

JD 09 Job Description for Officer, Membership, Collaboration and Consultancy

Job Title	Officer, Membership, Collaboration and Consultancy
Grade	KS 8
Corporation/Organization	Kenya Bureau of Standards
Directorate	Standards Development
Department	National Quality Institute
Division	Membership, Collaboration and Consultancy
Section / Unit	Membership, Collaboration and Consultancy
Location / Work Station	KEBS Headquarters, Nairobi

Reporting Relationships

Reports to	Assistant Manager, National Quality Institute
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose

Implements activities of the NQI membership schemes, registration of consultants and corporate quality practitioners of the National Quality Institute, as well as participate in collaboration initiatives with other organizations in order to promote entrenchment of a culture of quality for the realization of KEBS strategic objectives.

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

N/A

II. Operational Responsibilities / Tasks

- a) Implements the sectional workplans, budget and medium expenditure framework and procurement plan for prudent use of resources;
- b) Participates in the preparation of proposals for collaboration and consultancy work for service delivery;
- c) Maintains membership database of all members by reviewing new member data for completeness and updating current member records to reflect CPD (continual professional development) and any other changes.
- d) Markets the membership and consultancy scheme to create awareness of the schemes, attract new applicants and showcase the benefits accruing.
- e) Communicates with members and consultants on all matters relating to membership such as maintaining CPD, changes in requirements and validity of membership.
- f) Participates in the implementation of networking forums by creating awareness, maintaining registration and incorporating member feedback to ensure forums represent the needs of members.
- g) Prepares reports for monitoring of the performance of the membership and consultancy scheme.
- h) Engages relevant stakeholders, both existing and new for business partnership with NQI
- i) Implements effective feedback mechanism on stakeholder's forum to inform improvement of services
- j) Identifies resources to support the implementation of membership, collaboration and consultancy activities.
- k) Coordinates registration of students to the Quality certification programmes

- l) Implements management systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness, and sustained customer satisfaction in the section;
- m) Implements the Risk Management Framework in the section to mitigate against the negative effects of risks and take advantage of opportunities;
- n) Implements the section's business continuity strategies to ensure resilience and sustainability of section's processes, products and services.

Job Dimensions:

I. Financial Responsibility

Implements resource mobilization strategies in the section.

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institutions (Office equipment, office furniture)

III. Decision Making / Job Influence

Makes operational decisions.

IV. Working Conditions

Works predominantly in the field.

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

Academic qualifications

Bachelor's degree in Statistics from a recognized institution.

Professional Qualifications / Membership to professional bodies

Registration with relevant professional bodies:

- a) American Society for Quality;
- b) Chartered Quality Institute;
- c) Engineers Board of Kenya;
- d) Chemical society of Kenya;
- e) Physical society of Kenya;
- f) Food Nutrition and Dietetics Board;
- g) Computer Society of Kenya;
- h) Institute of Human Resource Management;
- i) Kenya Institute of Management; and
- j) National Quality Institute.

Previous relevant work experience required.

At least 4 years relevant work experience.

Functional Skills, Behavioral Competencies/Attributes:

Functional:

- a) Six Sigma and total quality management skills
- b) Statistical analysis tools skills
- c) Excellence Models skills
- d) Training and auditing skills

- e) Financial management
- f) Negotiation skills;
- g) Project management skills;
- h) Information, communication, and technology skills;
- i) Presentation skills;
- j) Report writing; and
- k) Analytical skills.

Behavioral

- a) Problem solving skills;
- b) Time management skills; and
- c) Communication skills.