

## JD 002 CHIEF MANAGER PLANNING AND STRATEGY

<b>Job Title:</b>	<b>Head of Department - Planning and Strategy</b>
<b>Grade:</b>	KS 3
<b>Ministry /Corporation:</b>	Kenya Bureau of Standards
<b>Directorate:</b>	Finance and Strategy
<b>Department:</b>	Planning and Strategy
<b>Section / Unit:</b>	Planning and Strategy
<b>Location / Workstation:</b>	KEBS Head Quarters - Popo Road, Off Mombasa Road
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Director- Finance and Strategy
<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>a) Manager Quality Systems</li> <li>b) Manager Performance Contracting</li> <li>c) Manager Projects</li> <li>d) Research and Development Manager</li> </ul>
<b>Indirect Reports:</b>	<ul style="list-style-type: none"> <li>a) Assistant managers</li> <li>b) Principal Officers</li> <li>c) Statisticians</li> <li>d) Administrative Officer</li> </ul>
<b>Job Purpose</b>	
The job holder is responsible for initiating and leading strategic processes for the development and implementation of long-term, medium and short term plans; monitoring and evaluation of corporate performance; spearheading the implementation of KEBS-wide Quality Management Systems and process improvement efforts, coordinating Project Management and Research and Development across the organization in order to enable the realization of KEBS Mission and Strategic Objectives.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) Develop long, medium and short term corporate strategies and crystalize them into five year Strategic Plans aligned to Kenya Vision 2030 under direction of Director of Finance and Strategy, National Standards Council (Board), Managing Director, and Divisional Directors.</li> <li>b) Coordinates translation of Strategic Objectives into annual work plans, quality objectives, targets and initiatives to be met by each department</li> <li>c) Drives implementation of the KEBS Strategic Plan by use of the Balanced Scorecard and Quality Management Systems as tools for strategic management.</li> <li>d) Align Strategies across the organization in liaison with the Directorate and Heads of Departments using the Balanced Scorecard Methodology</li> <li>e) Advise senior management on emergent strategies to counter risks related to changes in both internal and external business environments.</li> <li>f) Plan, Organize and Direct processes of the Planning and Strategy Department</li> <li>g) Budget for the Departmental resources in liaison with Quality Systems Manager, Performance Manager, Projects Manager and Research and Development Manager</li> <li>h) Approve expenditures for the department to ensure delivery of departmental objectives.</li> <li>i) Assign duties to Manager Quality Systems, Manager Performance Contracting, Manager Planning and Project Management, and Manager Research and Development as per departmental work plans.</li> <li>j) Nurture competencies of Planning and Strategy Department members through formal training programs, mentorship, coaching and hands on learning.</li> <li>k) Prepare and submit all monthly, quarterly and annual reports for the department</li> <li>l) Prepare draft board and management papers for approval</li> <li>m) Participate in the recruitment of staff within the department</li> <li>n) Identify procurement needs of the department</li> </ul>	

o) Participate in various committees in the Institution.
<b>II. Operational Responsibilities / Tasks</b>
<ul style="list-style-type: none"> <li>a) Analyze both internal and external business environments by using strategy formulation tools to determine viable strategic options that can be used to realize KEBS strategic objectives.</li> <li>b) Evaluate and elaborate deeper insights of KEBS business processes in order to develop strategies for business process improvement and risk management.</li> <li>c) Determine risks related to strategic planning, Quality Management and Project Management and device ways to mitigate their impacts</li> <li>d) Ensure the implementation of KEBS policies and procedures at the department for performance improvement.</li> <li>e) Undertake Directorate assignments relating to Kenya Bureau of standards mandate</li> <li>f) Implement departmental plans, budgets, initiatives and procedures with Heads of Sections.to realize set targets</li> <li>g) Coordinate implementation of performance management and contracting in liaison with Departmental Heads to realize Strategic Objectives</li> <li>h) Lead the monitoring and evaluation of KEBS processes using the balanced scorecard and quality management software (Entropy) to realize Strategic and annual objectives.</li> <li>i) Coordinate the establishment and maintenance of the KEBS quality management system (policies, procedures and work instructions) to realize desirable outputs from processes.</li> <li>j) Works with the Quality Management Representative and Heads of Departments to re-engineer processes to deliver value.</li> <li>k) Evaluates Quality Management Systems reports and presents summaries of the status to senior management for decision making and continual improvement.</li> <li>l) Engage stakeholders to identify opportunities for new projects that support KEBS Strategies and leads organization-wide project management, monitoring and evaluation to realize project deliverables.</li> <li>m) Analyze reports from Planning and Strategy sections and all Departments on the status of KEBS performance and summarizes them into a form that enable Senior Management to make decisions based on facts.</li> <li>n) Coordinates research and development projects to realize project deliverables for the realization of KEBS strategic objectives in liaison with Manager Research and Development, Heads of Departments and KEBS Directorate.</li> </ul>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
<ul style="list-style-type: none"> <li>a) Development of budgets</li> <li>b) Approval of expenditures</li> <li>c) Approval of petty cash</li> </ul>
<b>II. Responsibility for Physical Assets</b>
<ul style="list-style-type: none"> <li>a) Responsible for physical assets assigned by the institutions.</li> <li>b) Provide oversight for physical assets assigned to the department.</li> </ul>
<b>III. Decision Making:</b>
<ul style="list-style-type: none"> <li>a) Makes strategic, operational and financial decisions.</li> <li>b) Plans the work of subordinates</li> <li>c) Assigns work to subordinates</li> <li>d) Monitor subordinates work performance</li> <li>e) Appraises/evaluates subordinates' performance</li> </ul>
<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 a relevant field. b) Master's Degree in Strategic Management or Economics	
<b>Professional Qualifications / Membership to professional bodies</b>	
a) Leadership Course lasting not less than four (4) weeks from a recognized institution; b) Demonstrated competence in work performance; and c) Fulfilling the requirements of Chapter Six of the Constitution d) Full Member of Kenya Institute of Management e) Lead Auditor Certificate in any ISO management system.	
<b>Previous relevant work experience required.</b>	
Ten(10) years' relevant work experience out of which five (5) must be in a Managerial level.	
<b>Need to know:</b>	<b>Attributes:</b>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>a) Knowledge of international laws and regulations relating to the KEBS business environment</li> <li>b) Knowledge of the Standards Act Cap 496 and other Laws of Kenya and their effect on strategic planning and management</li> <li>c) Knowledge of GOK Performance Contracting</li> <li>d) Knowledge of organizational development and business process re-engineering</li> <li>e) Knowledge of advanced strategy analysis tools</li> <li>f) Knowledge of Business Analytics and Business Intelligence tools</li> <li>g) Knowledge of Management Information Systems</li> <li>h) Knowledge of Technology Management,</li> <li>i) Project management from a recognized institution,</li> </ul>	<b>Skills</b> <ul style="list-style-type: none"> <li>a) Interpersonal Skills</li> <li>b) Negotiation skills</li> <li>c) Skills to use various statistical and quantitative analysis tools to solve complex organizational problems</li> <li>d) Skills to utilize enterprise resource planning tools such as Sage ACCPAC, Entropy, HRIS to analyse data for decision making,</li> <li>e) Skills to utilize various Quality Management, Project Management and Research tools to formulate solutions for realization of organizational objectives</li> </ul> <b>Abilities</b> <ul style="list-style-type: none"> <li>f) Ability to manage projects to completion within budget</li> <li>g) Ability to work under pressure in a dynamic environment</li> <li>h) Skills to manage organizational change and drive organizational process improvements</li> <li>i) Ability to obtain results from cross-functional, multidisciplinary teams who do not necessarily report to the position</li> <li>j) Ability to utilize various Strategy Analysis Tools in strategy formulation.</li> <li>k) Ability to provide a working environment that fosters personal and professional growth to encourage teamwork, loyalty, openness of opinion and constant curiosity</li> <li>l) Ability to motivate staff to meet departmental and corporate objectives</li> </ul>