**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: -

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Reference** | **Vacancy/ position** | **Job Grade** | **No of posts** |
|  | KICC/SCM/2025 | Manager Supply Chain Management | KICC 3 | 1 |
| **Re-advertisement** | | | | |
|  | KICC/HKM/2025 () | Housekeeping Manager | KICC 3 | 1 |
|  | KICC/ICTM/2025 | Manager, Information & Communication Technology | KICC 3 | 1 |

1. **MANAGER SUPPLY CHAIN MANAGEMENT, JOB GRADE 3 (1 POST)**

**ref: kicc/SCM/2025**

The job purpose of the Manager, Supply Chain Management is to plan and coordinate Procurement and Supply Management activities in areas of procurement, inventory, disposal of stores and assets in line with Public Procurement and Asset Disposal Act 2015 and regulations 2020; and is responsible to the Chief Executive Officer(CEO) for all procurement and supply matters in the Corporation.

**Duties and responsibilities**

1. Planning and coordinating Procurement and Supply Management activities in

areas of procurement, inventory, disposal of stores and assets in line with

Public Procurement and Asset Disposal Act 2015;

1. Providing advisory/professional opinion on procurement matters to the Chief

Executive Officer (CEO).

1. Advising the CEO on all matters relating to Procurement of Goods, Works and

Services;

1. Coordinating the Review and developing policies, plans and strategies in the

areas of supply chain management;

1. Ensuring value-for-money and model cost effective measurement techniques

for assessing output, quality delivered by external service providers;

1. Ensuring preparation and submission of timely procurement statutory reports

including performance reporting;

1. Ensuring the implementation of the annual procurement plan of goods, works

and Services and inventory management.

1. Monitoring and evaluation of the procurement and supply chain function

through performance management ;

1. Monitoring contracts, to ensure adherence to the terms and conditions of the

contracts;

1. Coordinating the negotiation process by the evaluation committee and

bidder(s), where negotiations are allowed by the Act;

1. Ensuring the implementation and achievement of departmental strategic plans deliverables.

**Person Specification**

For appointment to this grade, an officer must have;

* 1. Masters Degree in any of the following disciplines:- Procurement, Supply Chain Management, Logistics, Business Administration or any equivalent qualifications from a recognized institution.
  2. Bachelors degree in any of the following disciplines:- Procurement, Supply Chain Management, Logistics, Business Administration or any equivalent qualifications from a recognized institution.
  3. Management Course lasting not less than four (4) weeks.
  4. A minimum period of eight (8) years relevant work experience three (3) years should be in management.
  5. Member of the Kenya Institute of Supplies Management or Chartered Institute of Purchasing.
  6. Proficiency in computer applications.
  7. Fulfil the provision of chapter Six (6) of the Constitution.

1. **HOUSEKEEPING MANAGER, JOB GRADE 3 (1 POST)**

**ref: kicc/HKM/2024**

The Housekeeping Manager is responsible for cleanliness, aesthetic of rooms, public area, room set up, decoration, back areas and surroundings at the Convention Centre and asset management.

**Duties and responsibilities**

1. Oversee and direct the cleaning activities for the Corporation.
2. Order cleaning materials and new items.
3. To ensure that workers have the proper tools to perform their duties.
4. Inform workers about the procedures and policies that have to be followed while cleaning rooms.
5. Approval of department’s expenditure.
6. Development and approval of budgets and expenses.
7. Plans the work of subordinates, monitors and evaluates their performance.
8. Responsible for physical assets assigned by the institution.
9. Ensure standards in room set up are implemented and maintained.
10. Ensure proper scheduling of the departments, keeping in mind the forecast and daily events.
11. Oversees duties of Principal Housekeeper, Supervisors and Housekeepers.
12. Management and coordination of outsourced cleaning and landscaping service providers.
13. Ensure modern methods, techniques and materials are used to promote efficiency and effectiveness in provision of housekeeping services.

**Person Specification**

For appointment to this grade, an officer must have;

1. Master’s Degree in any of the following discipline: Hospitality Management, Hotel Management or any equivalent qualifications from a recognized institution.
2. Bachelor degree in any of the following disciplines: - Hospitality Management, Hotel Management or any equivalent qualifications from a recognized institution.
3. A minimum period of eight (8) years relevant work experience three (3) of which should have been at the level of senior officer.
4. Management course lasting not less than four (4) weeks from a recognized institution.
5. Proficiency in computer applications.
6. Demonstrated professional competence in Hotel or Housekeeping Management work.
7. Good communication and interpersonal skills.
8. Fulfilling the requirements of Chapter Six of the Constitution.
9. **MANAGER INFORMATION COMMUNICATION TECHNOLOGY -**

**JOB GRADE 3 (1 POST) REF: KICC/ICTM/2024**

The Information Communication Technology Manager responsible for maintaining ICT standards within the Corporation.

**Duties and responsibilities**

1. Forecasting and planning on Information and Communications Technology (ICT) needs of the Corporation.
2. Initiating best practices in the management of ICT department including ICT policies, Procedures and frameworks covering disaster recovery, business continuity, system and data security.
3. Ensuring compliance to approved Information and Communications Technology (ICT) policies at all times.
4. Oversee the implementation of the Corporation’s Information and Communications Technology (ICT) strategy in support of the core business and Services.
5. Ensuring the availability, capacity, security, stability and performance of the systems and infrastructure in the Corporation.
6. Designing and adopting the implementation of information disaster recovery mechanisms for the Corporation.
7. Recommending training needs for the Information and Communications Technology (ICT) departmental staff.
8. Identifying Information and Communications Technology (ICT) gaps and developing proposals to mobilize resources.
9. Ensure development, implementation, reviewing of Information and Communications Technology (ICT) strategies.
10. Liaising with other heads of departments on their Information and Communications Technology (ICT) needs.
11. Interpreting Information and Communications Technology (ICT) regulations, policy and guidelines and cascade to departmental staff.
12. Preparation of departmental work plans and budgets.
13. Oversee the implementation of ICT work plans and compliance to departmental budget allocations.
14. Ensuring implementation, monitoring and evaluation of ICT policies and procedures.
15. Spearheading ICT department’s Enterprise Risk Management (ERM) and Business Continuity Management (BCM).
16. Managing performance in the ICT department.
17. Mentoring and coaching of the ICT departmental staff.
18. Spearheading the initiation and subsequent enforcement of the Corporation’s Information Security Management System (ISMS) framework in liaison with the Corporation’s Security Manager.
19. Advice the management on matters related to Information and Communications Technology (ICT) trends.

**Person Specifications**

For appointment to this grade, the Officer must possess:-

1. Master’s Degree in any of the following disciplines:- Computer Science or Business Administration with specialization in ICT related disciplines or equivalent qualification from a recognized institution;
2. Bachelor’s Degree in any of the following disciplines:- Computer Science/ Information Technology/ Business Information Technology, Telecommunication/ Electronic Engineering or equivalent qualifications from a recognized institution;
3. Have eight (8) years relevant work experience with at least three (3) years experience in a supervisory role;
4. Membership to a professional body or Certification in any of the following CCNA, MCSE/ MCTS/MCITP/ ITIL/CCNP/CAPM;
5. Must have attended a Management Course lasting not less than four (4) weeks from a recognized institution;
6. Fulfil the requirements of Chapter Six of the Constitution;

**Applications:**

Successful applicants who are offered the position must comply with Chapter six (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 PDF copies of : -

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**

Basic salary : Kshs. 99,500/- to Kshs.149,500/-

House Allowance : Kshs.50,000/-

Terms of service : Contract of five (5) years renewable subject to performance.

Leave allowance,

Medical cover and

other allowances : As provided by the Corporation’s Human Resources Manual.

Applicants can access detailed information and requirements about the vacant positions from KICC Website [www.kicc.co.ke](http://www.kicc.co.ke).

Applicants should email PDF copies of their application and detailed Curriculum Vitae with copies of certificates, indicating current qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to [info@kicc.co.ke](mailto:info@kicc.co.ke).

Applications should clearly states as per your application Reference:-

“Ref: KICC/……………….2025” not later than …………………. 2025 at 5pm to: -

**The Chief Executive Officer**

**Kenyatta International Convention Centre**

**P O Box 30746 - 00100**

**NAIROBI**

Only shortlisted candidates shall be contacted, persons with special needs that meet requirements are encouraged to apply.

**CHIEF EXECUTIVE OFFICER**

**THE KENYATTA INTERNATIONAL CONVENTION CENTRE**