



**THE KENYATTA INTERNATIONAL CONVENTION CENTRE**

**CAREER OPPORTUNITIES**

The Kenyatta International Convention Centre (KICC) is established under the Tourism Act, No. 28 of 2011 (the Act). KICC’s mandate is to promote business of meetings, conferences and exhibitions. This entails: -

1. Organizing and hosting meetings and providing incentives for conferences and exhibitions at the Convention Centre;
2. Developing and implementing the national meetings, incentives for conferences and exhibitions strategy, in collaboration with the Tourism Board upon consultation with the relevant stakeholders;
3. Marketing the Convention Centre, in collaboration with the Tourism Board; and;
4. Perform any other functions that are ancillary to the object and purpose for which the Convention Centre is established.

KICC is in the process of recruiting suitable persons and invites applications for the following posts: -

<b>No</b>	<b>Reference</b>	<b>Vacancy/ position</b>	<b>Job Grade</b>
1.	KICC/DCS/2021	Director Corporate Services	KICC 2
2.	KICC/MFA/2021	Manager, Finance and Accounts	KICC 3
3.	KICC/MHR/2021	Manager, Human Resource and Administration	KICC 3
4.	KICC/PSCO/2021	Principal Supply Chain Officer	KICC 4
5.	KICC/PIA/2021	Principal Internal Auditor	KICC 4

**1. DIRECTOR, CORPORATE SERVICES, JOB GRADE 2 (1 POST)**

**REF: KICC/DCS/2021**

The Director Corporate Services shall provide strategic leadership and advice to ensure optimal utilization and management of the corporation’s resources in the functional areas of Finance, Human Resource and Administration, and Information & Communications Technology and Corporate Communications.

### **Duties and responsibilities**

1. Initiate the formulation of administrative policies, systems and procedures for the organization.
2. Establish and maintain sound Financial, Human Resource, Administrative, ICT and Communication procedures in compliance with statutory regulations.
3. Participating in the preparation of Corporate plans.
4. Provide technical guidance and leadership on matters Finance & Accounting, Human Resources, Administration, ICT and Corporate Communication.
5. Co-ordination of directorate activities by providing responsible advice and counsel to the corporation.
6. Management and Coordination of Financial Services.
7. Co-ordinate recruitment, deployment, remuneration, staff performance, development and discipline of human resources.
8. Management of assets and services to support each core functions in administration/ logistic requirements to facilitate service delivery.
9. Co-ordinate information exchange with all stakeholders and the public to ensure customer expectations are met.

### **Person Specification**

1. Master's Degree in either: Business Administration, Finance, Human Resources Management, ICT, Public Administration of any other equivalent from a recognized institution.
2. Bachelor Degree in any of the following: Commerce, Business Administration, Human Resources Management, Finance or Accounting, ICT or any other equivalent qualification from a recognized institution.
3. Have ten (10) years cumulative relevant work experience, five (5) of which should have been at managerial level in a reputable institution.
4. Certificate in leadership course not lasting less than four (4) weeks from a recognized institution.
5. Proficiency in computer application.
6. Membership to a relevant professional body and in good standing.
7. Demonstrated merit and ability as reflected in work performance and results.
8. Proficiency in computer applications.
9. Strong communication, interpersonal and analytical skills.
10. Ability to work with and supervise multigenerational staff.
11. Fulfilled the requirements of Chapter Six of the Constitution.

## **2. MANAGER, FINANCE AND ACCOUNTS, JOB GRADE 3 (1 POST)**

**REF: KICC/MFA/2021**

The Manager, Finance and Accounts reports to the Director Corporate Services and is responsible for ensuring prudent management of financial resources and the reporting thereof within existing legal and regulatory framework.

### **Duties and responsibilities**

1. Implementing sound financial policies, systems and procedures in Compliance with statutory regulations.
2. Coordinate the preparation and evaluation of annual and revised Corporation's and departmental budgets and establish a sound budgetary system.
3. Provide technical & professional advice on the optimal capital expenditure decisions, resource allocation and utilization of the Corporation assets.
4. Ensure the preparation of monthly, quarterly and annual financial statements and management reports .

5. Ensure Management of Receivables and payables.
6. Ensure Asset Register is updated.
7. Safe custody of accountable documents and financial reports.
8. Ensure General Ledgers reconciliation.
9. Development and implementation of chart of accounts.
10. Enforce financial discipline through strict controls, sensitizing others on financial matters, resource allocation and cost control.
11. Identify opportunities for improvement and cost effective solution within the accounting function.
12. Planning and Preparation of the Corporation's budget and ensure implementation and provide leadership in budget management
13. Management of financial risks.
14. Treasury Management.
15. Managing the Corporation's financial investment and assets.
16. Ensure enforcement of proper credit control systems and Debt management.
17. Developing supplementary financial regulations and procedures to enhance internal controls established through Treasury regulations and procedures;
18. Coordinating the preparation of all financial reconciliations;
19. Ensuring Statutory and quarterly management reports are prepared and submitted as per the legal requirements;
20. Accounting for funds disbursed to the Corporation.
21. Management of staff performance within the department.
22. Mentoring and coaching the departmental staff.
23. Ensure excellent customer service both to internal and external customers.
24. Statutory remittance and compliances.
25. Assisting in preparation of Board papers.

#### **Person Specification**

- i. Master's Degree in any of the following discipline: Commerce, Accounting, Business Administration, Finance or any equivalent qualifications from a recognized institution.
- ii. Bachelor degree in any of the following disciplines: - Commerce (Accounting or Finance option) or any equivalent qualifications from a recognized institution.
- iii. A minimum period of eight (8) years relevant work experience three (3) of which should have been at the level of senior officer.
- iv. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK) as a CPA(K) in good standing.
- v. Certified Public Accountants of Kenya (CPA, K)
- vi. Management course lasting not less than four (4) weeks from a recognized institution.
- vii. Proficiency in computer applications.
- viii. Fulfilling the requirements of Chapter Six of the Constitution.

### **3. MANAGER, HUMAN RESOURCE AND ADMINISTRATION, JOB GRADE KICC 3, (1POST) REF: KICC/MHR/2021**

The Manager, Human Resource and Administrations reports to the Director Corporate Services and is responsible for offering advisory services to management on Human Resource and Administration matters and deal with all staff matters including recruitment & selection, placement, retention, training and development, discipline, administration of staff welfare and separation.

## **Job Specification**

### **Duties and responsibilities at this level will entail;**

1. Forecasting and planning on human resource needs;
2. Managing the Corporation's recruitment and selection process;
3. Coordination of training and development of staff in the Corporation;
4. Coordination of staff performance management, reward and sanctions system;
5. Development of corporation's mentoring and coaching programs;
6. Monitoring and evaluating the effectiveness of the staff succession plans, development, mentoring, coaching and internship programs;
7. Advising the Directorate on matters relating to human resources management, records and administration;
8. Review and development of the human resource, records and administration policies, procedures and processes and oversee their implementation;
9. Management, maintenance and storage of staff records;
10. Overseeing the payroll processing and ensuring compliance to statutory obligations;
11. Championing change management programs in the Corporation;
12. Coordinating the preparation of periodic progress reports.
13. Development of Human Resources, Records and Administration budget and work plan
14. Oversee records management
15. Ensuring compliance with statutory obligations related to Health & Safety, HIV/AIDS, Alcohol and Drug Substance Abuse, Gender and Disability Mainstreaming

### **Person Specification**

For appointment to this grade, an officer must have;

1. Master's degree in any of the following disciplines; Human Resource Management, Human Resource Development, Business Administration, Public Administration, or equivalent qualification from a recognized institution;
2. Bachelor's degree in any of the following disciplines; Human Resource Management, Human Resource Development, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
3. Eight (8) years relevant work experience; three (3) years should be in management;
4. Be a member of the Institute of Human Resource Management;
5. Be a holder of a Valid Human Resource Practicing Certificate;
6. Certificate in Management Course or its equivalent lasting not less than four (4) weeks;
7. Proficiency in computer applications;
8. Good communication and interpersonal skills;
9. Fulfilled the requirements of Chapter Six of the Constitution

**4. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, (1 POST)**  
**JOB GRADE 4 REF: KICC/PSCO/2021**

The Principal Supply Chain Officer reports to Supply Chain Manager.

**Duties and responsibilities**

1. Preparing and consolidating procurement and disposal plans;
2. Coordinate market surveys and research for goods, works and services;
3. Maintain and archiving of documents and records of the procurement and disposal activities for the required period;
4. Preparing the Corporation's framework agreements for goods, works and services;
5. Consolidation of monthly, quarterly, semi-annual and annual statutory and management reports on procurement activities;
6. Contract implementation and monitoring procurement contracts as prescribed in the procurement manual/ policies/ procedures to ensure adherence to the law;
7. Drafting advisory/ professional opinion on procurement matters to the Chief Executive Officer (CEO).
8. Preparing tender and asset disposal documents to facilitate competition and contract documents in line with the aware decision as well as issuance of debriefing letters; and
9. Preparing contract variations and modification documents for goods, works and services;

**Person specifications**

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

1. Master's degree in any of the following disciplines:- Procurement, Purchasing, Supply Chain Management, Logistics or any equivalent qualifications from a recognized institution;
2. Bachelor's degree in any of the following disciplines:- Procurement, Purchasing, Supply Chain Management, Logistics, Business Administration of any equivalent qualifications from a recognized institution;
3. A minimum period of six (6) years relevant work experience three (3) of which should have been at the level of senior officer.
4. Member of the Kenya Institute of Supplies Management (KISM) or Chartered Institute of Purchasing (CIPS);
5. Have a valid Practicing license from Kenya Institute of Supplies Management (KISM);

6. Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
7. Proficiency in computer applications; and
8. Fulfilled the requirements of Chapter Six of the Constitution;

**5. PRINCIPAL INTERNAL AUDITOR, JOB GRADE KICC 4, (1 POST)  
Ref: KICC/PIA/2021**

The Principal Internal Auditor reports to the Audit Manager and is responsible for providing assurance on the Corporation's internal control systems, risk management framework and the governance structure as per the Public Financial Management, (PFM) Act.

**Job Description**

Duties and responsibilities at this level will entail:

1. Developing a comprehensive programme of engagement coverage for assigned areas;
2. Ensuring conformity to acceptable standards, plans, budgets and schedules;
3. Coordinate the preparation of specific audit assignment plans and programmes;
4. Preparation of the Internal Audit systems, procedures and guidelines;
5. Carrying out audit tests on internal controls in all processes;
6. Ensuring that the audit findings are properly documented;
7. Preparing draft audit reports detailing audit findings;
8. Leading specific audit teams; and
9. Reviewing work programmes to ensure that audits are planned and well managed;
10. Carry out periodic self-assessment as per the Quality Assurance Improvement Programme (QAIP);
11. To compile a follow up report detailing the recommendations for improvement for internal audit activity in line with quality Assurance improvement programme (QAIP).

**Person Specifications**

For appointment to this grade, an officer must:

- i. Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution;
- iii. Have a minimum of six (6) years relevant work experience three (3) of which should have been at a supervisory level;
- iv. Be a member of any of the following professional bodies- Institute of Certified Public Accountant of Kenya (ICPAK), Institute of Internal Auditors of Kenya (IIA-Kenya),

Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE);

- v. Be in possession of any of the following: - CPA (K), CISA, CFE, CIA, Certified Risk Management Professional (CRMP) or its equivalent and either;
- vi. Internal Audit Quality Assessors Certification;
- vii. Have a certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- viii. Be proficient in Computer applications;
- ix. Fulfil the requirements of Chapter Six of the Constitution;

**Applications:**

Applications must comply with Chapter 6 of the constitution and avail clearance certificates from: -

- Directorate of Criminal investigation (Certificate of good conduct)
- Kenya Revenue Authority (KRA) Tax compliance
- Higher Education Loans Board (HELB)
- Ethics and Anti-Corruption Commission (EACC)
- Credit Reference Bureau (CRB)

Interested and qualified persons are requested to submit their application which should include: -

1. One page statement on how you meet the requirements for the position
2. Curriculum Vitae
3. Indication of current salary
4. Professional certificates and testimonials
5. Three professional referees

**Terms of offer**

The successful candidate's appointment will be as follows:-

- i. Job Grade KICC 2 and KICC 3 shall be appointed contract of five (5) years renewable subject to performance.
- ii. Job Grade KICC 4 shall be appointed on permanent and pensionable terms.

Applications should be sent under confidential cover with the envelope clearly marked as per your application Reference.

“Ref: KICC/.....20.....” not later than 11<sup>th</sup> October 2021 at 5pm to: -

**The Chief Executive Officer  
Kenyatta International Convention Centre  
P O Box 30746 - 00100  
NAIROBI**

Women, Persons Living with Disabilities and Marginalized are encouraged to apply. Please note that only shortlisted candidates shall be contacted.