

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

CHIEF MANAGER, TRADE INFORMATION AND BUSINESS SERVICES - EPC GRADE 2

Terms of Employment: Four (4) Years Contract Renewable Once Subject to Performance

• Job Description

The Chief Manager, Trade Information and Business Services will be responsible to the CEO, for overall guiding in the development of exports and marketing facilitation portals and E-trade, stakeholder information sharing and providing quality, accurate and timely trade information to businesses.

The job description will entail:-

- i. Establishing and managing relationships/linkages with data sources, public and private organizations, trade promotion organizations, to facilitate acquisition and exchange of information;
- ii. Coordinating the management of the Centre for Business Information in Kenya (CBIK) to ensure high efficiency and quality of service;
- iii. Overseeing implementation and maintenance of informative, efficient and interactive trade information web portals.
- iv. Overseeing the implementation and continuous review of a Customer Relationship Management system
- v. Overseeing the Implementation and monitoring of policies on use of E-Trade in export promotion;
- vi. Overseeing the implementation of the exporters outreach and county engagement programme
- vii. Developing and overseeing the implementation of income generating cost recovery opportunities in the department.
- viii. Overseeing the implementation of E-trade marketing services;
- ix. Coordinating development and implementation of annual budgets and work-plans for the department.
- x. Continuously reviewing the skills requirements and developing relevant training programmes for the department in liaison with head of human resource management division.
- xi. Coordinating and supervising the work of the department's staff and enforcing Council's systems and procedures for monitoring, evaluating and appraising performance.

• Appointment Specifications

For appointment to this grade a candidate must have:-

- (i) Served a minimum period of twelve (12) years relevant work at least eight (8) years' experience in a management position

- (ii) Bachelor's Degree in any of the following: Economics, Commerce, Business Administration, International Trade or any other relevant and equivalent discipline from a recognized institution.
- (iii) Masters degree in any of the following disciplines: Commerce, Business Management/Administration, or equivalent qualification from a recognized institution.
- (iv) Professional qualification and membership where applicable
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution
- (vi) Project management skills
- (vii) Good communication, presentation and analytical skills
- (viii) Proficiency in computer operation.
- (ix) Fulfilled the requirements of Chapter Six of the Constitution
- (x) Demonstrated professional competence and management capability.

CHIEF MANAGER, CORPORATE STRATEGY, RESEARCH AND ADVOCACY-EPC GRADE 2

Terms of Employment: Four (4) Years Contract Renewable Once Subject to Performance

• **Job Description**

The Chief Manager, Corporate Strategy, Research and Advocacy will be responsible to the Chief Executive Officer for directing, controlling and coordinating technical and administrative activities of Corporate Strategy, Research and Advocacy. Duties and responsibilities at this level will entail: -

- (i) Coordination of formulation and implementation of strategy to promote exports
- (ii) Coordination of the Council's input in national and sectoral planning processes;
- (iii) formulation, implementation and review of internal research policies and strategies;
- (iv) formulation and implementation of risk policies and framework, analyze risk and compliance appropriately and recommend on mitigation measures; and
- (v) Identifying and adopting benchmarked research tools to enhance efficiency and service delivery;
- (vi) Liaising with Government authorities and key stakeholders on relevant trade policy issues to advocate for favourable export environment;
- (vii) Overseeing the implementation of impact assessment framework for Council activities;
- (viii) Coordination of development and implementation of monthly, quarterly and annual performance reports from implementing departments/ divisions;
- (ix) Coordinating development and implementation of annual budgets and work-plans;
- (x) Commissioning studies/research geared towards export promotion and development;
- (xi) liaison with the government, producers/ manufacturers and other stakeholders on implementation of research findings; and
- (xii) Overseeing the preparation of annual operational plans and budgeting for the department.

- **Appointment Specifications**

For appointment to this grade an officer must have: -

- (i) Served in the the grade of Manager, Strategy and Performance Management or Manager, Research and Advocacy or Manager, Partnerships for a minimum period of three (3) years
OR
A minimum of twelve (12) years relevant work experience eight (8) of which must have been in a senior management position in the public or private sector;
- (ii) Bachelor's Degree in any of the following: Micro or macroeconomics, Econometrics, Statistics, Planning, Commerce, Business Administration, International Trade or any other relevant and discipline;
- (iii) Masters degree in any of the following disciplines Micro or macroeconomics, Econometrics, Statistics, Planning, Commerce, Business Administration, International Trade or its equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Demonstrated thorough understanding of national goals, policies and development objectives and ability to align them to EPC policies and programs.
- (vi) Participated in formulation, development of trade policy, sector strategy and export development;
- (vii) Membership to a Professional Body
- (viii) Critical thinking
- (ix) High aptitude in problem solving
- (x) Decision making aptitude
- (xi) Teamwork and Relationship building
- (xii) Demonstrated competence in work performance
- (xiii) Fulfilled the requirements of Chapter Six of the Constitution

CORPORATION SECRETARY- EPC GRADE 3

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

Corporation Secretary and Legal Services function entail: Provision of legal advice and secretariat services to the Board; liaise with external counsel for representation of the Council on legal matters; develop legal strategies on legal disputes, and litigations; ensure compliance to regulatory and statutory requirements; provision of guidance on governance to the Board and the Council; represent the Authority in various litigations; and keep custody of the Council Seal and all legal documents and instruments.

- **Job Description**

The job description will entail:-

- (i) Providing guidance to the Board on their duties and responsibilities and on matters of Governance
- (ii) Assisting the Board in carrying out Board induction and training; updating Board Committee Charters; preparation of Board Work-Plans; Board Evaluation; Governance Audit, and Implementation of the Code of Conduct and Ethics;
- (iii) Ensuring timely preparation and circulation of Board and Committee Papers;

- (iv) Ensuring timely circulation of Board and Committee Minutes;
- (v) Keeping custody of the seal of the Organization and account to the Board for its use;
- (vi) Maintaining and update the Register of Conflict of Interest;
- (vii) Ensuring the Board Members are aware of all relevant laws affecting the Organization;
- (viii) Facilitating effective communication between the Organization and stakeholders;
- (ix) Ensuring that Annual returns are promptly filed with relevant authorities;
- (x) Ensuring that Board and Committee papers are circulated in advance of any meeting;
- (xi) Providing legal guidance on contractual and statutory obligations binding to the Organization and legal duties for the Council.

- **Appointment Specification**

For appointment to this grade a candidate must have:-

- (i) Bachelors degree in Business Administration or any other relevant and equivalent qualification from a recognized Institution.
- (ii) Master's in Business Administration or any other relevant and equivalent qualification from a recognized Institution.
- (iii) Member of the Institute of Certified Public Secretaries of Kenya;
- (iv) A minimum period of ten (10) years relevant work with at least five (5) years' experience in a supervisory capacity;
- (v) Leadership Course lasting not less than four (4) weeks from a recognized institution
- (vi) Proficient in computer operation
- (vii) Fulfilling the requirements of Chapter Six of the Constitution
- (viii) Demonstrated competence in work performance

MANAGER COUNTY EXPORT SUPPORT SERVICES - EPC GRADE 3

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

An officer at this grade will responsible to the Chief Manager, Product, Market Development and Promotion. They will be deployed in County Export Support Services division and their functions will entail:-

- **Job Description**

The role of this position involves coordination of provision of export support and business counseling services at County level.

Job Descriptions will entail:-

- i. Fostering partnerships with county Governments on promotion of the export agenda;
- ii. Developing and implementing of outreach programs in the counties
- iii. Designing technical proposals for capacity building programmes in the counties;
- iv. Providing technical support services on Product Development and Market Promotion;
- v. liaising with CBIK to develop appropriate products and services in consultation with the business community in the Counties stakeholders;
- vi. Disseminating accurate, up-to-date and relevant trade information to the business community in the counties;

- vii. Establishing and developing networks with private and public Trade Promotion Organizations in the counties to facilitate acquisition and exchange of information
- viii. Establishing systems to monitor and evaluate quality of services and products and customer satisfaction
- ix. identifying and developing income generating cost recovery opportunities at regional level
- x. Overseeing compilation of databases for producers, exporters and trade support networks
- xi. Overseeing preparation of trade information publications relevant to the region

- **Appointment Specification**

For appointment to this grade an officer must have:

- i. A minimum period of ten (10) years' experience and at least five (5) years' experience in a supervisory capacity in product and enterprise development, promotion and market development.
- ii. Bachelor's Degree in any of the following: Economics, Commerce, Business Administration, International Trade, SME development, Food Science & Technology, Textiles & Apparels Design, Leather Design or any other relevant and equivalent qualification from a recognized Institution.
- iii. Master's Degree in any of the following: Economics, Commerce, Business Administration, International Trade, SME development, Food Science & Technology, Textiles & Apparels Design, Leather Design or any other relevant and equivalent qualification from a recognized Institution
- iv. Professional qualification and membership, where applicable.
- v. Certificate in leadership course lasting not less than four (4) weeks from a recognized institution.
- vi. Good communication and analytical skills;
- vii. Project management skills
- viii. Proficiency in computer applications
- ix. Fulfilled the requirement of Chapter Six of the Constitution

MANAGER, PARTNERSHIPS – EPC GRADE 3

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

The Manager, Partnerships, will be responsible to the Chief Manager, Corporate Strategy, Research and Advocacy for securing and growing the Council's revenue streams through cash and in-kind partnerships. The functions will entail: -

- **Job description**

Job Descriptions will entail:-

- i. Identifying , securing and fostering financial and in-kind support from partners, including corporate sponsors, trusts and foundations, private donors or philanthropists and government;
- ii. Managing and enhancing existing relationships, and building new relationships;
- iii. Administering of the Customer Relations Management System (CRMS)
- iv. Identifying and packaging partnership opportunities;
- v. Undertaking campaigns targeting prospective development partners;
- vi. Strengthening mutual collaboration links with committed development partners;

- vii. Publicizing the mission and role of EPC in the sector and the nation with the purpose of motivating collaboration and cooperation;
- viii. Developing fundraising strategies, negotiation and management of fundraising agreements with financiers;
- ix. Developing of effective means for handling funding transactions involving development partners and target beneficiaries;
- x. Initiating linkages with stakeholders to promote export promotion;
- xi. Preparing and presenting proposals for grants to meet the needs of export promotion.

- **Appointment Specifications**

For appointment to this grade an officer must have: -

- i. Bachelor's Degree in any of the following: Micro or macroeconomics, Commerce, Business Administration, International Trade, Planning or any other relevant and equivalent discipline from a recognized institution.
- ii. Masters degree in any of the following disciplines Micro or macroeconomics, Commerce, Business Administration, International Trade, Planning or any other relevant and equivalent discipline from a recognized institution.
- iii. A minimum of ten (10) years relevant work experience five (5) of which must have been in a senior management position in the public or private sector;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Proficiency in computer applications;
- vi. Demonstrated thorough understanding of national goals, policies and development objectives and ability to align them to EPC policies and programs.
- vii. Participated in formulation, development of trade policy, sector strategy and export development.
- viii. Membership of a Professional Organization
- ix. Critical thinking
- x. High aptitude in problem solving
- xi. Decision making aptitude
- xii. Teamwork and Relationship building
- xiii. Demonstrated competence in work performance
- xiv. Fulfilled the requirements of Chapter Six of the Constitution

MANAGER, STRATEGY AND PERFORMANCE MANAGEMENT - EPC GRADE 3

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

The Manager, Strategy and Performance Management will be responsible to the Chief Manager, Corporate Strategy, Research and Advocacy for planning, monitoring implementation and evaluation of the Council's performance. Duties and responsibilities at this level will entail: -

- **Job Description**

- (i) Undertaking national economic and business reviews to inform goals for export development;
- (ii) integrating activities of the Council in the national exports sector planning processes.
- (iii) Developing targets for interventions in the Kenya Vision 2030 objectives.
- (iv) Coordinating development, implementation and review of the Council's strategic plan;

- (v) Establishment and implementation of a Monitoring and Evaluation framework for the Council's programmes, projects and activities;
- (vi) Providing technical support to council staff in planning and monitoring of ongoing activities;
- (vii) Coordinating development and implementation of the Council's Service Delivery Charter;
- (viii) Developing and implementing effective risk appraisal and measurement tools;
- (ix) Spearheading ISO Certification;
- (x) Developing and implementing corporate ethics and anti-corruption framework.
- (xi) Managing trade flow analysis for the benefit of exporters and policy makers;
- (xii) Coordinating implementation of Strategic Plan and EPC annual performance contract
- (xiii) Coordinating cascading of performance contract and monitoring implementation progress quarterly.
- (xiv) Liaising with Human Resource Management for coordination of annual performance appraisal exercise by all departments.

- **Appointment Specifications**

For appointment to this grade an officer must have: -

- (i) Served in the the grade of Principal Planning Officer for a minimum period of three (3) years

OR

A minimum of ten (10) years relevant work experience five (5) of which must have been in a senior management position in the public or private sector;

- (ii) Bachelor's Degree in any of the following: Micro or macroeconomics, Econometrics, Statistics, Planning, Commerce, Business Administration, International Trade or any other relevant and discipline;
- (iii) Masters degree in any of the following disciplines Micro or macroeconomics, Econometrics, Statistics, Planning, Commerce, Business Administration, International Trade or its equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Proficiency in computer applications.
- (vi) Demonstrated thorough understanding of national goals, policies and development objectives and ability to align them to EPC policies and programs.
- (vii) Membership to a Professional Organization
- (viii) Critical thinking
- (ix) High aptitude in problem solving
- (x) Decision making aptitude
- (xi) Teamwork and Relationship building
- (xii) Demonstrated competence in work performance
- (xiii) Fulfilled the requirements of Chapter Six of the Constitution

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

The Manager, Research and Advocacy will be responsible to the Chief Manager, Corporate Strategy, Research and Advocacy. Duties and responsibilities at this level will entail:

- **Job Description**

- i. Coordinating the undertaking of applied market research in East Africa / European markets for the benefit of exporters;
- ii. Disseminating research findings to all stakeholders;
- iii. Coordinating the preparation of budget of the section in consultation with the Chief Manager;
- iv. Coordinating the preparation of budget for implementation of the strategic plan on the shortterm in collaboration with all other sections;
- v. Analyzing constraints in sector identified in the National Export Strategy and disseminating findings in stakeholders forum;
- vi. Prioritizing research projects and funding;
- vii. Ensuring implementation of research findings;
- viii. Coordinating, monitoring and evaluation of research projects;
- ix. Coordinating publication and disseminating of research findings;
- x. Representing EPC in trade policy and research meeting
- xi. Reviewing Trade agreements and preparing briefs for policy interventions;
- xii. Coordinating activities of Trade Point in collaboration with manager E-trade; and
- xiii. Secretary to Specific sectoral panels and in charge of developing the sector positional papers in liaison with respective units.

- **Appointment Specifications**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Principal officer, Research and Advocacy or in a comparable and relevant position for at least three (3) years;
- (i) Bachelors degree in any of the following: Economics, Statistics, Planning, Public Policy or any other relevant and equivalent discipline from a recognized institution;
- (ii) Masters degree in any of the following: Economics, Statistics, Planning, Public Policy or any other relevant and equivalent discipline from a recognized institution;
- (iii) Proficiency in Statistical Package for Social Science and any other relevant statistical package;
- (iv) A minimum period of ten (10) years relevant work with at least five (5) years' experience in a supervisory capacity
- (v) Membership in a professional body
- (vi) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution
- (vii) Fulfilling the requirements of Chapter Six of the Constitution
- (viii) Demonstrate managerial and professional competence and exhibit a thorough understanding of national goals, policies and development objectives and ability to align them to EPC policies and program.

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

• **Job Description**

The Job Description will entail;

- i. Development and implementing of HR strategies, policies and practices and coordinating human resource initiatives aimed at achieving EPC strategic objectives.
- ii. Management of the terms and conditions of service including recruitment, promotions, personnel emoluments and review of the same.
- iii. Designing human resource plans for career progression and succession management and maintaining optimal staffing levels.
- iv. Facilitating and coordinating implementation of the performance management system for high performance culture;
- v. Overseeing training needs assessment and organizing appropriate intervention programs for staff training and development
- vi. Facilitate the development of organization structures that provides a system of well-coordinated functions and relationships for realization of Council's objectives.
- vii. Coordinating all administrative matters including transport, logistics, maintenance and inventory of Council's facilities, assets and management of record, security and work environment.
- viii. Mainstreaming, implementing, sensitizing staff on Government policies on Gender, Disability, Alcohol and Drug Abuse, HIV/Aids, National Cohesion, National Values and Principles of Governance

• **Appointment Specifications**

For appointment to this grade a candidate must have:

- (i) Bachelors Degree in Human Resource Management

OR

Degree in Social Sciences or its equivalent from a recognized institution;

AND

A post graduate Diploma in Human Resource Management from a recognized institution
Membership to a Professional Body eg IHRM or relevant recognised institution

- (ii) Masters Degree in Human Resource Management/ Development/ Planning, Business Administration or Public Administration or equivalent from a recognized institution;
- (iii) A minimum period of ten (10) years relevant work at least five (5) years' experience in a supervisory capacity.
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution
- (vi) Membership to a Professional Body eg IHRM or relevant recognised institution
- (vii) Proficiency in computer applications
- (viii) Demonstrated competence in work performance.

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

• **Job Description**

The job description will entail:-

- (i) Providing overall management and coordination activities in Corporate Communication Division;
- (ii) Advising the Chief Executive Officer on Corporate Affairs;
- (iii) Developing, implementing and reviewing corporate Affairs policies, strategies and standards;
- (iv) Designing, initiating and supervising research on public relations issues and developing appropriate interventions;
- (v) Devising and implementing measures to promote the corporate image of the Council;
- (vi) Developing press releases, speeches and briefs for the Council;
- (vii) Engaging with the media and other stakeholders on all matters of concern to EPC;
- (viii) Disseminating various customer care issues to relevant HODs for appropriate action;
- (ix) Championing Corporate Social Responsibility Programmes;
- (x) Spearheading Customer Satisfaction surveys;
- (xi) Managing staff development and performance management systems in the Unit;
- (xii) Developing and disseminating the EPC Annual Report on achievements.

• **Appointment Specifications**

For appointment to this grade a candidate must have:-

- (i) Bachelor's degree in Journalism, Mass Communication or Public Relations or any other relevant and equivalent qualification from a recognized Institution.
- (ii) Master's degree Journalism, Mass Communication or Public Relations or any other relevant and equivalent qualification from a recognized Institution.
- (iii) A minimum period of ten (10) years relevant work with at least five (5) years' experience in a supervisory capacity;
- (iv) Professional qualification and membership where applicable
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution
- (vi) Excellent oral and writing skills both in English and Kiswahili;
- (vii) Photography, video recording, branding, editing and social media skills;
- (viii) Fulfilling the requirements of Chapter Six of the Constitution
- (ix) Proficiency in computer operation
- (x) Demonstrated competence in work performance

Terms of Employment: Four (4) Years Contract Renewable Subject to Performance

- **Job Description**

Duties and responsibilities in this level will entail:

- (i) Overseeing the development and implementation of supply chain management policies, plans and strategies;
- (ii) Overseeing the preparation and submission of timely procurement reports;
- (iii) Resolving procurement issues with contractors and consultants;
- (iv) Ensuring that procurement and disposal functions are implemented in full compliance with statutory provisions by the council;
- (v) Providing technical/secretariat services to the council's tender, procurement and disposal committees;
- (vi) Ensuring timely implementation of decisions of tender, procurement and disposal committees;
- (vii) Submitting statutory reports;
- (viii) Ensuring compliance to budget guidelines
- (ix) Formulating and developing policies, plans and strategies in the areas of supply chain,
- (x) Overseeing procurement, activities in the council;
- (xi) Developing and maintaining supply chain, capability and culture that reflect the values which facilitates performance, professionalism and initiative by staff throughout the council;
- (xii) Championing value-for-money and model cost-effective measurement techniques for assessing output quality delivered by supply chain;
- (xiii) Coordinating all procurement activities in the council and discharge its duties in line with procurement and disposal laws;
- (xiv) Providing advice to the council as required in relation to procurement of goods, works and services and contract management;
- (xv) maintaining a sound procurement policy that ensures acquisition of goods, services and works is executed in line with the public procurement regulations;
- (xvi) Providing technical and secretarial services to the council's tender and disposal committee and ensuring prompt implementation of its decisions; and
- (xvii) Monitoring and evaluating contract management by users and report progress to facilitate timely decision making and timely implementation/completion of project; and
- (xviii) Supervising, training and developing of staff under him or her.

- **Appointment Specifications**

For appointment to this grade, an officer must have at least:

- (i) A minimum of ten (10) years' experience in relevant work and at least five (5) years in a supervisory role in the Public Service or in the Private Sector;
- (ii) Bachelors Degree in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics or other relevant and equivalent qualifications from a recognized Institution.
- (iii) Masters Degree in any of the following:- Business Administration, Economics, Procurement and Supplies Management or other relevant and equivalent qualification from a recognized institution.
- (iv) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution.

- (v) Membership of professional body either KISM or CIPS or both.
- (vi) Proficiency in computer applications.
- (vii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (viii) Demonstrated merit and ability as reflected in work performance and results.

PERSONAL ASSISTANT - EPC GRADE 4

Terms of Employment: Permanent

The Chief Executive Office is supported by a Personal Assistant and Office Administrator for the day to day management and administration of the office. This position will be responsible for the efficient functioning of the Executive Office through coordination of the CEO's Secretariat and effective management of communication in the Executive Office.

- **Job Description**

The job description will entail:

- i. Providing comprehensive support services to the CEO that ensures a professional, responsive and effective experience with the organization as a whole;
- ii. Providing export liaison services between the CEO's office and all the stakeholders;
- iii. Managing the CEO's diary and prioritise inquiries and requests while troubleshooting conflicts;
- iv. Providing administrative interface between the office of the CEO and Management/Staff
- v. Ensuring smooth day-to-day scheduling of engagements;
- vi. Administering internal and external correspondence;
- vii. Managing calls and prioritize messages, emails and other mail;
- viii. Handling all calls and visitors with grace and professionalism;

- **Appointment Specifications**

For appointment to this grade a candidate must have:-

- ix. Bachelors degree in Business Administration or any other relevant and equivalent qualification from a recognized Institution.
- x. Professional qualification and membership where applicable
- xi. A minimum period of eight (8) years relevant work at least three (3) years' experience in a supervisory capacity.
- xii. Management Course lasting not less than four (4) weeks from a recognized institution.
- xiii. Fulfilling the requirements of Chapter Six of the Constitution.
- xiv. Strong communication, teamwork, interpersonal and organizational skills;
- xv. Good command of written and spoken English
- xvi. Proficiency in computer applications

SENIOR ACCOUNTANT - EPC GRADE 5

Terms of Employment: Permanent

• Job Description

The Job Descriptions will entail:

- i. Post data into the Financial Management System.
- ii. Prepare costing guidelines for activities;
- iii. Collate and circulate budget guidelines to budget holders;
- iv. Review divisional budgets estimates for accuracy and completeness and compliance to policies and procedures;
- v. Review expenditure requests and postings to ensure they are charged to the correct budget line; and
- vi. Undertake budget monitoring through variance analysis.

• Appointment Specifications

For appointment to this grade a candidate must have:

- i. Bachelor's degree in any of the following disciplines:Commerce, Public Finance, Financial Auditing Financial Accounting or Business related degree from a recognized institution;
- ii. Certified Public Accountant Part III or its equivalent qualifications from a recognized Institution; and
- iii. Certified Public Accountant of Kenya and registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or member of any other relevant Professional body recognized in Kenya;
- iv. A minimum period five of (5) years relevant work experience;
- v. Proficiency in Computer applications
- vi. Demonstrated competence in work performance.
- vii. Fulfilling the requirements of Chapter Six of the Constitution

ACCOUNTANT - EPC GRADE 6

Terms of Employment: Permanent

• Job Description

The Job Descriptions will entail:

- i. Inputting accounting transactions in the books;
- ii. Managing banking and bank reconciliation;
- iii. Maintaining income and expenditure records;
- iv. Collecting Council funds from GOK/Others and accounting for them;
- v. Initiating and facilitating preparation of financial accounts;
- vi. Preparing audit schedules to facilitate yearly audits;
- vii. Maintaining general and subsidiary ledgers; and
- viii. Maintaining financial assets and liabilities.

- **Appointment Specifications**

For appointment to this grade a candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Commerce, Public Finance, Financial Auditing Financial Accounting or Business related degree from a recognized institution;
- (ii) Certified Public Accountant Part II or its equivalent qualifications from a recognized Institution; and
- (iii) Proficiency in computer applications.
- (iv) Fulfilling the requirements of Chapter Six of the Constitution

PRODUCT, MARKET DEVELOPMENT AND PROMOTION OFFICER -EPC GRADE 6

Terms of Employment: Permanent

An officer at this grade will be responsible to the Manager, Product, Market Development and Promotion and may be deployed in product development function, market development and promotion or County Support Services function The role of this position is responsible for supporting the tasks and assignments related to the capacity and product development programmes for the MSME and will also handle market development and promotion activities.

- **Job Description**

Job descriptions will entail:-

- i. Assisting in managing the export development and promotion activities for the regions assigned;
- ii. Assisting in the preparation, implementation and monitoring of trade promotion activities such as trade fairs/ exhibitions, trade missions, buyer – seller meets etc in consultation with Manager M&E
- iii. Assisting in preparing briefings for exhibitors before departure for trade promotion activities.
- iv. Implementing identified sector intervention activities with sector Champions and other relevant stakeholders.
- v. Gathering and compiling relevant markets intelligence reports for use in the improvement of in-house Sectoral knowledge.
- vi. Generating monthly reports of activities undertaken/in progress for evaluation by management.
- vii. Liaise with Sectoral specialists in scheduling meetings, ensure minutes and issues generated at these meetings are escalated to divisional head for appropriate intervention and forwarding to the Board where necessary.

- **Appointment Specifications:**

For appointment to this grade a candidate must have:

- (i) Bachelor's Degree in any of the following: Commerce, Economics, Business Education, Entrepreneurship Development, Economics, Commerce, Business Administration & Management, International Trade, SME development, Food Science & Technology, Textile Technology, Leather Technology, or any other relevant and equivalent discipline from a recognized institution
- (ii) Good communication skills;
- (iii) Proficiency in computer application
- (iv) Fulfilled the requirement of Chapter six of the Constitution.

RESEARCH AND ADVOCACY OFFICER - EPC GRADE 6

Terms of Employment: Permanent

This will be the entry and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

- **Job Description**

- i. Evaluating project proposals;
- ii. Designing data collection procedures and instruments;
- iii. Conducting research studies in related areas;
- iv. Developing research instruments;
- v. Collecting and collating data on research projects;
- vi. Writing research reports; and
- vii. Maintaining reports on research.

- **Appointment Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelors degree in any of the following: Economics, Statistics, Planning, Public Policy or any other relevant and equivalent discipline from a recognized institution; and
- (ii) Proficiency in Statistical Package for Social Science (SPSS) and any other relevant statistical package;
- (iii) Proficiency in computer applications; and
- (iv) Fulfilling the requirements of Chapter Six of the Constitution.

INTERNAL AUDITOR - EPC GRADE 6

Terms of Employment: Permanent

This will be the entry and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

- **Job Description**

Duties and responsibilities at this level will entail: -

- i. preparing draft audit test procedures, draft notifications and request for information Memos.
- ii. carrying out audit tests on internal controls in accounting, administration and operational procedures;
- iii. ensuring that the audit working and paper files are complete and well referenced. reviewing prepared audit test procedures, drafts notifications and request for information Memos;
- iv. carrying out audit tests on internal controls in accounting, administration and operational procedures;
- v. preparing draft audit reports;
- vi. preparing draft risk based audit plans, programmes and schedules; and
- vii. examining and evaluating the Council's internal controls to ascertain their adequacy and make recommendations for improvement

- **Appointment Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in Commerce (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution.
- (i) Certified Public Accountant Part II or ACCA. Proficiency in Computer applications.
- (ii) Proficiency in computer applications
- (iii) Fulfilled the requirements of Chapter Six of the Constitution.

E-TRADE AND ICT OFFICER - EPC GRADE 6

Terms of Employment: *Permanent*

- **Job Description**

This will be the entry grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

The job descriptions will entail:-

- (i) Liaising with users for proper handling of equipment during operations and training of users;
- (ii) Ensuring ICT spares and consumable are in stock;
- (iii) Assisting in training on the use of computers, relevant software packages and developing customized applications;
- (iv) Assisting in updating of websites with trade information and facilitate in retrieval of information from CBIK databases and the internet
- (v) Maintaining list of trade information websites for utilization by staff and business community;
- (vi) Assisting in development of websites for SMEs

- **Appointment Specifications**

For appointment to this grade a candidate must have:-

- (i) Bachelor's degree in Information Communication Technology/ Computer Science or equivalent qualification from a recognized institution;
- (ii) Proficiency in computer applications
- (iii) Fulfilling the requirements of Chapter Six of the Constitution

ASSISTANT OFFICER, SUPPLY CHAIN MANAGEMENT - EPC GRADE 8

Terms of Employment: *Permanent*

- **Job Description**

This will be the entry and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

Duties and responsibilities in this level will entail:

- i. Preparing tender documents, requests for proposals, and expression of interests;
- ii. Attending to any clarifications sought by bidders;
- iii. Preparing addendums and amendments to Tender Documents;
- iv. Receiving and opening of tenders/quotation documents;

- v. Participating in the evaluation of tenders/quotations;
- vi. Assisting in the preparation of Statutory Reports;
- vii. Participating in the preparation of annual procurement and disposal plans;
- viii. Preparing and submitting procurement reports;
- ix. Implementing Tender, Procurement and Disposal Committee decisions;
- x. Undertaking inspection and acceptance of goods, services and works;
- xi. Disposal of stores and equipment; and inventory management and control;
- xii. Carrying out periodic market surveys;
- xiii. Maintaining custody of procurement registers, files and custody of bid documents;
- xiv. Preparing and submitting tender documents for contract preparations;
- xv. Preparing and dispatching of Local Purchase Order (LPO) and Local Service Order (LSO); and
- xvi. Participating and conducting periodic and annual stock taking.

- **Appointment Specifications**

For appointment to this grade, an officer must have at least: -

- (i) Diploma in any of the following:- Procurement and Supplies Management, Procurement and Logistics, Commerce, Business Administration (Supplies Management Option), Economics, or any other relevant and equivalent qualification from a recognized Institution;
- (ii) Proficiency in computer applications;
- (iii) Fulfilled the requirements of Chapter Six of the Constitution; and
- (iv) Shown merit and ability as reflected in work performance and results.

DRIVER - EPC GRADE 9

Terms of Employment: Permanent

- **Job Description**

Job descriptions will entail: -

- (i) Carrying out minor mechanical adjustments;
- (ii) Identifying and reporting abnormal functioning of the vehicle;
- (iii) Taking initiative for security and safety for the vehicle on and off the road and safety of passengers and/ or goods therein;
- (iv) Maintain vehicle in clean condition; keeping the fuel cards safe;
- (v) Maintain work tickets for vehicles assigned;
- (vi) Monitoring deadlines vehicle insurance;
- (vii) Reporting of accidents, theft ; and
- (viii) Verifying and monitoring repairs.

- **Appointment Specifications**

For appointment to this grade, a candidate must have:

- i. Certificate in Kenya Certificate of Secondary Education mean grade D or equivalent qualification
- ii. Current driving license free from current endorsements and valid for all the classes of vehicles, which the candidate is required to drive;
- iii. Occupational Trade test for Driver grade III;
- iv. At least four (4) years previous satisfactory driving experience after obtaining the driving license;

- v. Accident free record within the last four (4) years;
- vi. First Aid Certificate course lasting not less than one (1) week at St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution; and
- vii. A valid Certificate of Good Conduct.
- viii. Fulfilling the requirements of Chapter Six of the Constitution

ASSISTANT SECURITY WARDEN - EPC GRADE 10

Terms of Employment: Permanent

• Job Description

Job Description will entail:-

- (i) Securing premises and personnel by patrolling property
- (ii) Monitoring access points and controlling entry.
- (iii) Preventing losses and damage by reporting irregularities,
- (iv) Ensuring effective operation of security equipment .and reporting any defect
- (v) Recording unusual observations, information, occurrences, and surveillance activities.
- (vi) Protecting the lives of the Council staff and visitors by ensuring that the working environment is safe.
- (vii) Operating detecting devices to screen individuals and prevent passage of prohibited gadget into the Council's premises.

• Appointment Specifications

For appointment to this grade, an officer must have:-

- (i) KCSE mean grade D or equivalent qualification
- (ii) Fulfilling the requirements of Chapter Six of the Constitution

OFFICE ASSISTANT - EPC GRADE 10

Terms of Employment: Permanent

• Job Description

This will be the entry and training grade for this cadre. An officer at this level will work under direct supervision of a senior officer.

Job descriptions will entail: -

- (i) Providing cleaning services and office arrangement,
- (ii) Preparing and serving tea;
- (iii) Packing, unpacking items;
- (iv) Shifting, lifting and removing items;
- (v) Reporting of damages in area of deployment;
- (vi) Dismantling, eliminating, destroying undesirable items;
- (vii) Tending equipment to preserve and prolong usage and prevent adverse exposure;
- (viii) Mail delivery other messengerial services.

• Appointment Specifications

- (i) For appointment to this grade, an officer must have:-
- (ii) KCSE mean grade D or equivalent qualification
- (iii) Fulfilling the requirements of Chapter Six of the Constitution

Terms of Employment: Permanent

- **Job Description**

The role of this position is to assist in business advisory duties and in the development of exports and stakeholder information sharing and providing quality, accurate and timely trade information to the business community.

Job Description will entail:-

- (i) Providing business counseling services to business community;
- (ii) Data mining for relevant business information databases
- (iii) Assisting in the dissemination of accurate, up-to-date and relevant trade information to the business community;
- (iv) Assisting in development of appropriate trade information products and services at the Council.
- (v) Maintaining high quality standards in customer delivery
- (vi) Assisting in preparing the Kenya Export Directory and trade information publications (e.g. brochures, bulletins, leaflets, newsletter) and design appropriate dissemination mechanisms.
- (vii) Assisting in the maintenance of a comprehensive database of clients for targeted dissemination of specific information to identified users
- (viii) Assisting in the organisation of trade information seminars for the business community to raise awareness on specific trade related topics.

- **Appointment Specifications**

For appointment to this grade a candidate must have:-

- (i) Bachelor's degree in any of the following disciplines: Commerce, Business Management/Administration, or equivalent qualification from a recognized institution;
- (ii) Good communication skills
- (iii) Proficiency in Computer applications.
- (iv) Fulfilled the requirements of Chapter Six of the Constitution