and building facility maintenance.</p>	
<p>PRINCIPAL ACCOUNTABILITIES</p> <p>The jobholder will have the following principal accountabilities:</p> <ul style="list-style-type: none"> • oversees the outsourced security services • manage/control access into the premises, offices, and any restricted areas • review and monitor effectiveness of security systems • investigate and/or liaise with external security agencies in investigations • oversee the outsourced cleaning and hygiene maintenance services 	
<p>QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE</p> <p>The ideal candidate should have:</p> <ul style="list-style-type: none"> • a university degree • security and intelligence training from recognised security institutions. • a minimum of three years of experience in security work 	

Job Title	Administrative Assistant
Reporting To	Director-General

PURPOSE STATEMENT

The jobholder will manage the Director-General’s office and carry out administrative duties.

PRINCIPAL ACCOUNTABILITIES

- manage Director-General’s office-running duties
- undertake administrative duties such as correspondence, reports, office records, appointments, board meetings, visitors, office security
- carry out other administrative and official duties as requested by the Director-General

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a relevant university degree
- a certificate in secretarial studies from a recognized institution
- proficiency in MS Office or relevant computer application packages
- qualifications in office management or administration
- a minimum of five years of experience, of which three years should have been working for a senior manager/officer in a busy office

Job Title	Telephonist/Receptionist
Reporting To	Human Resources Officer

PURPOSE STATEMENT

Responsible for managing the corporate front office and handling incoming and outgoing telephone calls.

PRINCIPAL ACCOUNTABILITIES

- manage the front office: tidiness, promotional materials displays, aesthetics
- receive and attend to guests and provide information as required
- handle incoming and outgoing calls
- may be called upon to do administration assistant duties
- may be called upon to support hostess in functions

QUALIFICATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

The ideal candidate should have:

- a minimum of Grade C+ pass in Kenya Certificate of Secondary Education or equivalent
- a combination of secretarial, telephone operation, and customer-care training and certificates from recognized institutions
- IT literacy in various packages
- a minimum of three years of experience in similar position in a busy environment
- good communication and interpersonal skills