

JD 9 Job Description for Officer, Metrology Officer

Job Title	Officer, Metrology Officer
Grade	KS 8
Corporation/Organization	Kenya Bureau of Standards
Directorate	Metrology and Testing
Department	Metrology
Division	Mass, Pressure, Length, Volume and Flow, Density & Viscosity, Force, Temperature, AC/DC, Dosimetry, Acoustics and Vibration, Time and Frequency, Energy and Transformer, Photometry Engineering Services, Measurement Technology and Solutions, High (Radio) Frequency.
Section / Unit	Volume, Flow, Viscosity, Density, Time, Frequency, Torque, Force, Mass, Pressure, Length, Humidity, Temperature, Alternating Current Low frequency, Direct Current, Dosimetry, Diagnostic, Radiotherapy, Medical, High Radio Frequency Acoustics, Vibration, Energy, Transformer, Photometry, Engineering workshop, Instrumentation workshop.
Location / Work station	KEBS Headquarters – Nairobi, Coast Region– Mombasa, Lake Region – Kisumu, South Rift Region- Nakuru, North Rift – Eldoret, Mt. Kenya – Nyeri

Reporting Relationships	
Reports to	Principal Metrology Officer
Direct reports	N/A
Indirect Reports:	N/A

Job Purpose
Implements testing and calibration of precision instruments, gauges and scientific apparatus, determination of their degrees of accuracy by comparison with international standards; conduct scientific research on emerging measurement technology and dissemination of new measurement units and methods for traceability the assigned section. This is to promote comparability of measurements and related activities with the view of facilitating local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya's vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.

Key Responsibilities / Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
a) Implements metrology policies and strategies in the assigned sections in order to safeguard health and safety of over 50 Million consumers in Kenya; protection of the environment; entrenchment of a culture of

quality in the country for delivery of KEBS mandate, realization of Kenya Vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals;

- b) Executes measurement framework in the assigned section based on international measurement best practices for safer sustainable products, innovation and product development while safeguarding consumer health and safety, protection of the environment, reduction of technical barriers to trade and enhance competitiveness of Kenyan products and services;
- c) Maintains traceability of national measurement to International System of Units (SI) in the assigned sections to ensure international recognition of measurement results;
- d) Participates in the development, and adoption of the International System of Units (SI) and additional units of measurement in the assigned sections to facilitate trade, protect human health and environment;
- e) Participates in the development, submission and maintenance of Calibration and Measurement Capabilities (CMCs) in the International Bureau of Weights and Measures (BIPM) Key Comparison Databases in the assigned section for International recognition to facilitate international trade; safeguarding consumer health and safety;
- f) Executes international comparisons of primary standards, measurement standards and certified reference materials (CRMs) to achieve international equivalence;
- g) Implements business continuity strategies to ensure resilience and sustainability of section's processes, products and services;
- h) Calibrates metrology measurement standards which are used to calibrate industrial and scientific equipment to ensure accuracy and linkage to the international system of unit.
- i) Implements work plans, budget, and procurement plans in the section;
- j) Provides internationally recognized calibration services to industry, scientific organizations and government through measurement comparisons of physical, chemical and biological quantities for product quality and production process improvement within the assigned section;
- k) Participates in provision of training on measurements to Industry, academia and other National Metrology Institutes/National Standards bodies to promote best practices in measurement sciences in the assigned fields and enhance local and international trade;
- l) Executes the realization, maintenance and traceability of units of measurement to the International System of Units (SI) in the assigned section;
- m) Maintains the National Measurement Standards in the assigned fields for purpose of establishing the Kenya measurement system in carrying out scientific metrology and maintaining primary national standards;
- n) Participates in the development of calibration and measurement methods for national and international industry to ensure accuracy of measurements to facilitate fair trade practices;
- o) Participates in Technical Committees and Working Groups at national, regional and international fora on specialized measurement fields to promote global comparability of measurements;
- p) Implements, monitors, evaluates and takes necessary corrective actions for improvement of the Management Systems adopted by KEBS in the assigned section for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;
- q) Implements sectional performance targets, submits reports to the Principal Officer, Metrology;
- r) Participates in monitoring of risks related to section processes, updates the risk register, and submits reports for consideration by Assistant Manager, Metrology;
- s) Implements the recommendations of the Technical Committee and Working Groups at national regional and international fora on specialized measurement fields.

Job Dimensions:
I. Financial Responsibility:
Generates Revenue
II. Responsibility for Physical/Intangible Assets
Responsible for physical assets (National Measurement Standards, National Reference, equipment, state-of-the-art Research & Development facilities.)
III. Decision Making/Job Influence
Makes operational decisions for the section.
IV. Working Conditions
<ul style="list-style-type: none"> a) Works predominantly within the office, b) Make occasional visits to the laboratories within Metrology department with exposure to radiation chemicals, vibration among other hazards, and c) Expected travels locally and internationally.

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Bachelor's Degree in Science, Technology, Engineering and mathematics (STEM).
Professional Qualifications / Membership to professional bodies
Registration with relevant professional bodies: <ul style="list-style-type: none"> a) Registration with any of the following Professional bodies e.g.: b) Engineers Board of Kenya; c) Kenya Chemical society; d) Physical Society of Kenya; e) Kenya Institute of Management; f) Kenya Engineering Technology Registration Board; g) Kenya Medical Laboratory Technicians and Technologists Board; and h) National Quality Institute.
Previous relevant work experience required.
N/A

Functional Skills, Behaviour Competencies/Attributes
Functional Skills: <ul style="list-style-type: none"> a) Measurement skills; b) Analytical skills; c) Investigation skills; d) Auditing /Assessor skills; e) Negotiation skills; f) Project management skills; g) Financial management skills;

- h) Information, communication, and technology skills;
- i) Presentation skills; and
- j) Report writing.

Behavioural

- a) Counselling skills;
- b) Problem solving skills;
- c) Time management skills;
- d) Communication skills; and
- e) Interpersonal skills.