



KTDA MANAGEMENT SERVICES LTD

INTERNAL ADVERT

EXCELLENT CAREER OPPORTUNITIES

We are seeking to appoint highly talented internal candidates to join our management team in the following exciting and challenging positions.

Interested candidates must have a proven track record of performance, possess excellent interpersonal, communication and presentation skills, ability to meet deadlines and deliver under pressure is essential.

FINANCE DIRECTOR (MS) – ONE (1) POSITION

Position scope

Reporting to the Managing Director- KTDA MS, the successful candidate will be responsible for ensuring maintenance of accurate financial records, timely availability and reliability of financial information and reports, group consolidation of financial statements, effective internal cost control and optimal utilization of resources. The role will also oversee investment of funds, procurement tender process, risk management, staff supervision/mentoring and stakeholder Management.

Key Responsibilities

- a) Formulating and reviewing company finance and accounting policies and procedures
- b) Overseeing the execution of company work plans;
- c) Timely analysis of financial information (actuals, budgets forecasts and reports)
- d) Identifying, quantifying and raising/addressing risks and opportunities to business results,
- e) Reviewing monthly consolidated management accounts to ensure compliance with financial policy,
- f) Responsible for factory timetables for Actuals, Budgets and Forecasts;
- g) Reporting, monitoring, identifying, addressing variance vs. budgets and forecasts;
- h) Pro-actively work towards increasing efficiency, and improving quality and speed of delivery of financial information,
- i) Reviewing, monitoring, identifying and addressing variances of actual to the budget on a quarterly basis,
- j) Ensuring effective management and utilization of company resources and assets
- k) Establishing and maintaining effective internal control systems and procedures.
- l) Identifying procurement needs of the department;
- m) Identifying training needs for the departmental staff;

- n) Ensuring appropriate financial reporting at departmental, divisional levels;
- o) Establishing, monitoring and reporting performance indicators to various levels of management and the Board;
- p) Ensuring effective risk management implementation in the company;
- a) Chairing Management tender committee;
- q) Participating in the development of company's strategic plan.
- r) Attending Senior Management Meetings.
- s) Attending Board Meeting for KTDA-MS.

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- Bachelor's degree in business administration, finance or related field;
- Master's in business administration, finance or related field;
- Professional qualifications in CPA (K) ACCA, ACA or any other recognized professional accounting qualification;
- Should be a member of ICPAK or equivalent internationally recognized professional body
- Leadership training will be an added advantage.
- Minimum fifteen (15) years of experience out of which five (5) must have been in a senior management role in a similar organization
- Must have demonstrated ability to handle divisional budgets, resources, processes, projects and relationships;
- Should have thorough knowledge of the tea sector as well as knowledge of regulatory requirements affecting the relevant sector;
- Must be capable of functioning effectively both as a team player and a team leader;
- Must demonstrate high level of integrity;
- Must have strategic leadership skills with ability to build strategic relationships;
- Should have experience in change management and the ability to drive change in a team;
- Should have high level problem solving and decision making abilities;
- Should be result oriented with ability to deliver desired outcome;
- Should demonstrate ability to identify and respond to risk areas within the division;
- Should have effective people management and conflict resolution skills;
- Must have good knowledge and understanding of computerized accounting systems preferably in multi user/network environment.
- Should demonstrate ability to identify and respond to risk areas within the division;
- Should have effective people management and conflict resolution skills;

HEAD OF HR OPERATIONS – ONE (1) POSITION

Position scope

Reporting to the Group General Manager-HRA, the successful candidate will be responsible for the effective implementation of HR policies and strategies of the HR Operations function relating to manpower planning & resourcing, welfare and personnel administration in the KTDA managed factories and subsidiaries.

Key Responsibilities

- a) Formulate, review and implement HR policies, procedures and strategies for subsidiaries and factories in line with the group corporate goals
- b) Overseeing the recruitment and selection processes in the factories and subsidiaries to ensure adequate staff levels are maintained in the company
- c) Leading the implementation of the Job Evaluation process across the group
- d) Developing manpower planning policies and procedures across the group
- e) Reviewing and communicating the company's manpower requirements for the subsidiaries and the factories in liaison with HODs for succession planning arrangements.
- f) Overseeing the review of all organization structures and ensuring proper changes are updated as approved.
- g) Managing and ensuring effective updating of the job grading structures across the group.
- h) Guiding the implementation of performance management process for factories and subsidiaries' staff.
- i) Ensuring timely accurate updating and safe custody of employees records
- j) Oversight of the staff welfare fund/ activities across the group
- k) Ensuring effective management of the leave and leave process across the group
- l) Overseeing the reviewing, circulation and custody of Job descriptions for all positions across the group;
- m) Coordinating the Identification of training and developmental needs for factories and subsidiaries' staff.
- n) Developing work plan and budgets for the department for approval;
- o) Overseeing the execution of the departmental work plan and budgets;
- p) Managing staff deployment and separation processes including clearance and issuing of certificates of service for separating employees.
- q) Overseeing the management of staff disciplinary processes in the factories and subsidiaries.
- r) Ensuring periodic HR audits for all the factories and subsidiaries are carried and audit reports findings are addressed as per policy
- s) Reviewing and analysing work processes and recommending improvements.
- t) Overseeing the identification, development and maintenance of departmental risk registers and ensuring compliance to controls and processes related to factories and subsidiaries.
- u) Ensuring timely preparation of HR reports for management and Board deliberations
- v) Mentoring and coaching of staff in the department for optimum performance;
- w) Identifying procurement needs of the department;

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- A Bachelor's degree in Human Resource Management/Business Administration or related field
- Master's Degree in business related field is an added advantage
- A Higher National Diploma in Human Resource Management
- A certified Member of the Institute of Human Resource Management (IHRM)
- Minimum of ten (10) years of progressive working experience in a Human Resources Department.
- Must have thorough understanding of the Kenya labour laws and Employment Act
- Must possess a high degree of confidentiality
- Must have demonstrated ability to handle departmental budgets, resources, processes, projects and relationships
- Should have thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the relevant sector
- Must be capable of functioning effectively both as a team player and a team leader
- Must have ability to plan, organize, implement and evaluate departmental goals
- Should demonstrate ability to identify and respond to risk areas within the department
- Should have effective people management and conflict resolution skills

HEAD OF ICT SERVICES – ONE (1) POSITION

Position scope

Reporting to the Group General Manager-ICT, the successful candidate will be responsible for providing policy and strategic direction and leadership in the provision of ICT support services, service delivery, change management, training and quality assurance within the ICT division to ensure emerging business needs are met and also provide consistent, seamless and smooth ICT operations within the group.

Key Responsibilities

- a) Developing ICT services department objectives and strategies to attain divisional objectives.
- b) Developing and managing of the ICT services department in accordance with KTDA policies, guidelines, strategy and applicable laws.
- c) Setting performance indicators and time lines and evaluating/reviewing the same on a quarterly basis.
- d) Reviewing performance reports and processes on ICT services and take corrective action to ensure continual service improvement.
- e) Interpreting and implementing divisional ICT policies guidelines and procedures.
- f) Monitoring compliance and adherence to ICT policies, procedures and standards relating to ICT services.
- g) Developing a service strategy to continually support and improve effectiveness through the delivery of quality services which are aligned and responsive to business needs.

- h) Developing and managing an effective and professional service desk structure that provides support services to the KTDA group of companies and effectively meets the changing needs of the business.
- i) Providing input and participating in the preparation of divisional budget and management of the allocations.
- j) Managing ICT resources and ensure appropriate utilization for operational efficiency.
- k) Developing and implementing incident, problem and configuration management and ensuring they are properly documented, version controlled and available to all ICT staff to assist in effective service delivery to the business.
- l) Developing and maintaining an ICT services catalogue and client orientation kits and ensuring constant updating and communication to all clients within the KTDA group.
- m) Facilitating the development and negotiation of SLA's between the business and ICT and between the external service providers and KTDA.
- n) Initiating office automation initiatives and facilitation of customer friendly ICT solutions
- o) Planning and managing implementation of ICT systems, roll out of new ICT services and projects within the group.
- p) Ensuring that service desk monitors and escalates all incidents according to agreed SLA's.
- q) Developing work plan and budgets for the department for approval;
- r) Overseeing the execution of departmental work plan and budgets;

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- Bachelor of Computer Science degree, ICT, or related fields;
- Minimum of ten (10) years relevant experience;
- Master's Degree in business related field is an added advantage
- MCSE/MCSP or CCNA/CCNP certifications
- Membership to Computer Society of Kenya; or relevant body
- Must have demonstrated ability to handle departmental budgets, resources, processes, projects and relationships
- Should have thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the relevant sector
- Must be capable of functioning effectively both as a team player and a team leader
- Must have ability to plan, organize, implement and evaluate departmental goals
- Must have management and Leadership skills
- Should demonstrate ability to identify and respond to risk areas within the department
- Should have effective people management and conflict resolution skills.

HEAD OF INFRASTRUCTURE AND SECURITY – ONE (1) POSITION

Position scope

Reporting to the Group General Manager-ICT, the successful candidate will be responsible for ensuring provision and overall management of infrastructure and security services in the organisation.

Key Responsibilities

- a) Developing ICT infrastructure and security solutions in line with business and growth strategies.
- b) Ensuring the implementation of networking projects in the organization to ensure they are carried out according to the laid down standards and procedures.
- c) Facilitating the development and negotiation of Service Level Agreements between the business and ICT, and between external service providers and KTDA.
- d) Managing and maintaining SLA's with suppliers and service providers for KTDA Data center, BCP and DR sites.
- e) Monitoring and ensuring that the services provided by infrastructure are aligned to the overall business strategy.
- f) Providing direction on matters relating to new technologies and IT security;
- g) Ensuring that there are proper security measures in place for the network systems.
- h) Ensuring maintenance of updated ICT infrastructure documentation, guidelines and equipment specifications.
- i) Setting up and installing mission critical servers and services
- j) Researching and establishing solutions on complex infrastructure and security problems.
- k) Providing advice on cost-effective technology solutions especially in regards to networks.
- l) Developing ICT infrastructure growth strategies covering the network systems.
- m) Coordinating the implementation of networking projects in the organization to ensure they are carried out according to the laid down standards and procedures.
- n) Developing work plan and budgets for the department for approval;
- o) Overseeing the execution of departmental work plan and budgets;

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- Bachelor of Computer Science degree, ICT, engineering or related fields;
- Master's Degree in business related field is an added advantage
- Minimum of ten (10) years' experience in a dynamic business entity, five of which must have been in a managerial role
- Must have industry specific certifications (networking, CISCO)
- Must have demonstrated ability to handle departmental budgets, resources, processes, projects and relationships
- Should have thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the relevant sector
- Must have ability to plan, organize, implement and evaluate departmental goals
- Should have strong analytical skills and be result oriented
- Must have management and Leadership skills
- Should demonstrate ability to identify and respond to risk areas within the department
- Should have effective people management and conflict resolution skills

MANAGER - AUDIT, HEAD OFFICE AND SUBSIDIARIES – ONE (1) POSITION

Position scope

Reporting to the Group General Manager-Internal Audit, the successful candidate will be responsible for providing continual development, implementation and delivery of audit services for our subsidiaries to ensure improvement of management information systems, processes and procedures.

Key Responsibilities

- a) Developing annual audit plan and audit programmes;
- b) Appraising internal controls and corporate governance processes in all the subsidiaries and head office departments;
- c) Carrying out audit and develop audit plans and programmes for evaluating management controls over those activities for KTDA group of companies;
- d) Identifying opportunities for improving management systems and processes and ensure we carry out relevant audits that assist in meeting the global organisation's objectives;
- e) Ensuring high quality audits in head office and subsidiaries;
- f) Ensuring implementation of annual audit plan including approving re-assignments and monitoring resources and efficiencies;
- g) Preparing audit summaries on issues and their status for General Manager Audit, senior management and subsidiary audit committee where necessary.
- h) Performing manager review of work done and reports;
- i) Ensuring timely preparation of reports for senior management and audit committees;
- j) Approval of audit programs and plans;
- k) Preparing periodic reports on audit activities against targets and KPI's;
- l) Attending the subsidiaries audit committees with the General Manager, Audit and assisting in presentation of the audit reports to the Board;
- m) Overseeing quality assurance in the department as a whole in line with ISO procedures;
- n) Reviewing and presenting reports to the subsidiaries heads;
- o) Evaluating appropriateness of organization framework for governance, risk and control;
- p) Ensuring effective and timely follow ups on agreed action points arising from the audits;
- q) Ensuring use of relevant tools for business process analysis.
- r) Representing the department in various committees on a need basis;
- s) Representing the Audit department as the subject matter expert in various projects e.g. SAP, EDMS, Direct Sales Monitoring system;
- t) Liaising with external auditors and sharing reports

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- Bachelor's Degree in Accounts, Finance, commerce or any related field;
- Professional qualification in CPA (K) / ACCA or equivalent;
- Must be a member of ICPAK or equivalent
- Certified Systems Information Auditor (CISA) or relevant certification;
- A minimum of Eight (8) years internal audit experience, two (2) of which must be at Management level;

- Must have demonstrated ability to handle departmental budgets, resources, processes, projects and relationships;
- Should have thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the Group;
- Must have ability to plan, organize, implement and evaluate departmental goals;
- Must demonstrate ability to handle multiple and conflicting priorities, and work under strict deadlines;
- Should have strong analytical skills and be result oriented;
- Must have management and Leadership skills;
- Should demonstrate ability to identify and respond to risk areas within the department;
- Should have effective people management and conflict resolution skills;

MANAGER - PURCHASING – ONE (1) POSITION

Position scope

Reporting to the Group Head of Procurement & Logistics, the successful candidate will be responsible for managing the sourcing and tender process and coordinating of relevant committees set up to facilitate the process according to organizational policies and best practices.

Key Responsibilities

- a) Sourcing of goods, works and services through tenders, proposals and quotations.
- b) Maintaining of updated supplies list as per established policies and procedures;
- c) Liaising with other department in purchasing requirements;
- d) Preparing tender documents as per approved policies and procedures;
- e) Overseeing preparations of Agenda for the management tender committee & Tender Board meetings.
- f) Overseeing the coordination of bidder's inquiries.
- g) Negotiating pricing contracts with contractors and suppliers.
- h) Ensuring maintenance of tender and other procurement records as per policy
- i) Researching on foreign and domestic suppliers, and stay current on any changes in either the supply or demand for needed products and materials
- j) Assisting in finding good suppliers and evaluate them on multiple criteria
- k) Storing past bids.
- l) Ensuring compliance with applicable laws, regulations, standards and guidelines in the purchasing field
- m) Participating in developing KTDA's purchasing strategy
- n) Supervising direct reports work and other administrative matters;
- o) Reviewing performance of direct reports and identifying their training needs
- p) Participating in the recruitment of staff within the department;
- q) Meeting contractors and suppliers as necessary.
- r) Identifying opportunities for cost savings in purchasing

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- A bachelor's degree in supply chain, procurement, logistics or related qualifications.
- Professional certification in Supply Chain Management/ Diploma in Purchasing and supplies/Logistics Management
- A member of KISM/CIPS/CSPS
- Minimum eight (8) years of work experience in supply chain management, purchasing management, or international logistics, with at least three in a similar position.
- Proven working experience as a purchasing manager
- Familiarity with sourcing and vendor management
- Interest in market dynamics along with business sense
- Must have demonstrated ability to handle departmental budgets, resources, processes, projects and relationships
- Should have thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the relevant sector
- Must have ability to plan, organize, implement and evaluate departmental goals
- Should have strong analytical skills and be result oriented
- Must have high standards of integrity and ethical practice
- Must be capable of functioning effectively both as a team player and a team leader
- Must have management and Leadership skills
- Should demonstrate ability to identify and respond to risk areas within the department
- Should have effective people management and conflict resolution skills

WOODFUEL DEVELOPMENT MANAGER – ONE (1) POSITION

Position scope

Reporting to the General Manager-Operations, the successful candidate will be responsible for establishment and management of fuel supply chain for steam generation as per approved plans and strategies

Key Responsibilities

- a) Implementing policies that ensuring that land development and procurement, tree husbandry and harvesting are consistent with good practice;
- b) Developing and implementing wood fuel plantation development strategy;
- c) Coordinating, monitoring and evaluating economic and financial factors around wood fuel projects
- d) Developing sustainable wood fuel supply chain;
- e) Ensuring timely development of tree plantation in already bought land parcels;
- f) Providing technical support to factories and contracted firewood farmers;
- g) Supervising the management of wood fuel projects;

- h) Promoting related additional enterprises within the fuel wood plantations for additional revenue streams to the factories;
- i) Coordinating and managing supply of other types of fuel for steam generation in tea factories e.g. brickets and bamboo;
- j) Carrying out practical test on compatibility of other types of fuel for steam generation on existing equipment in tea factories and advise on way forward;
- k) Identifying strategic partners (e.g. sugar factories) in supply of other types of steam generation fuel and advise on capacity building;
- l) Advising on woodland management and wood fuel supply chain issues;
- m) Undertaking research on market changes, impacts and strategies;
- n) Projecting wood fuel supply and demand patterns;
- o) Identifying strategic partners and other business ventures;
- p) Training of support staff at the factory/farm levels;
- q) Preparing timely and accurate reports on the performance of projects and recommending areas of improvement;
- r) Ensuring compliance with environmental health and safety measures.

Qualifications/Skills/Experience

The ideal candidate must possess the following qualifications and competencies: -

- Bachelor's degree in Agriculture or Energy Management related field
- Minimum of eight (8) years of working experience, three (3) years of experience in energy management
- Should have thorough knowledge of the relevant industry/sector as well as knowledge of regulatory requirements affecting the relevant sector
- Must have ability to plan, organize, implement and evaluate assigned goals
- Must demonstrate ability to handle multiple and conflicting priorities, and work under strict deadlines.
- Should have strong analytical and be result oriented
- Must have high standards of integrity and ethical practice
- Must be capable of functioning effectively both as a team player and a team leader
- Must have management skills
- Should have problem solving and decision making abilities
- Should be an effective communicator with the ability to handle both internal and external communication
- Should have effective people management and conflict resolution skills

How to apply

For full role profile please visit the Chai web, click on the [job vacancies link](#) and apply online. Applications must be received not later than **18th February 2022**.

Only short listed candidates will be contacted.

Any form of canvassing will lead to automatic disqualification.

KTDA MANAGEMENT SERVICES LTD *is an equal opportunity employer.*