

VACANCIES ANNOUNCEMENT

Our client, Kenya Bureau of Standards (KEBS) is a statutory body established under the Standards Act (CAP 496) of the laws of Kenya. KEBS commenced its operations in July 1974. The KEBS Board of Directors is known as the National Standards Council (NSC). The NSC is the policy-making body for supervising and controlling the administration and financial management of the Bureau.

KEBS is seeking to recruit results driven and highly motivated individuals to fill the following positions;

Director, Human Resource and Administration

Reporting to the Managing Director, the Director Human Resource and Administration will be responsible for providing strategic leadership in the management of Human Resources, Administration, Marketing and Customer care services.

Main Areas of Responsibility:

- Develop, review and implement Human resources policies, strategies, programmes and procedures to support the Bureau’s Strategic goals and objectives;
- Lead change management processes throughout the organisation;
- Ensure implementation of performance management system in the organization;
- Ensure adequate internal controls and compliance with the applicable laws, policies and procedures on Human Resource and Administration;
- Ensure implementation of succession planning to ensure business continuity;
- Manage the development and implementation of customer care management strategies for efficient and efficient service delivery to the Bureau customers;
- Promote corporate brand and image of the Bureau;
- Manage the development and implementation of the organization's branding strategies to enhance the Bureau’s brand equity;
- Facilitate implementation of Administration services;
- Spearhead Corporate Social Responsibility programmes; and
- Lead implementation of Risk Management in the Directorate.

Person Specifications:

- Be a holder of a Bachelor’s Degree in Human Resource Management/ Social Science or a related field from a recognized institution;
- Be a holder of a Master’s Degree in the relevant field from a recognized institution;
- Possess a Post Graduate Diploma in Human Resource Management from a recognized institution;
- Hold valid membership with Institute of Human Resource Management of Kenya and/or valid practicing license and be of good standing;
- Have not less than twelve (12) years of relevant work experience of which eight (8) years’ should have been spent in a senior managerial position; and
- Possess a Strategic Leadership Development Certification or equivalent from a recognised institution.

Director, Quality Assurance and Inspection

Reporting to the Managing Director, the holder will be responsible for ensuring quality of locally manufactured and imported products in line with the Standards Act CAP 496 to promote fair trade.

Main Areas of Responsibility:

- Provide strategic leadership on conformity assessment activities for Quality Assurance & Inspection;
- Spearhead promotion of Standardization in industry and commerce;
- Issue and control the use of quality marks;
- Provide technical advice to industry on effective implementation of standards in order to facilitate improvement of quality of goods and services;
- Protect and improving the health and safety of consumers and the public in general; and
- Coordinate regional activities while liaising with other Bureau functions.

Person Specifications:

- Bachelor’s and Master’s Degree in Technical/ Science or a related field from a recognized institution;
- Have not less than twelve (12) years of relevant work experience of which eight (8) years’ should have been spent in a senior managerial position;
- Possess a Strategic Leadership Development Certification or equivalent from a recognised institution; and
- Be holder of a professional qualification and membership where applicable.

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission; and
- Report from an Approved Credit Reference Bureau.

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the role above, please submit your application including copies of your academic and professional certificates, testimonials and your curriculum vitae, including among other details your current position, current remuneration, email and telephone contacts of three (3) referees familiar with your qualifications and work experience.

For the full details about this position and how to apply, kindly log onto our e-recruitment platform via <https://www2.deloitte.com/ke/en/careers/executive-search-recruitment.html> Email or hard copy applications will not be accepted. Only those applications submitted through the e-recruitment portal will be considered. To be considered, your application must be received by not later than **31 May 2019** addressed to:

**The Director,
Executive Selection Division
Deloitte Consulting Limited
Deloitte Place**

KEBS is an Equal Opportunity Employer (EOE), and committed to diversity and gender equality. Canvasing will lead to automatic disqualification. Please also note that only shortlisted candidates will be contacted.