

## JD 02 Job Description for Manager – Measurement Technology and Technical Solutions

<b>Job Title:</b>	<b>Manager – Measurement Technology and Technical Solutions</b>
<b>Grade:</b>	<b>KS 4</b>
<b>Corporation:</b>	<b>Kenya Bureau of Standards</b>
<b>Directorate:</b>	<b>Metrology, Testing</b>
<b>Department:</b>	<b>Metrology</b>
<b>Division/Section:</b>	Measurement Technology and Technical Solutions
<b>Location / Workstation:</b>	<b>KEBS Head Office, Popo Road, Off Mombasa Road</b>
<b>Reporting Relationships</b>	
<b>Reports to:</b>	<b>Head of Metrology Department</b>
<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>a) Principal Officer - Technical Support</li> <li>b) Principal Officer - Measurement Solutions</li> <li>c) Administrative Assistant</li> <li>d) Senior Clerk</li> </ul>
<b>Indirect Reports:</b>	<b>N/A</b>
<b>Job Purpose</b>	
<p>The job holder manages the three units/areas in Metrology Namely Technical Support /Liaison, Measurements Solutions and Quality Management Systems to support measurement traceability of national measurement standards to international standards (International System of Units). This ensures precise and accurate dissemination of scientific and Industrial measurement to the National and regional industries/Institutions and offers measurement solutions to Industry in Kenya and East African Community.</p> <p>He ensures International accreditation status of the measurement laboratories is maintained and expanded into new areas of measurements as demanded by industry and other stakeholders.</p> <p>He facilitates technical research measurement activities in the section in order to meet the evolving industrial demands.</p>	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) Develop the sectional work plan and budget</li> <li>b) Prepare monthly, quarterly and annual sectional reports</li> <li>c) Mentor and coach staff</li> <li>d) Participate in the implementation of the Performance Management system in the section</li> <li>e) Participate in sectional and departmental meetings</li> <li>f) Participate in various committee meetings in the organization</li> <li>g) Oversee the execution of the approved sectional work plans and budgets</li> <li>h) Oversee performance management in the section</li> <li>i) Review reports and use them for decision making</li> <li>j) Participate in the recruitment of staff within the department</li> <li>k) Participate in the development, review and implementation of the organization's strategic plan</li> <li>l) Approve procurement needs of the section</li> <li>m) Manage human resources and administrative activities within the section</li> <li>n) Manage sectional performance</li> <li>o) Management of confidentiality and security in the section</li> </ul>	
<b>II. Operational Responsibilities / Tasks</b>	
<ul style="list-style-type: none"> <li>a) Coordinate and implement the maintenance of the Metrology quality management system in Metrology department,</li> </ul>	

- b) Coordinate accreditation for Metrology Laboratories in accordance to ISO/IEC 17025 standard,
- c) Manage the provision of measurement solutions to Industry,
- d) Oversee user training of Measurement Solutions and arrange for annual and quarterly maintenance and calibration contract,
- e) Coordinate quality management systems aspect with other International Metrology, laboratories worldwide in order to support Metrology Laboratories ensure competency and measurement equivalence to facilitate fair trade,
- f) Coordinate handling of customer equipment in order to ensure efficiency of the calibration services offered,
- g) Participate in the development of the departmental Strategic Plan (SP) and performance contracting, Coordinates implementation and review for the sections,
- h) Coordinate and supervises research and development work related to measurement solutions but laboratory based,
- i) Generate weekly, monthly, quarterly, annual and special reports of individual performance
- j) Ensure staff competency within the section,
- k) Coordinate the submission of calibration and measurement capabilities claims to the relevant AFRIMET Technical Committees (TCs) and Working Groups (WGs),
- l) Oversee Metrology Laboratory Information Systems implementation for provision of automated Metrology service delivery,
- m) Manage the metrology website as a member of the KEBS website committee,
- n) Handle customer complaints arising from Metrology services,
- o) Coach and mentor key personnel in the section,
- p) Organize and chair sectional meetings
- q) Control requisition in the section,
- r) Manage and provide leadership in the day to day operations of the section
- s) Execute policies and procedures in line with Kenya Bureau of Standards corporate strategies.

#### **Job Dimensions:**

##### **I. Financial Responsibility:**

- a) Development of sectional draft budgets
- b) Reviewing of pricing structure for services offered
- c) Facilitate invoicing for jobs carried out
- d) Prepare the sectional procurement plan
- e) Recommendation for approval of expenditure
- f) Approval of petty cash
- g) Approval of sectional supplies and consumables requisitions

##### **II. Responsibility for Physical Assets**

- a) Responsible for physical assets assigned by the Institution
- b) Provide oversight for all sectional physical assets

##### **III. Decision Making:**

- a) Make strategic, operational and financial decisions for the section
- b) Plan the work of subordinates
- c) Assign work to subordinates
- d) Monitor subordinates work performance
- e) Appraise/evaluate subordinates' performance

<b>IV. Working Conditions:</b>	
Works predominantly within the office	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications</b>	
a) Bachelor's degree in Mechanical, Electrical, Mechatronic and Physics, b) Relevant master's degree will be an added advantage.	
<b>Professional Qualifications / Membership to professional bodies</b>	
a) Specialized knowledge in at least one field in Mechanical Metrology b) Supervisory course lasting not less than two (2) weeks from a recognized institution; c) Management Course lasting not less than four (4) weeks from a recognized institution; d) Relevant Management System Auditor/Assessor; e) Registered with a professional body	
<b>Previous relevant work experience required</b>	
At least eight (8) years relevant work experience with three (3) years' experience in a managerial position	
<b>Need to know:</b>	<b>Attributes:</b>
a) Advanced measurement systems from a recognized National Metrology Institute b) International Standards for conformity assessment and accreditation e.g. ISO/IEC 17025 (General Requirements for competence of Testing and Calibration Laboratories) c) Maintenance of measurement standards d) Internal Quality Auditing e) The Standard Act and related legislation f) Statistical analysis techniques and mathematical computations g) Human Resource for Non HR Managers h) Finance for Non Finance Managers i) Operations of other departments in KEBS j) Laboratory Information Management System software k) Quality Management best practices l) How to interpret customer requirements and needs on non-routine laboratory work m) Occupational Health and Safety Management systems n) Project management	a) Communication skills b) Interpersonal skills c) Information Technology skills d) Supervision skills e) Senior Management skills f) Leadership skills g) Negotiation skills h) Coaching and mentorship skills i) Team player and counselling skills