



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service



EMPLOYMENT OPPORTUNITY

The Kenya School of Government (KSG) is an ISO 9001:2015 certified institution responsible for providing capacity development programs for the Public Service through training, research, consultancy and policy advisory services. The diverse programs offered in the School are designed to develop knowledge and competence in leadership and management; expert public policymaking; performance and productivity management, promotion of public service ethics and values; and redress of emerging social and economic concerns such as planning for environmental safeguards and climate change mitigation.

The School is seeking suitably qualified candidates to fill the following vacant positions:

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|--|----------------------------|
| 1. Campus Director | (1 post) Ref. CD/01/2020 |
| 2. Director Learning and Development | (1 post) Ref. DLD/02/2020 |
| 3. Deputy Director Learning and Development | (3 posts) Ref. DDL/03/2020 |
| 4. Deputy Director Hospitality Services | (1 post) Ref. DDHS/04/2020 |
| 5. Manager Supply Chain | (1 post) Ref. MSC/05/2020 |
| 6. Principal Supply Chain Management Officer | (1 post) Ref. PPO/06/2020 |

Detailed information about each post, including job description, duties, responsibilities, and requirements for appointment is available at KSG website www.ksg.ac.ke. Interested candidates are advised to complete the prescribed Application for Employment Form that is available at: <https://careers.ksg.ac.ke/>. Alternatively, hard copies of duly completed application forms and scanned, certified certificates and other testimonials may be delivered or mailed to the undersigned so as to be received on or before **Tuesday April 3, 2020**.

Director General
Kenya School of Government
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KSG is an equal opportunity employer committed to workplace diversity and gender equality. Minorities, women and persons with disability are, therefore, encouraged to apply. Any form of canvassing will lead to disqualification. Only shortlisted candidates will be contacted.

Please note that staff hiring process at KSG is conducted completely free of any charges.

1. Campus Director - Ref: CD/01/2020

The Campus Director reports to the Director General and may be deployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa or redeployed to any equivalent position within the School staff establishment. Engagement is based on a three-year contract.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Strategic direction and leadership of the Campus
- ii. Implementation of School policies and management decisions
- iii. Delivery of learning and development programs
- iv. Public policy-oriented research and dissemination of findings
- v. Delivery of consultancy services
- vi. Prudent application of assets and financial resources
- vii. Staff development and productivity
- viii. Performance management, including monitoring, evaluation and reporting

b. Required Competencies and Personal Attributes

- i. Master's Degree level training in Social Sciences or related fields from a recognized university. Ph.D. qualification will be an added advantage
- ii. Capacity for research and publication demonstrated by at least two (2) recent publications in refereed journals and/or book chapters
- iii. A minimum five-year on-job experience in senior management in an institution of higher learning
- iv. Demonstrable knowledge and experience in public sector capacity development and performance management
- v. Demonstrable knowledge and experience in delivery of consultancy assignments
- vi. Ability for strategic leadership, including effective communication, and exercise of emotional intelligence, demonstrated by a leadership course attended lasting at least six weeks
- vii. Satisfactory letters of reference, and
- viii. Evidence of fulfilment of the requirements contained in Chapter six (6) of the Kenya Constitution 2010. These include valid Police Clearance Certificate, Kenya Revenue Authority (KRA) Tax Compliance Certificate, Ethics and Anti-Corruption Commission (EACC) self-declaration form, Higher Education Loans Board (HELB) compliance certificate, Credit Reference Bureau (CRB) Certificate

2. Director, Learning & Development - Ref: DLD/02/2020

The Director Learning & Development will be based at Lower Kabete, reporting to the Director General. The holder of this position may be redeployed to any of the KSG campuses in the country, namely Baringo, Embu, Matuga, and Mombasa or to any equivalent position within the School staff establishment. Engagement is based on a three-year contract.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Strategic direction and leadership in development and delivery of academic programs
- ii. Implementation of School policies and decisions
- iii. Public policy-oriented research and dissemination of findings
- iv. Delivery of consultancy services
- v. Prudent application of assets and financial resources
- vi. Staff development and productivity
- vii. Performance management, including monitoring, evaluation and reporting

b. Required Competencies and Personal Attributes

- i. Master's Degree level training in Social Sciences or related fields from a recognized university. Ph.D. qualification will be an added advantage
- ii. Capacity for research and publication demonstrated by at least two (2) recent publications in refereed journals and/or book chapters
- iii. A minimum five-year on-job experience in senior management in an institution of higher learning
- iv. Demonstrable knowledge and experience in public sector capacity development and performance management
- v. Demonstrable knowledge and experience in delivery of consultancy assignments
- vi. Ability for strategic leadership, including effective communication, and exercise of emotional intelligence, demonstrated by a leadership course attended lasting at least six weeks
- vii. Satisfactory letters of reference, and
- viii. Evidence of fulfilment of the requirements contained in Chapter six (6) of the Kenya Constitution 2010. These include valid Police Clearance Certificate, Kenya Revenue Authority (KRA) Tax Compliance Certificate, Ethics and Anti-Corruption Commission (EACC) self-declaration form, Higher Education Loans Board (HELB) compliance certificate, Credit Reference Bureau (CRB) Certificate

3. Deputy Director Learning and Development - Ref: DDL/03/2020

The Deputy Director Learning & Development will report to the Director Learning & Development at Lower Kabete or Campus Director at Baringo, Embu, Matuga, or Mombasa, depending on deployment. The holder of this position may also be redeployed to any equivalent position within the KSG staff establishment. Engagement is based on a three-year contract.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Supervision of training, research and consultancy activities
- ii. Assignment of duties and responsibilities to faculty and support staff
- iii. Curriculum and program implementation, monitoring, evaluation and review
- iv. Maintenance of record of academic activities and programs
- v. Admissions, examination and certification
- vi. Staff performance management
- vii. Program evaluation

b. Required Competencies and Personal Attributes

- i. Master's Degree level training in Social Sciences or related fields from a recognized university. Ph.D. qualification will be an added advantage
- ii. Capacity for research and publication demonstrated by at least one (1) recent publication in refereed journals or book chapter
- iii. A minimum three-year on-job experience in senior management or senior level academic leadership
- iv. Demonstrable knowledge and experience in public sector capacity development and performance management
- v. Demonstrable knowledge and experience in delivery of consultancy assignments
- vi. Ability to lead teams and exercise emotional intelligence, demonstrated by a leadership course attended lasting at least six weeks
- vii. Satisfactory letters of reference, and
- viii. Evidence of fulfilment of the requirements contained in Chapter six (6) of the Kenya Constitution 2010. These include valid Police Clearance Certificate, Kenya Revenue Authority (KRA) Tax Compliance Certificate, Ethics and Anti-Corruption Commission (EACC) self-declaration form, Higher Education

Loans Board (HELB) compliance certificate, Credit Reference Bureau (CRB) Certificate

4. Deputy Director Hospitality Services - Ref: DDHS/04/2020

The Deputy Director Hospitality Services will be based at the Kenya School of Government Lower Kabete and report to the Director Finance and Administration. The holder of this position will be responsible for hospitality services in all KSG campuses and will be engaged on a three-year contract.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Implementation of School policies and directives
- ii. Compliance with standard operating procedures (SOP) for hospitality services
- iii. Liaison with Government food and nutrition experts to develop healthy menu and serve appropriate cuisine
- iv. Equitably high standards of hospitality services across campuses
- v. Mandatory medical examination for staff in hospitality services
- vi. High standard equipment and furnishings
- vii. Staff development and productivity
- viii. Compliance with legislation relevant to hospitality services

b. Required Competencies and Personal Attributes

- i. Master's Degree level training in Hospitality Services Management or other related fields from recognized universities.
- ii. At least five (5) years, senior level experience in hospitality services management in a reputable institution
- iii. Ability to lead teams and exercise emotional intelligence, demonstrated by a leadership course attended lasting at least six weeks
- iv. Satisfactory letters of reference, and
- v. Evidence of fulfilment of the requirements contained in Chapter six (6) of the Kenya Constitution 2010. These include valid Police Clearance Certificate, Kenya Revenue Authority (KRA) Tax Compliance Certificate, Ethics and Anti-Corruption Commission (EACC) self-declaration form, Higher Education Loans Board (HELB) compliance certificate, Credit Reference Bureau (CRB) Certificate

5. Manager, Supply Chain Management -Ref: MSC/05/2020

The Manager, Supply Chain Management will be based at the Kenya School of Government Lower Kabete and report to the Director Finance and Administration. The holder of this position will be responsible for supply chain management in all KSG campuses and will be engaged on permanent and pensionable terms of employment.

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Preparation of procurement plans
- ii. Compliance with procurement law, policy, procedures and regulations
- iii. Asset disposal process
- iv. Preparation of Professional Opinions
- v. Inventory management
- vi. Preparation of tender documents
- vii. Preparation of supplies, works and services contracts
- viii. Staff development and productivity

b. Required Competencies and Personal Attributes

- i. Master's Degree level training in Procurement and Supply Chain Management or related fields from a recognized university
- ii. Three (3) years' experience as Principal Supply Chain Management Officer grade or equivalent
- iii. Membership in a recognized professional body in good standing
- iv. Qualification for the Practicing Supply Chain Management license
- v. Management Course lasting at least four (4) weeks from a recognized institution
- vi. Good interpersonal skills
- vii. Satisfactory letters of reference, and
- viii. Evidence of fulfilment of the requirements contained in Chapter six (6) of the Kenya Constitution 2010. These include valid Police Clearance Certificate, Kenya Revenue Authority (KRA) Tax Compliance Certificate, Ethics and Anti-Corruption Commission (EACC) self-declaration form, Higher Education Loans Board (HELB) compliance certificate, Credit Reference Bureau (CRB) Certificate

6. Principal, Supply Chain Management Officer-Ref: PSCMO/06/2020

The Principal Supply Chain Management Officer will report to the manager Supply Chain and may be deployed to any of the five KSG campuses – Lower Kabete, Baringo, Embu, Matuga and Mombasa. The holder of this position will be engaged on permanent and pensionable terms of employment

a. Duties and Responsibilities

The successful candidate will be responsible for:

- i. Application of procurement policies regulations and procedures
- ii. Preparation and updating of the asset register
- iii. Compliance with regulatory and ethical standards and requirements
- iv. Cataloguing of items identified for disposal
- v. Supplies evaluation and appraisal
- vi. Timely opening and evaluation of tenders and quotations
- vii. Stores management
- viii. Market survey and research
- ix. Stock control and inventory management
- x. Minute and report writing

b. Required Competencies and Personal Attributes

A candidate for this grade must possess the following qualifications:

- i. The Bachelor's Degree level training in Procurement and Supply Chain Management or equivalent. Masters level training is an added advantage
- ii. Three (3) years' experience as Senior Supply Chain Management Officer grade or equivalent
- iii. Membership in a recognized Purchasing and Supplies Management professional body in good standing
- iv. Qualification for the Practicing Supply Chain Management license
- v. Management Course lasting at least four (4) weeks from a recognized institution
- vi. Valid Certificate of good conduct
- vii. Good interpersonal skills
- viii. Satisfactory letters of reference