

**JD 07 Job Description for Standards Officer**

<b>Job Title</b>	Standards officers
<b>Grade</b>	KS 8
<b>Corporation/organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Standards Development
<b>Department</b>	Standards Development and Trade
<b>Division</b>	Mechanical, Civil, Building & Construction, Textile & Leather, Electrotechnical, ICT, Chemical, Environmental, petrochemical, Food, Agriculture, and Services Standards divisions
<b>Section / Unit</b>	Mechanical, Civil, Building and Construction, Textile, Leather, Electrical, Metrology, ICT, Chemical, Environment, Petrochemicals, Food Safety and Hygiene, Processed food, Agriculture, Health, Safety, and related services, Tourism, Consumer and Education, Management Systems and Information Governance Standards
<b>Location / Work station</b>	KEBS HQs, Popo Road, Off Mombasa Road

**Reporting Relationships**

<b>Reports to:</b>	<b>Assistant Manager</b>
<b>Direct reports:</b>	N/A
<b>Indirect Reports:</b>	N/A

**Job Purpose**

Responsible for the development of Standards and other guiding deliverables (Publicly Available Specifications (PAS), Technical Reports (TR), Company standards and National workshop agreements (NWA)) in sector specific industry and trade processes for the purpose of facilitating local, regional, and international trade and promoting innovation in Kenyan Industries for the realization of KEBS vision of becoming global leader in standard-based solutions that deliver quality and confidence while protecting the environment and entrenchment of a culture of quality.

Articulates Kenya's position in Standardization, Metrology and Conformity Assessment (SMCA) in regional and international fora to promote innovation, trade, and quality life.

**Key Responsibilities / Duties / Tasks****I. Managerial / Supervisory Responsibilities**

N/A

<b>II. Operational Responsibilities / Tasks</b>
<ul style="list-style-type: none"> <li>a) Coordinates the development of Regional Standards (East Africa Standards and ARSO Standards) and International Standards within a specific sector through involvement of stakeholders in Regional Technical Committees (TCs) for purposes of elimination of technical barriers to trade (TBTs);</li> <li>b) Coordinates establishment of National Technical Committees (TCs)/mirror committees for purposes of balanced stakeholders' engagement in standards development to influence the direction of development of standards at national, regional and international levels;</li> <li>c) Coordinates the development and resolution of Kenya's position to International Organization for Standardization (ISO) and International Electrotechnical Commission (IEC) Secretariats on draft International Standards for the purpose of influencing technical contents of the published international Standards;</li> <li>d) Coordinates and is responsible for the development of Kenya Standards and other deliverables (Publicly Available Specifications (PAS), Technical Reports (TR), Company standards and National workshop agreements (NWA)) through involvement national Technical Committees (TCs) within a specific sector for purpose of facilitating trade, protection of health and safety of consumers and environment;</li> <li>e) Implements corporate risk management framework in the section and advises on emergent strategies to reduce the likelihood and impact on realization of organizational objectives in the section</li> <li>f) Conducts Standards publicity activities (through workshops, seminars) within various sectors for creation of awareness, training, increased uptake of published standards and integration of Standards in Regulations/policies;</li> <li>g) Implements, maintains, monitors &amp; evaluates Management systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;</li> <li>h) Undertakes research activities in the section with an aim to gathering relevant technical data on industry standardization needs for standards development;</li> <li>i) Develops proposed standards projects within the section and recommends for approval;</li> <li>j) Implements stakeholders' feedback on the management of the standards development process and navigating challenges relating to requirements of standards specifications</li> <li>k) Coordinates the development of national position by relevant National Technical Committee</li> </ul>

<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
N/A
<b>II. Responsibility for Physical Assets</b>
Responsible for computer assigned by the organization. Responsible for standards information documents
<b>III. Decision Making:</b>
Makes operational decisions
<b>IV. Working Conditions:</b>

- a) Works predominantly within the office.
- b) Expected travels within and outside the country

### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

#### **Academic Qualifications**

Bachelor's Degree in Science, Technology, Engineering, and mathematics (STEM), humanities and social sciences.

#### **Professional Qualifications / Membership to professional bodies**

Registration with relevant professional bodies:

- a) Engineers Board of Kenya,
- b) Chemical society of Kenya
- c) Physics society of Kenya
- d) Food Nutrition and Dietetics Board
- e) Computer Society of Kenya
- f) Kenya Institute of Management
- g) National Quality Institute

#### **Previous relevant work experience required.**

N/A

### **Functional Skills, Behavioral Competencies/Attributes:**

#### **Functional Skills**

- a. Negotiation skills
- b. Project management skills
- c. Supervisory skills
- d. Information, communication, and technology skills
- e. Leadership skills
- f. Presentation skills
- g. Report writing
- h. Analytical skills
- i. Auditing Skills

#### **Behavioural**

- a. Counselling skills.
- b. Problem solving skills

- c. Time management skills
- d. Communication skills
- e. Interpersonal skills