

JD 10 Job Description for Officer, System Certification

Job Title	Officer -System Certification
Grade	KS 8
Corporation/organization	Kenya Bureau of Standards
Directorate	Standards Development
Department	Certification Body
Division	<ul style="list-style-type: none"> a. Quality Management System -QMS, b. Food Safety Management System- FSMS, c. Environmental Management System – EMS & Occupational health and safety Management System - OHSMS d. Information Security Management System - ISMS, e. Personnel Certification - PC. f. Systems Management, Competence & Business Development PC.
Section / Unit	<ul style="list-style-type: none"> a. Quality Management System –QMS (Learning Institutions Public Administration, &other organizations) b. Food Safety Management System- FSMS (FSMS, FSSC), c. Environmental Management System – EMS & Occupational health and safety Management System – OHSMS, d. Information Security Management System - ISMS, e. Personnel Certification – PC (Audit Personnel, Welders & Non-Destructive Testing). f. Systems Management, Competence & Business Development PC.
Location / Workstation	KEBS Headquarters, Popo Road, Nairobi

Reporting Relationships	
Reports to:	Principal Officer, Certification
Direct reports:	a. N/A
Indirect Reports:	a. N/A

Job Purpose
The job Implements strategic objectives at the Certification Body by planning, organizing, coordinating and implementing the audit and certification schemes (QMS, FSMS, EMS, OHMS, ISMS, PC) in public and private sector in order to promote industry (services/products) competitiveness and increasing efficiency and effectiveness of its operations by providing internationally recognized conformity assessment service, based

on adopted international standards and requirements in realization of sustainable development goals, Kenya vision 2030 and African Union Agenda 2063 regional in relevant management system for effective and efficient management of businesses/institutions.

Key Responsibilities / Duties / Tasks
I. Managerial / Supervisory Responsibilities
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a. Implements identified Conformity Assessment Schemes, aimed at promoting industry (services/products) competitiveness and increasing efficiency and effectiveness of the operations of the industry by providing internationally recognized conformity assessment services both nationally and in the African Region; b. Provide technical support in decision making process on management system certification, personnel registration and communicates final decisions to applicants; c. Undertakes System Accreditation to adopted international standards - KS ISO/IEC 17021 Conformity assessment - requirements for bodies providing audit and certification of management systems, KS ISO/TS 22003 food safety management systems – requirements for bodies providing audit and certification of food safety management systems, Food Safety System Certification - FSSC 22000 Scheme requirements and KS ISO/IEC 17024 Conformity assessment — requirements for bodies operating certification of persons, for compliance purposes and improved international recognition; d. Implements performance management and productivity improvement strategies in the section to increase the Certifications Body market share; e. Contribute towards the Certification Body's achievement of KEBS Corporate Strategic Objectives; f. Implements, maintains and evaluates the performance of Management systems certifications adopted by KEBS for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction; g. Coordinates conformity assessment– system certification (QMS, EMS, ISMS, FSMS) issues in public institutions to build, support and sustain the national quality culture; h. Implements policies on personnel certification scheme and the established management system schemes to guide in performance of department's functions; i. Participates in the FSSC integrity program including addressing nonconformities arising from the Integrity Program and managing of FSSC auditor competence; j. Participates in the accreditation assessment (Food Safety System Certification - FSSC, Kenya Accreditation Service -KENAS and Dutch Accreditation Council - RVA) to maintain the certification body accreditation status for demonstration of competence and international recognition; k. Undertakes internal audits and participate in departmental meetings for purposes of performance improvement in the Certification Body; l. Generates proposals/quotations for clients in accordance with the guidance documents such as international accreditation forum mandate documents; m. Implements adopted risk mitigation actions at the divisional level; n. Markets and promotes certification services of the certification body (CB); and

- o. Resolves and Handles customer enquiries, complaints and appeals in relation to certification services.

Job Dimensions:

I.Financial Responsibility:

- a. Generates revenue of approximately KES 7 M per annum

II.Responsibility for Physical Assets

- a. Ensures prudent utilization of physical assets (computer, workstation, phones and office Furniture's and Equipment) in the section/division.

III.Decision Making:

- a. Makes operational decisions and
- b. Makes financial decisions

IV.Working Conditions:

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

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

Academic Qualifications

- a. Bachelor's Degree in Food Science, Chemistry or equivalent qualification

Professional Qualifications / Membership to professional bodies

Registration with relevant professional body e.g.

- a. KEBS – Personnel Certification scheme,
- b. Kenya Institute of Management
- c. Kenya Nutritionists and Dieticians Institute - KNDI
- d. International register for certification auditors. - IRCA
- e. Engineers Board of Kenya
- f. Chemical society of Kenya.
- g. Food Science and Technology Platform of Kenya.

Previous relevant work experience required.

N/A.

Functional Skills, Behavioral Competencies/Attributes:

Functional

- a. Knowledge on management systems.

- b. International standards development Skills
- c. Information security management skills
- d. Presentation skills
- e. Report writing
- f. Analytical skills

Behavioural

- a. Counselling skills.
- b. Problem solving skills
- c. Time management skills
- d. Communication skills
- e. Interpersonal skills
- f. Negotiation skills