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Kenya  
National Commission

## KENYA NATIONAL COMMISSION FOR UNESCO (KNATCOM)

### VACANCIES ANNOUNCEMENT

The Kenya National Commission for UNESCO is a State Corporation established under the KNATCOM Act of 2013 (Revised 2014), to promote Kenya's national interests in UNESCO and UNESCO's international interests in Kenya, regionally and globally in the areas of education, sciences, culture, and communication and information.

To enable it to fulfil its mandate, the Commission wishes to recruit dynamic, result-oriented, and self-driven persons to fill the following vacant positions specifically under the terms and conditions advertised:

S/No	Advert No.	Position	Grade	No. of Vacancies	Duty Station
1	KNCU/18/2022	Deputy Secretary General, Research and Resource Mobilization	KNC 2	1	Nairobi
2	KNCU/19/2022	Corporation Secretary and Director, Legal services	KNC 3	1	Nairobi
3	KNCU/20/2022	Director, Culture Programme	KNC 3	1	Nairobi
4	KNCU/21/2022	Director, Communication & Information Programme	KNC 3	1	Nairobi
5	KNCU/22/2022	Director, Natural Sciences Programme	KNC 3	1	Nairobi
6	KNCU/23/2022	Manager, Human Resource & Administration	KNC 4	1	Nairobi
7	KNCU/24/2022	Manager, Internal Audit & Risk Assurance	KNC 4	1	Nairobi
8	KNCU/25/2022	Principal Corporate Communication Officer	KNC 5	1	Nairobi
9	KNCU/26/2022	Principal Office Administrator	KNC 5	1	Nairobi
10	KNCU/27/2022	Principal Supply Chain Management Officer	KNC 5	1	Nairobi
11	KNCU/28/2022	Principal Planning Officer	KNC 5	1	Nairobi
12	KNCU/29/2022	Principal Officer, Resource Mobilization	KNC 5	1	Nairobi
13	KNCU/30/2022	Principal Accountant	KNC 5	1	Nairobi

14	KNCU/31/2022	Senior Accountant	KNC 6	1	Nairobi
15	KNCU/32/2022	Officer, Partnership and Resource Mobilization	KNC 7	1	Nairobi
16	KNCU/33/2022	Officer, Planning	KNC 7	1	Nairobi
17	KNCU/34/2022	Office Administrator	KNC 7	2	Nairobi
18	KNCU/35/2022	Corporate Communication Officer	KNC 7	1	Nairobi
19	KNCU/36/2022	Senior Supply Chain Management Assistant	KNC 8	1	Nairobi
20	KNCU/37/2022	Principal Driver	KNC 8	1	Nairobi
21	KNCU/38/2022	Customer care Assistant	KNC 10	1	
22	KNCU/39/2022	Office Assistant	KNC 11	2	Nairobi

## HOW TO APPLY

1. Access and apply online via KNATCOM website at [www.unesco.go.ke/careers](http://www.unesco.go.ke/careers)

For details of the job description and skills, please visit the Commission's website: [www.unesco.go.ke/careers](http://www.unesco.go.ke/careers)

All applications should reach the Commission on or before **13<sup>th</sup> October 2022** at **5.00 pm**.

**Note:**

- (i) Only shortlisted and successful candidates will be contacted.
- (ii) Kenya National Commission for UNESCO is an Equal Opportunity Employer.
- (iii) Successful candidates will be required to fulfil the requirements of Chapter Six of the Constitution.

**SECRETARY  
GENERAL/CEO**

**Kenya National Commission for  
UNESCO**

**KNATCOM IS ISO 9001:2015 CERTIFIED**

## JOB SPECIFICATIONS AND PERSON SPECIFICATIONS FOR VACANT POSTS

### 1. DEPUTY SECRETARY GENERAL RESEARCH AND RESOURCE MOBILISATION DIRECTORATE: KNC 2 -1 POST

Job Title	Deputy Secretary General Research and Resource Mobilisation Directorate
Grade	KNC 2
Place to Work	Nairobi
Reports To	Secretary General/CEO
Purpose of the Job	The Deputy Secretary General Research and Resource Mobilisation is responsible for coordination and implementation of partnerships, resource mobilization, research and consultancy activities and overseeing the KNATCOM Resource Center.
Remuneration	Gross pay Ksh. 356,594.00 - 450,840.00 Leave allowance –30% Basic Salary Medical Allowance –As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Five-year Contract Renewable (subject to satisfactory performance), with Gratuity

i.

a) Job Description
<p>The Deputy Secretary General Research and Resource Mobilization is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. coordinate quality research in line with UNESCO’s functions of a clearing house and a laboratory of ideas within and across Commission programmes;</li> <li>ii. contribute to and disseminate UNESCO global research, publications and innovations through the KNATCOM Resource Centre or other relevant channels in the five areas of UNESCO’s competence to support knowledge creation and influence policy decisions;</li> <li>iii. generate information and innovations on the UNESCO areas of competence;</li> <li>iv. facilitate collaboration and partnerships with Government Ministries, Departments, Counties and State agencies, UNESCO Agencies, Civil Society, and the private sector concerned with education, sciences, culture, communication and information;</li> <li>v. facilitate collaboration with UNESCO Member States, other national commissions, UNESCO Networks, UNESCO headquarters and field offices;</li> <li>vi. disseminate calls, select and nominate candidates for UNESCO prizes, awards, scholarships, fellowships and study grants to ensure access and uptake by Kenyans;</li> <li>vii. mobilize resources for implementation of UNESCO programmes and activities;</li> <li>viii. facilitate generation of information/ evidence for ratification of UNESCO related conventions and protocols in the areas of Education, Natural Sciences, Social and Human Sciences, Culture and Communication &amp; Information to strengthen national standards and for Kenya;</li> <li>ix. coordinate research consultancy services; and</li> <li>x. facilitate expert advisory service to the government in education, sciences, culture, and communication and information.</li> </ol>
b) Duties and Responsibilities
<p>The duties and responsibilities entail:</p> <ol style="list-style-type: none"> <li>i. providing leadership in enhancing research capacity building, research grants attraction and consultancy activities in the Commission;</li> <li>ii. responsible for the day-to-day operations and the realization of the overall functions and objectives of the Directorate;</li> <li>iii. establishing partnerships and mobilising resources for the Commission and UNESCO international and national conferences;</li> </ol>

iv.	leading, empowering and motivating staff to build strong teams in the directorate;
v.	coordinating planning in the Directorate to ensure strategic direction and effective utilization of resources for maximum benefit;
vi.	providing leadership in negotiation of MoUs, Contracts and Agreements with partners to safeguard the Commission's interests and to ensure effective implementation;
vii.	participating and supporting negotiation processes for grants and technical assistance support from UNESCO and other Development Partners to support execution of the commissions programmes;
viii.	coordinating the development of the Directorate's budgets, work-plans and performance contract to facilitate systematic implementation of Directorate's programmes;
ix.	coordinating research consultancy services;
x.	coordinating the collection and dissemination of UNESCO and KNATCOM publications;
xi.	coordinating the preparation and publication of Directorate's reports;
xii.	coordinating monitoring and evaluation of projects and activities;
xiii.	coordinating performance contracting and appraisals in the Directorate;
xiv.	overseeing development of Board paper proposals on research, partnerships and resource mobilization; and
xv.	any other duties as may be assigned
<b>c) Requirements for Appointment</b>	
i.	Minimum Master's Degree in Education, Economics, Natural Sciences, Environmental sciences, Social Sciences, Humanities, Cultural studies, Information Sciences, Anthropology, Communication, ICT, Journalism and related fields from a recognized institution;
ii.	Bachelor's Degree in Education, Economics, Natural Sciences, Environmental sciences, Social Sciences, Humanities, Cultural studies, Information Sciences, Anthropology, Communication, ICT, Journalism and related fields from a recognized institution;
iii.	leadership course lasting not less four (4) weeks;
iv.	at least fifteen (15) years' work experience; at least 5 Years' experience in management;
v.	proficiency in Computer Applications; and
<b>d) Key Competencies and Skills</b>	
i.	Analytical skills
ii.	Communication skills
iii.	Strategic and innovative thinking
iv.	Interpersonal skills
v.	Persuasive skills
vi.	Negotiation skills
vii.	Problem Solving Skills
viii.	Team player

## 2. CORPORATION SECRETARY & DIRECTOR LEGAL SERVICES: KNC 3 -1 POST

Job Title	Corporation Secretary & Director Legal Services
Grade	KNC 3
Place to Work	Nairobi
Reports To	Secretary General/CEO – Administratively; Board - Functionally
Purpose of the Job	The Corporation Secretary and Director Legal Services shall assist the secretary to the Board in the provision of Board's Secretariat services and Management on Legal and Governance matters.
Remuneration	Gross pay Ksh. 260,336.00 - 331,937.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Five-year Contract Renewable (subject to satisfactory performance), with Gratuity

a) Job Description
<p>The Office of the Corporation Secretary and Director Legal Services is responsible for following functions:</p> <ol style="list-style-type: none"> <li>i. provide guidance to the Board on their duties and responsibilities and on matters of governance;</li> <li>ii. assist the Board in carrying out; Board induction and training, Updating the Board and Committee charters, Preparation of Board work plans, Board evaluation, Governance audit, Implementation of the code of conduct and Ethics;</li> <li>iii. ensure the timely preparation and circulation of Board and Committee papers;</li> <li>iv. ensure the timely circulation of Board and Committee minutes;</li> <li>v. maintain and update the register of conflicts of interest;</li> <li>vi. ensure that Board members are aware of all relevant laws affecting the Commission;</li> <li>vii. facilitate effective communication between the Commission and the stakeholders;</li> <li>viii. ensure that annual returns are promptly filed with the relevant authorities. coordinate litigations for the Board;</li> <li>ix. Provide guidance on governance and adherence to statutory obligations. prepare all contracts;</li> <li>x. custodian of all contracts;</li> <li>xi. advise on the fixing of common seal;</li> <li>xii. provide legal guidance on contractual and statutory obligations binding to the Commission and legal duties for the Board;</li> <li>xiii. custodian of Board's asset register;</li> <li>xiv. facilitate ratification of UNESCO conventions;</li> <li>xv. ensure formulation and implementation of strategies on litigation, prosecution, and arbitration.</li> <li>xvi. Coordinate litigation, arbitration and prosecution matters and ensure stakeholder communication in liaison with the external lawyers and relevant government agencies</li> <li>xvii. Oversee representation of the Commission before the Courts and Tribunals and issuing instructions to external lawyers as necessary.</li> <li>xviii. Oversee research on emerging legal issues and advising the Commission accordingly.</li> <li>xix. Oversee drafting, negotiation and vetting of contracts, memoranda of understanding (MOU's), leases and other legal documents.</li> <li>xx. Ensure compliance with contractual agreements, legislations, administrative circulars and Executive orders</li> <li>xxi. Maintain the Board's online information-sharing portal by ensuring effective and efficient information flows: - within the Board; - from the Board to its Committees and from the Committees to the Board; and - between the Board and the Secretariat , and record declarations/conflicts of interest of Board Members in the Commission</li> </ol>
b) Duties and Responsibilities
<ol style="list-style-type: none"> <li>i. assisting the Secretary General/CEO in providing secretariat services to the Board;</li> </ol>

<ul style="list-style-type: none"> <li>ii. providing guidance to the Board on their roles and responsibilities and on matters of governance;</li> <li>iii. assisting the Board in carrying out Board induction and training, Updating the Board and Committee Charters, Preparation of Board work plans, Board Evaluation, Governance Audit and Implementation of the Code of Conduct and Ethics;</li> <li>iv. ensuring timely preparation and Circulation of Board and Committee papers and Minutes;</li> <li>v. ensuring safe custody of the Seal of the Commission;</li> <li>vi. maintaining and updating the register for conflict of interest;</li> <li>vii. ensuring Board Members are aware of all the relevant laws affecting the Commission;</li> <li>viii. ensuring that annual returns are promptly filed with relevant authorities;</li> <li>ix. facilitating effective communication between the organization and the shareholders pertaining to legal matters;</li> <li>x. drafting and reviewing Leases, Contracts, Licensing Frameworks, Service Level Agreements, Memorandum of Understanding, and any other legal documents to ensure compliance to statutory requirements and the Commission's policies;</li> <li>xi. liaising with the Attorney General, law enforcement agencies and stakeholders on all legal matters;</li> <li>xii. overseeing the implementation of Mwongozo, Code of Conduct at the Commission;</li> <li>xiii. participating in the formulation and development of the Commission's Strategic plan including monitoring and evaluating the implementation of work plans relating to the formulation of an enabling legal and regulatory framework aimed at protecting member contributions;</li> <li>xiv. provide technical leadership and strategic direction in the development, implementation and evaluation of professional legal services;</li> <li>xv. and ensuring Commission's rights and privileges and interest in intellectual property and other product innovation.</li> <li>xvi. any other duties as may be assigned.</li> </ul>
<p><b>c) Requirements for Appointment</b></p>
<p>For appointment to this grade, an officer must have:</p> <ul style="list-style-type: none"> <li>i. a minimum period of twelve (12) years relevant work experience four (4) years of which should be in a management position;</li> <li>ii. Minimum Master's Degree in Law or equivalent Degree from any other relevant field;</li> <li>iii. Bachelor of Laws Degree from a recognized institution;</li> <li>iv. membership to ICPSK in good standing;</li> <li>v. Certified Public Secretary (CPSK) or its equivalent qualification from a recognized Institution;</li> <li>vi. Postgraduate Diploma in Law from the Kenya School of Law;</li> <li>vii. admitted as an Advocate of the High Court of Kenya;</li> <li>viii. holds a valid practicing certificate;</li> <li>ix. member of the Law Society of Kenya;</li> <li>x. leadership course lasting not less than Four (4) weeks from a recognized institution;</li> <li>xi. proficiency in computer applications;</li> <li>xii. demonstrated competence in work performance; and</li> </ul>
<p><b>d) Key Competencies and Skills</b></p>
<ul style="list-style-type: none"> <li>i. Communication skills,</li> <li>ii. Problem solving skills,</li> <li>iii. Analytical skills,</li> <li>iv. Critical thinking,</li> <li>v. Decision making skills,</li> <li>vi. Negotiation and Mediation skills,</li> <li>vii. Leadership skills,</li> <li>viii. Team player</li> </ul>

### 3. DIRECTOR, CULTURE PROGRAMME: KNC 3 -1 POST

Job Title	Director, Culture Programme
Grade	KNC 3
Place to Work	Nairobi
Reports To	Deputy Secretary General, Programmes
Purpose of the Job	The Director, Culture Programme is responsible for coordination of the protection, safeguarding, preservation and conservation of heritage and creativity in line with UNESCO recommendations and to provide secretariat services to Culture Programme and Experts Committee.
Remuneration	Gross pay Ksh. 260,336.00 - 331,937.00 Leave allowance –30% Basic Salary Medical Allowance - As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Five-year Contract Renewable (subject to satisfactory performance), with Gratuity

a) Job Description
<p>The Director, Culture Programme is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. promote involvement in UNESCO's activities the relevant line ministries, departments, agencies, organizations and individuals dealing in Culture;</li> <li>ii. ensure implementation of KNATCOM Culture activities and budgeted programmes;</li> <li>iii. promote linkages between UNESCO and; Government Ministries, Departments, Counties and State agencies, UNESCO Agencies, Civil Society, and the private sector concerned with culture;</li> <li>iv. co-ordinate participation in international meetings on Culture;</li> <li>v. promote dissemination of information on UNESCO prizes and awards to potential candidates and ensure their participation;</li> <li>vi. promote dissemination of information on UNESCO fellowships and study grants to potential applicants and facilitate their participation;</li> <li>vii. co-ordinate ratification of UNESCO Culture related conventions and protocols;</li> <li>viii. initiate research and collaboration with other partners and across the programmes;</li> <li>ix. co-ordinate capacity building in Culture;</li> <li>x. formulate KNATCOM Culture programmes and activities; and</li> <li>xi. provide expert advisory service in culture.</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. providing technical support in the development of culture policies;</li> <li>ii. developing regular briefs and prompt communication on the section issues;</li> <li>iii. developing budgets for the culture programme;</li> <li>iv. developing budget and work plans for the implementation of culture programme activities within a given financial year;</li> <li>v. developing culture reports and publications for dissemination;</li> <li>vi. ensuring accurate and appropriate reporting of UNESCO related activities in Kenya for dissemination to relevant stakeholders;</li> <li>vii. undertaking capacity building in culture sector;</li> <li>viii. implementing annual operational plans to enhance quality management of the division effective processes, systems and internal controls;</li> <li>ix. initiating research and collaborations with partners in culture programme;</li> <li>x. preparing relevant documents required to enhance direction and advice to the Kenyan culture system through the ministry of culture;</li> <li>xi. mobilizing local and international support for the execution of the culture programmes activities;</li> <li>xii. producing culture programme reports and publications;</li> <li>xiii. monitoring and evaluating implementation of culture programme and activities;</li> </ol>



<ul style="list-style-type: none"> <li>xiv. ensuring quality written speeches and country position papers for national, regional and international meetings;</li> <li>xv. undertaking staff appraisal and performance contract reporting; and</li> <li>xvi. any other duties as may be assigned.</li> </ul>
<b>c) Requirements for Appointment</b>
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>i. Minimum twelve (12) years relevant work experience, four (4) of which must have been in management level;</li> <li>ii. Minimum Master of Arts Degree in Anthropology, Cultural Studies, Heritage Studies, Arts, Sociology or a related field from a recognized University;</li> <li>iii. Bachelor of Arts Degree in Anthropology, Cultural Studies, Heritage Studies, Arts, Sociology or a related field from a recognized University;</li> <li>iv. management course lasting not less than four (4) weeks from a recognized institution;</li> <li>v. proficiency in computer applications;</li> <li>vi. shown merit and ability as reflected in work performance.</li> </ul>
<b>d) Key Competencies and Skills</b>
<ul style="list-style-type: none"> <li>i. Analytical skills</li> <li>ii. Communication skills</li> <li>iii. Strategic and innovative thinking</li> <li>iv. Interpersonal skills</li> <li>v. Negotiation skills</li> <li>vi. Problem Solving Skills</li> </ul>

#### 4. DIRECTOR, COMMUNICATION & INFORMATION PROGRAMME: KNC 3 -1 POST

Job Title	Director, Communication and &Information Programme
Grade	KNC 3
Place to Work	Nairobi
Reports To	Deputy Secretary General, Programmes
Purpose of the Job	The Director Communication and &Information Programme is responsible for coordination and promotion of freedom of expression, media development and access to information and Knowledge in line with UNESCO recommendations and to provide secretariat services to Communication and Information Programme and Experts Committee.
Remuneration	Gross pay Ksh. 260,336.00 - 331,937.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Five-year Contract Renewable (subject to satisfactory performance), with Gratuity

a) Job Description
<p>The Director Communication and Information Programme is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. promote involvement in UNESCO’s activities the relevant line ministries, departments, agencies, organizations and individuals dealing in Communication and Information;</li> <li>ii. ensure implementation of KNATCOM Communication and Information activities and budgeted programmes;</li> <li>iii. promote linkages between UNESCO and; Government Ministries, Departments, Counties and State agencies, UNESCO Agencies, Civil Society, and the private sector concerned with communication and information;</li> <li>iv. co-ordinate participation in international meetings on Communication and Information;</li> <li>v. promote dissemination of information on UNESCO prizes and awards to potential candidates and ensure their participation;</li> <li>vi. promote dissemination of information on UNESCO fellowships and study grants to potential applicants and facilitate their participation;</li> <li>vii. co-ordinate ratification of UNESCO Communication and Information related conventions and protocols;</li> <li>viii. initiate research and collaboration with other partners and across the programmes;</li> <li>ix. co-ordinate capacity building in Communication and Information;</li> <li>x. formulate KNATCOM Communication and Information programmes and activities; and</li> <li>xi. provide expert advisory service in communication and information.</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. providing technical support in the development of communication and information policies;</li> <li>ii. developing regular briefs and prompt communication on the section issues;</li> <li>iii. developing budgets for the communication and information programme;</li> <li>iv. developing budget and work plans for the implementation of communication and information programme activities within a given financial year;</li> <li>v. developing communication and information reports and publications for dissemination;</li> <li>vi. ensuring accurate and appropriate reporting of UNESCO related activities in Kenya for dissemination to relevant stakeholders;</li> <li>vii. undertaking capacity building in communication and information sector;</li> </ol>

<ul style="list-style-type: none"> <li>viii. implementing annual operational plans to enhance quality management of the division effective processes, systems and internal controls;</li> <li>ix. initiating research and collaborations with partners in communication and information programme;</li> <li>x. preparing relevant documents required to enhance direction and advice to the Kenyan communication and information system through the ministry of communication and information;</li> <li>xi. mobilizing local and international support for the execution of the communication and information programmes activities;</li> <li>xii. producing communication and information programme reports and publications;</li> <li>xiii. monitoring and evaluating implementation of communication and information programme and activities;</li> <li>xiv. ensuring quality written speeches and country position papers for national, regional and international meetings;</li> <li>xv. undertaking staff appraisal and performance contract reporting; and</li> <li>xvi. any other duties as may be assigned</li> </ul>
<p><b>c) Requirements for Appointment</b></p>
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>i. Minimum twelve (12) years relevant work experience, four (4) of which must have been in management level;</li> <li>ii. A Minimum Master's Degree in of the following fields ; Communication, Arts, Social Sciences, Journalism or Media Studies from a recognized institution;</li> <li>iii. Bachelor's Degree in any of the following fields; Communication, Arts, Social Sciences, Journalism or Media Studies from a recognized institution;</li> <li>iv. management course lasting not less than four (4) weeks from a recognized institution;</li> <li>v. proficiency in computer applications;</li> <li>vi. shown merit and ability as reflected in work performance;</li> </ul>
<p><b>d) Key Competencies and Skills</b></p>
<ul style="list-style-type: none"> <li>i. Analytical skills</li> <li>ii. Communication and reporting skills</li> <li>iii. Interpersonal skills</li> <li>iv. Negotiation skills</li> </ul>

## 5 DIRECTOR, NATURAL SCIENCES PROGRAMME: KNC 3 -1 POST

Job Title	Director, Natural Sciences Programme
Grade	KNC 3
Place to Work	Nairobi
Reports To	Deputy Secretary General, Programmes
Purpose of the Job	The Director, Natural Science is responsible for coordinating the promotion of science for peace and sustainable development in line with UNESCO recommendations and to provide secretariat services to Natural Sciences Programme and Experts Committee.
Remuneration	Gross pay Ksh. 260,336.00 - 331,937.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Five-year Contract Renewable (subject to satisfactory performance), with Gratuity

<b>a) Job Description</b>
<p>The Director Natural Sciences Programme is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. promote involvement in UNESCO’s activities the relevant line ministries, departments, agencies, organizations and individuals dealing in Natural Sciences;</li> <li>ii. ensure implementation of UNESCO natural Sciences activities and budgeted programmes;</li> <li>iii. promote linkages between UNESCO and; Government Ministries, Departments, Counties and State agencies, UNESCO Agencies, Civil Society, and the private sector concerned with Natural Science;</li> <li>iv. co-ordinate participation in international meetings on Natural Sciences;</li> <li>v. promote dissemination of information on UNESCO prizes and awards to potential candidates and ensure their participation;</li> <li>vi. promote dissemination of information on UNESCO fellowships and study grants to potential applicants and facilitate their participation;</li> <li>vii. co-ordinate ratification of UNESCO Natural Sciences related conventions and protocols;</li> <li>viii. co-ordinate capacity building in Natural Sciences;</li> <li>ix. initiate research and collaboration with other partners and across the programmes;</li> <li>x. formulate Natural Sciences programmes and activities; and</li> <li>xi. provide expert advisory service in Natural Sciences.</li> </ol>
<b>b. Duties and Responsibilities</b>
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. providing technical support in the development of natural sciences policies;</li> <li>ii. developing regular briefs and prompt communication on the section issues;</li> <li>iii. developing budgets for the natural sciences programme;</li> <li>iv. developing budget and work plans for the implementation of natural sciences programme activities within a given financial year;</li> <li>v. developing natural sciences reports and publications for dissemination;</li> <li>vi. ensuring accurate and appropriate reporting of UNESCO related activities in Kenya for dissemination to relevant stakeholders;</li> <li>vii. undertaking capacity building in natural sciences sector;</li> <li>viii. implementing annual operational plans to enhance quality management of the division effective processes, systems and internal controls;</li> <li>ix. initiating research and collaborations with partners in natural sciences programme;</li> <li>x. preparing relevant documents required to enhance direction and advice to the Kenyan natural sciences system through the ministry of natural sciences;</li> <li>xi. mobilizing local and international support for the execution of the natural sciences programmes activities;</li> </ol>

- xii. producing natural sciences programme reports and publications;
- xiii. monitoring and evaluating implementation of natural sciences programme and activities;
- xiv. ensuring quality written speeches and country position papers for national, regional and international meetings;
- xv. undertaking staff appraisal and performance contract reporting; and
- xvi. any other duties as may be assigned.

**c. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Minimum of twelve (12) years relevant work experience, four (4) of which must have been in management level;
- ii. Minimum of Master's Degree in Natural Sciences from a recognized institution;
- iii. Bachelor's Degree in Natural Sciences from a recognized institution;
- iv. management course lasting not less than four (4) weeks from a recognized institution;
- v. proficiency in computer applications; and
- vi. shown merit and ability as reflected in work performance;

**d. Key Competencies and Skills**

- i. Analytical skills
- ii. Communication and reporting skills
- iii. Interpersonal skills
- iv. Negotiation skills
- v. Problem Solving Skills

## 6. MANAGER, HUMAN RESOURCE & ADMINISTRATION KNC 4 -1 POST

Job Title	Manager, Human Resource & Administration
Grade	KNC 4
Place to Work	Nairobi
Reports To	Director Corporate Services
Purpose of the Job	The Manager, Human Resource & Administration is responsible for ensuring availability of competent and adequate personnel across all the departments and branches of the Commission to meet its objectives. He/She is responsible for management of the Human Resource Function; including formulation, periodic review and implementation of HR policies; compensation and benefits; staff training and development (competent and productive workforce); employee industrial relations; and performance management.
Remuneration	Gross pay Ksh. 235,789.00 - 305,522.00 Leave allowance –30% Basic Salary Medical Allowance - As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Manager Human Resources &amp; Administration is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. provide professional leadership in the development and implementation of Human Resource plans and budgets, outlining activities to be undertaken, resource requirements, key performance measures and indicators as well as expected outcomes;</li> <li>ii. conduct workforce analysis, determine optimum staff requirements and design organizational structure that maximizes synergies across functions to support the implementation of the Commission’s strategic plan;</li> <li>iii. conduct job analysis in order to develop job descriptions and competency profiles to facilitate Human Resource planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design as well as career planning;</li> <li>iv. coordinate the recruitment and selection process in order to ensure that KNATCOM has a critical mass of qualified Human Resource with the required competencies necessary for implementation of departments strategic management plans;</li> <li>v. assess training needs analysis and baseline attitude surveys in order to design and implement relevant training programmes aimed at building capacity by equipping staff with the necessary knowledge, skills and behaviour characteristics in line with the strategic plan;</li> <li>vi. coordinate implementation of the performance management system and ensure that individual and team performance is continuously monitored and measured against realistic but challenging targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements;</li> <li>vii. ensure timely and accurate processing of the payroll;</li> <li>viii. implement and maintain an effective human resource management information system;</li> <li>ix. oversee proper maintenance, storage and security of personnel records to ensure integrity of data and information related to human resource development</li> </ol>

- x. programmes;
- x. coordinate resolution of employee grievances and disciplinary cases, recommending appropriate action to resolve problems as well as assisting employees to find satisfactory solutions to personal problems through counseling services;
- xi. administer provision of employee medical and insurance packages including workers' compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programmes;
- xii. develop and implement human resource policies and procedures aimed at enhancing workplace relations in order to gain employee commitment and improve morale by ensuring that employees are treated fairly, uniformly and equitably;
- xiii. confer with relevant professional bodies and government agencies on the interpretation and application of particular human resource management regulations that apply to a public sector organization;
- xiv. develop, implement and evaluate staff career and succession plans, progression and development to ensure staff attraction, retention, motivation and job satisfaction; and

## **b) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. providing professional leadership in the development and implementation of human resources plans and budgets, outlining activities to be undertaken, resource requirements, key performance measures and indicators as well as expected outcomes;
- ii. conducting workforce analysis, determine optimum staff requirements and design organizational structure that maximizes synergies across functions to support the implementation of the commission's strategic plan;
- iii. analyzing organizational structures, business processes and workplace relationships in order to eliminate hierarchical layers and strengthen opportunities for increased collaboration through flexible work teams;
- iv. conducting job analysis in order to develop job descriptions and competency profiles to facilitate Human Resource planning, staff recruitment and selection, performance management, training and development, job evaluation and pay structure design as well as career planning;
- v. coordinating the recruitment and selection process in order to ensure that the commission has a critical mass of qualified human resources with the required competencies necessary for implementation of departments strategic management plans;
- vi. assessing training needs analysis and baseline attitude surveys in order to design and implementing relevant training programmes aimed at building capacity by equipping staff with the necessary knowledge, skills and behaviour characteristics in line with the strategic plan;
- vii. coordinating the implementation of the performance management system and ensure that individual and team performance is continuously monitored and measured against realistic but challenging targets aligned to the strategic direction by clearly defining performance measures and indicators, expected timeframe as well as resource requirements;

<ul style="list-style-type: none"> <li>viii. overseeing the implementation of an effective Human Resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management, medical, pension and welfare programmes;</li> <li>ix. overseeing proper maintenance, storage and security of personnel records to ensure integrity of data and information related to Human Resource development programmes;</li> <li>x. coordinating resolution of employee grievances and disciplinary cases, recommending appropriate action to resolve problems as well as assisting employees to find satisfactory solutions to personal problems through counseling services;</li> <li>xi. administering provision of employee medical and insurance packages including workers' compensation through the appropriate benefit schemes such as NHIF, NSSF, and other employee welfare programmes;</li> <li>xii. developing and implementing Human Resource policies and procedures aimed at enhancing workplace relations in order to gain employee commitment and improve morale by ensuring that employees are treated fairly, uniformly and equitably;</li> <li>xiii. conferring with relevant professional bodies and government agencies on the interpretation and application of particular Human Resource management regulations that apply to a public sector organization;</li> <li>xiv. developing, implementing and evaluating staff career and succession plans, progression and development to ensure staff attraction, retention, motivation and job satisfaction; and</li> <li>xv. any other duties as may be assigned.</li> </ul>
<b>c) Requirements for Appointment</b>
<p>For appointment to this grade a candidate must have:</p> <ul style="list-style-type: none"> <li>i. a minimum period of ten (10) years relevant work experience four (4) of which should be in supervisory role in comparable and relevant position.</li> <li>ii. A minimum of Master's Degree in Human Resource management, social sciences, Arts, Government, Political Science or Public Administration or equivalent qualification from a recognized institution;</li> <li>iii. Bachelor's Degree in Human Resource management, social sciences, Arts, Government, Political Science or Public Administration or equivalent qualification from a recognized institution;</li> <li>iv. leadership course or its equivalent lasting not less than four (4) weeks;</li> <li>v. membership of the institute of Human Resource management;</li> <li>vi. proficiency in computer applications;</li> <li>vii. demonstrated results in work performance;</li> </ul>
<b>d) Key Competencies and Skills</b>
<ul style="list-style-type: none"> <li>i. Communication skills,</li> <li>ii. Problem solving skills,</li> <li>iii. Analytical skills,</li> <li>iv. Strategic and innovative thinking</li> </ul>



- v. Negotiation and Mediation skills,
- vi. Mentorship and coaching skills

## 7. MANAGER, INTERNAL AUDIT & RISK ASSURANCE: KNC 4 -1 POST

Job Title	Manager, Internal Audit & Risk Assurance
Grade	KNC 4
Place to Work	Nairobi
Reports To	Director, Internal Audit & Risk Assurance
Purpose of the Job	The Manager, Internal Audit & Risk Assurance is responsible for providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Board. In addition, he/she will assist the Board accomplish its strategic objectives by effecting a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
Remuneration	Gross pay Ksh. 235,789.00 - 305,522.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

<b>a) Job Description</b>
<p>The Manager, Internal audit and Risk Assurance are responsible for the following functions:</p> <ul style="list-style-type: none"> <li>(i) provide secretariat to the Board Audit and Risk Management committee.</li> <li>(ii) prepare Board papers for the Board Audit and Risk Management committee.</li> <li>(iii) participate in the formulation and review of the Commission’s Strategic Plan.</li> <li>(iv) provide independent and objective assurance and consulting activity of the Commission’s operations to the Board on the overall adequacy and effectiveness of Commission’s arrangement for governance, risk management, and internal controls and their impact on the operations of the organization.</li> <li>(v) formulate, continuously review and monitor the implementation of the Audit and Risk Management Charter.</li> <li>(vi) prepare and issue internal audit reports to Board.</li> <li>(vii) formulate, implement and continuously review the Commission’s Internal Audit Function Strategy, Charter, Policy and operational procedures.</li> <li>(viii) set up and implement systems in accordance with auditing standards;and</li> <li>(ix) assess the relevance, reliability, integrity, timeliness and adequacy of programmes and financial information; and</li> </ul>
<b>b) Duties and Responsibilities</b>
<p>The duties and responsibilities will entail:</p> <ul style="list-style-type: none"> <li>i. providing secretarial services to the Board Audit and Risk Committee and in preparation of Board papers in regards to audit matters;</li> <li>ii. providing independent and objective assurance and consulting activity of the Commission’s operations to the Board Audit &amp; Risk Committee and CEO on the overall adequacy and effectiveness of Commission’s arrangement for governance, risk management, and internal controls and their impact on the operations of the organization;</li> <li>iii. preparing and submitting audit reports including audit recommendations to the Director, Internal audit and Risk Assurance for review;</li> </ul>

- iv. providing effective leadership to the audit team and spearhead risk assessment of the department;
- v. formulating, implementing and continuously reviewing the Commission's Internal Audit Function Strategy, Charter, Policy and operational procedures;
- vi. interpreting prevailing policies for sound auditing principles and control;
- vii. assessing the relevance, reliability, integrity, timeliness and adequacy of programmes and financial information and ascertain the extent of compliance with Commission and government established procedures;
- viii. establishing, implementing and monitoring risk based internal audit mechanisms;
- ix. carrying out special investigations, unplanned internal audit works and systems audits;
- x. carrying out follow up audits to ensure implementations of external and internal audit recommendations by the management;
- xi. performing value for money audit to determine value of completed and ongoing projects and to examine whether the Commission has attained economy, efficiency and effectiveness in the management of allocated funds;
- xii. formulating work plan and budgets for the department and coordinate the execution of the approved departmental work plans and budgets;
- xiii. setting up and implementing systems in accordance with auditing standards;
- xiv. drafting, continuously reviewing and assist in monitoring the implementation of the Board Audit and Risk Management Charters, work plan and budget;
- xv. advising Management on new developments that affect internal controls and provide valuable recommendations and solutions in a proactive manner;
- xvi. coordinating target setting, monitoring & evaluating performance as well as appraising audit staff to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function;
- xvii. mentoring and coaching of the audit staff;
- xviii. formulating training programs for audit staff in the department to provide opportunities for skill development;
- xix. preparing quarterly audit reports for submission to the Board Audit and Risk Management Committee; and
- xx. any other duties as may be assigned

### c) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) a minimum period administrator of ten (10) years relevant work experience, three (4) of which must have been at a managerial role in the Public or Private Sector;
- (ii) minimum of Master's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- (iii) Bachelor's Degree in any of the following disciplines: Accounting, Finance or Business Administration (Finance and Accounting option) or relevant field from a recognized university;
- (iv) Certified Public Accountant of Kenya (K) or its equivalent qualification;

<ul style="list-style-type: none"> <li>(v) be a registered member of ICPAK in good standing or Institute of Internal Auditor (IIA), or Information Systems Audit and Control Association (ISACA);</li> <li>(vii) be proficient in computer application skill;</li> <li>(viii) Management course lasting not less than four (4) weeks from a recognized institution;</li> <li>(vi) demonstrated merit and ability as reflected in work performance and results.</li> </ul>
<p><b>b) Key Competencies and skills</b></p>
<ul style="list-style-type: none"> <li>(i) Communication and reporting skills,</li> <li>(ii) Problem solving skills,</li> <li>(iii) Analytical skills,</li> <li>(iv) Negotiation and interpersonal skills,</li> <li>(v) professionalism</li> <li>(vi) Attention to details</li> </ul>

## 8. PRINCIPAL CORPORATE COMMUNICATION: KNC 5 -1 POST

Job Title	Principal Corporate Communication
Grade	KNC 5
Place to Work	Nairobi
Reports To	Manager, Corporate Communication
Purpose of the Job	The Principal Corporate Communication is responsible for leading the development and implementation of Corporate Communication strategy
Remuneration	Gross pay Ksh. 192,896.00 – 243,465.00 Leave allowance –30% Basic Salary Medical Allowance - As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Principal Corporate Communication Officer is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. incorporating online tools and in-person networking to create relationships and ultimately build the Commission’s brand, both online and off line;</li> <li>ii. writing blog posts, articles, newsletters, communications materials, and material for social media channels;</li> <li>iii. marketing through social media– creating, managing and growing the Commission’s presence through blogs, Twitter, Facebook, and other strategically relevant online properties;</li> <li>iv. planning event– attending industry events and planning meet ups for KNATCOM’s leadership;</li> <li>v. managing incoming media requests and building relationships with industry journalists; creating, executing and measuring media campaigns;</li> <li>vi. supporting customer – collecting reports, and forwarding clients feedbacks to the management;</li> <li>vii. managing any online feedback forums;</li> <li>viii. implementing strategic communications plans and to provide local market insight for the authorities public-facing communications;</li> <li>ix. analysing– Using Google Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives;</li> <li>x. working with journalists, media producers, editors and strategic influencers;</li> <li>xi. gathering information on programmes and significant events in a specific KNATCOM Cluster area;</li> <li>xii. scheduling media interviews; and</li> <li>xiii. developing media plans, distribute and follow up media releases, book interviews and respond to media request.</li> </ol>
a) Duties and responsibilities
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. responding to all queries in respect of KNATCOM from general public, media, special interest groups etc;</li> <li>ii. ensuring that collaterals for KNATCOM functions and other forms of</li> </ol>

<p>communications by the Commission are prepared and issued in line with KNATCOM brand Guidelines and are aligned with overall communications strategy;</p> <ul style="list-style-type: none"> <li>iii. collecting, receiving and communicating information that may inform KNATCOM strategic direction;</li> <li>iv. preparing and submitting weekly, monthly and periodic reports within schedule and up to standard;</li> <li>v. distributing press releases and media kits;</li> <li>vi. drafting in-house stories and publications such as the KNATCOM's magazine (Jarida), brochures, flyers, notices and advertisements;</li> <li>vii. maintaining and regularly update data base and mailing list of all stakeholders;</li> <li>viii. preparing public relations materials to be used in various departmental events</li> <li>ix. maintaining media database;</li> <li>x. monitoring the press on pertinent Commission issues;</li> <li>xi. updating the Commission's website and digital platforms as advised and engage with users on social media sites such as twitter and Facebook;</li> <li>xii. organizing events including press conferences, exhibitions, open days, workshops and fairs;</li> <li>xiii. keeping calendars and diarize events (editorial, press conferences, events);filing, folioing and maintain Corporate Communication Department registry;</li> <li>xiv. taking newsworthy photos for the Commission's photo gallery;</li> <li>xv. ensuring proper selection and storage of promotional videos, photography, films, multimedia, and publicity materials and monitor usage Compile Performance Contract evidence and proper file and folio;</li> <li>xvi. compiling, receive complaints and update the Commission' complaints register;</li> <li>xvii. monitoring and compile report on usage of publicity and CSR budgets;</li> <li>xviii. compile CSR and publicity reports and prepare proposals for the Committee meetings;</li> <li>xix. Organizing and execution of Public relations campaigns and events;</li> <li>xx. conducting customer satisfaction surveys; and</li> <li>xxi. editing publicity and communication materials as advised.</li> <li>xxii. any other duties as may be assigned.</li> </ul> <p style="text-align: right;">i.</p>
<p><b>c) Requirements for Appointment</b></p> <p>For appointment to this grade an officer must have at least</p> <ul style="list-style-type: none"> <li>i. a minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the public service or private sector;</li> <li>ii. a minimum of a Master's Degree in any of the following ; Public relations, Communications, Journalism, Marketing or any other equivalent qualifications from a recognized institution;</li> <li>iii. Bachelor's Degree in any the following; Public relations, Communications, Journalism, Marketing or any other equivalent qualifications from a recognized institution;</li> <li>iv. minimum KCSE C+ (plus) or its equivalent;</li> <li>v. professional qualification and membership to a professional body;</li> </ul>

- vi. proficiency in computer applications; and
- vii. supervisory Course lasting not less than four (4) weeks;

**b) Key Competencies and Skills**

- i. Communication skills,
- ii. Problem solving skills,
- iii. Analytical skills,
- iv. Interpersonal Skills
- v. Negotiation skills

## 9. PRINCIPAL OFFICE ADMINISTRATOR: KNC 5 -1 POST

Job Title	Principal Office Administrator
Grade	KNC 5
Place to Work	Nairobi
Reports To	Manager, Human Resource & Administration
Purpose of the Job	The Principal Office Administrator is responsible for ensuring appropriate reception of visitors and facilitating communication into and out of the Commission, taking care of a given office in terms of making appointments and dealing with enquiries; receiving and attending to visitors; handling correspondence, office documents and equipment; recording dictation in shorthand, drafting and operating computers, photocopying and undertaking routine office duties; and ensuring security of office documents and equipment.
Remuneration	Gross pay Ksh. 192,896.00 – 243,465.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

### a) Job Description

The Principal Office administrator is responsible for the following functions:

- i. carry out office administration and handling enquiries;
- ii. receive and attending to clients;
- iii. operate office machines;
- iv. handle office petty cash and ensuring security of office documents, records and secretarial equipment.
- v. record dictation in shorthand; typing, processing data and reprography;
- vi. reserve appointments and maintaining office diary;
- vii. handle correspondences, telephone calls, office documents and equipment;
- viii. plan and organizing meetings, workshop/conferences and seminars;
- ix. deal with protocols and travel itineraries; and
- x. ensuring good office layout;

### b) Duties and Responsibilities

Duties and responsibilities will entail:

- i. carrying out office administration and handling of enquiries;
- ii. receiving and attending to clients;
- iii. operating office equipment;
- iv. handling office petty cash and ensuring security of office documents, records and secretarial equipment;
- v. recording dictation in shorthand; typing, processing data and reprography;
- vi. reserving appointments and maintaining office diary;
- vii. handling correspondences, telephone calls, office documents and equipment;
- viii. planning and organizing meetings, workshop/conferences and seminars; and
- ix. dealing with protocols and travel itineraries; ensuring good office layout; and
- x. any other duties as may be assigned.

### c) Requirements for Appointment



For appointment to this grade, an Officer must:

- i. a minimum period of eight (8) years in relevant work experience and at least three (3) years in supervisory role in a position in the public service or private sector;
- ii. a minimum of Master's Degree in Social Sciences or Business Administration from a recognized Institution;
- iii. Bachelor's Degree in secretarial studies or any other equivalent from a recognized institution; or Bachelor's' Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution or business education single and group certificates (BES & GC) stages i, ii and iii from the Kenya national examinations council;
- iv. management course lasting not less than four (4) weeks from a recognized institution;
- v. proficiency in computer applications;
- vi. demonstrated results in management of office and administrative services;
- vii. good communication skills; and

**d) Key Competencies and Skills**

- i. Analytical skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Negotiation skills
- v. Problem solving skills

## 10. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER: KNC 5 -1 POST

Job Title	Principal Supply Chain Management officer
Grade	KNC 5
Place to Work	Nairobi
Reports To	Manager, Supply Chain Management
Purpose of the Job	The Principal Supply Chain Management officer assists the Commission to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.
Remuneration	Gross pay Ksh. 192,896.00 – 243,465.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

A ) Job Description
<p>The Principal Supply Chain Management Officer is responsible of the following functions:</p> <ol style="list-style-type: none"> <li>i. provide advisory/professional opinion on procurement matters to the Accounting Officer (Secretary General/CEO) to ensure compliance with the Public Procurement and Asset Disposal Act 2015;</li> <li>ii. co-ordinate the preparation and implementation of the Annual Procurement Plan;</li> <li>iii. maintain and continually update the list of registered suppliers;</li> <li>iv. prepare, publish and distribute procurement and disposal opportunities;</li> <li>v. co-ordinate receiving, opening and evaluation of Quotations, Bids, Tenders, Proposals and Expressions of Interest;</li> <li>vi. carry out procurement and disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015 and KNATCOM Procurement Manual and Policies;</li> <li>vii. review and maintain records of purchased goods, works and services, including costs, deliveries and inventories;</li> <li>viii. undertake market surveys;</li> <li>ix. monitor contract management;</li> <li>x. maintain optimal stock levels and carry out quarterly and annual stock take; and</li> <li>xi. provide secretariat services to the procurement committees which may be constituted by the Secretary General/CEO.</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. developing and coordinating the preparation of annual procurement and disposal plans and their implementation;</li> <li>ii. coordinating procurement and disposal activities in the Commission;</li> <li>iii. preparing contract documents for goods, works and services;</li> <li>iv. custodian of contract documents;</li> <li>v. liaising with the user department to ensure effective implementation of contracts for goods, works and services;</li> <li>vi. providing secretariat to committees' incidental to procurement of goods and services, and disposal of assets;</li> </ol>

- vii. coordinating disposal of assets activities;
- viii. preparing statutory reports to relevant authorities;
- ix. reviewing procurement needs of the Commission; and
- x. any other duties as may be assigned.

**c) Requirements for Appointment**

For appointment to this grade, a candidate must:

- i. A minimum of a Master's Degree in Supply Chain Management, Logistics or equivalent qualification from a recognized institution;
- ii. Bachelor's Degree in Supply Chain, Logistics, Commerce or equivalent qualification from a recognized institution;
- iii. A minimum of eight (8) years relevant work experience in public or private, three (3) of which must have been at a supervisory level;
- iv. have a management course lasting not less than four (4) weeks from a recognized institution;
- v. membership of professional body, either KISM or CIPS; and
- vi. proficiency in computer applications.

**d) Key Competencies and Skills**

- i. Communication skills,
- ii. Problem solving skills,
- iii. Analytical skills,
- iv. interpersonal skills Negotiation and Mediation skills,

## 11 PRINCIPAL PLANNING OFFICER: KNC 5 -1 POST

Job Title	Principal Planning Officer
Grade	KNC 5
Place to Work	Nairobi
Reports To	Manager, Strategy and Planning
Purpose of the Job	The Principal Planning Officer is responsible for initiating policy formulation, quality assurance, risk management and coordination, performance management, monitoring & evaluation, business re-engineering, development, review of the Strategic Plan of the Commission and intellectual property management.
Remuneration	Gross pay Ksh. 192,896.00 – 243,465.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Principal Planning Officer is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. initiate the development of the Commission’s corporate long and short term strategies and monitor the implementation;</li> <li>ii. coordinate and monitor the implementation of the Strategic Plan;</li> <li>iii. monitor and evaluate budget implementation;</li> <li>iv. develop and review policies and procedures on planning and quality assurance;</li> <li>v. develop and report on the implementation of the Commission’s annual work plans;</li> <li>vi. identify resource needs and prioritize the Commission’s activities;</li> <li>vii. performance contract management;</li> <li>viii. risk management and coordination;</li> <li>ix. identify, develop and manage the Commission’s innovation framework;</li> <li>x. manage the Commission’s intellectual property framework;</li> <li>xi. oversee quality management in line with established systems and procedures including Quality Management Systems and ISO requirements to</li> <li>xiii. achieve goals, objectives and work standards;</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. developing the Commission’s corporate long and short term corporate strategies;</li> <li>ii. preparing a gap analysis report on the implementation of the Commission’s strategic policies;</li> <li>iii. monitoring and evaluating the Commission’s programmes and projects;</li> <li>iv. monitoring and reporting on the implementation of performance contracting Guidelines in Programmes and Departments;</li> <li>v. preparing assessment reports on the strengths and weakness of policy options; policy recommendations;</li> <li>vi. preparing the Commission’s Annual work plans;</li> <li>vii. developing and reviewing the Commission’s internal policies, regulations and Guidelines;</li> </ol>

- viii. aligning the Commission's strategies with national and county policies, plans and strategies;
- ix. developing and reviewing the Commission's Strategic Plan and monitoring its implementation;
- x. preparing quality planning reports;
- xi. xii. analysing policy recommendations from various departments;
- xii. coordinating the monitoring and evaluation of performance contracting process for the Commission;
- xiii. preparing materials and schedules for stakeholder seminars, workshops and programs;
- xiv. identifying suitable partners to potential projects for support;
- xv. xvi. identifying strategic collaborations and partnerships;
- xvi. xvii. developing a database of strategic partners and funding opportunities for the Commission; and
- xvii. any other duties as may be assigned.

**Requirements for Appointment**

For appointment to this grade, a person must have:

- i. A minimum of a Master's Degree in any of the following fields Economics, Statistics or equivalent qualifications from a recognized institution;
- ii. Bachelor's Degree in any of the following fields Economics, Statistics or equivalent qualifications from a recognized institution;
- iii. at least eight (8) years relevant work experience, three (3) of which must have been in a supervisory role; and
- iv. a management course lasting not less than four (4) weeks from a recognized institution; and
- v. proficiency in computer applications.

**c) Key Competencies and Skills**

- a. Analytical skills
- b. Communication skills
- c. Strategic and innovative thinking
- d. Interpersonal skills
- e. Ability to mobilize resources
- f. Negotiation skills

## 12. PRINCIPAL OFFICER, RESOURCE MOBILIZATION: KNC 5 -1 POST

Job Title	Principal Officer, Resource Mobilization
Grade	KNC 5
Place to Work	Nairobi
Reports To	Deputy Director, Partnerships and Resource Mobilization
Purpose of the Job	The Principal Officer, Resource Mobilization is responsible for developing and implementation of partnership and resource mobilization strategy.
Remuneration	Gross pay Ksh. 192,896.00 – 243,465.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a. Job Description
<p>The Principal Officer, Resource Mobilization is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. develop and implement partnership and resource mobilization strategies for the Commission;</li> <li>ii. map and engage strategic partners in UNESCO's areas of competence;</li> <li>iii. coordinate and manage existing partnership to enhance effectiveness and efficiency;</li> <li>iv. develop and manage MOUs between the Commission and strategic partners;</li> <li>v. coordinate cross-programme partnership for realization of synergy;</li> <li>vi. develop and manage financial tracking and reporting on partnership activities;</li> <li>vii. conduct analysis of potential partners for networking and liaison with key in- country and international development partners;</li> <li>viii. provide support to programme based partnerships and resource mobilisation initiatives</li> <li>ix. coordinate establishment of proposal development working groups with representatives from key partners and within the Commission; and</li> <li>x. initiate and negotiate for strategic partnerships on the UNESCO five areas of competence.</li> </ol>
b. Duties and Responsibilities
<p>Duties and Responsibilities entail assisting in:</p> <ol style="list-style-type: none"> <li>i. providing technical support in the development, implementation and monitoring of partnerships and resources mobilization strategy;</li> <li>ii. providing data and information for mobilizing funds from local and international partners;</li> <li>iii. collecting data and information for research on potential partners on UNESCO areas of competence;</li> <li>iv. mapping and maintaining a database of strategic partners to facilitate effective management;</li> <li>v. identifying and facilitating co-financing opportunities with partner organizations;</li> <li>vi. providing data and information for developing annual work plans based on the approved strategy;</li> <li>vii. providing data and information for developing web-based resource mobilization for support of programme activities;</li> </ol>

- Viii. assisting in the preparation of funding proposals and follow up activities;
- ix. organizing engagements for partnership building between the commission and potential partners;
- X. providing logistical support for building capacity of programme staff on resource mobilization and establishment of effective partnerships;
- Xi. gathering data and information for selection and nomination of UNESCO prizes, fellowships and awards; and
- Xii. Any other duties as may be assigned

**c. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Minimum of eight (8) years relevant work experience, three of which must have been in a supervisory role;
- ii. A minimum of Master's Degree in Education, Natural Sciences, Environmental sciences, Social Sciences, Humanities, Cultural studies, Anthropology, Communication, Journalism, Economics or a related field from a recognized university;
- iii. Bachelor's Degree in Education, Natural Sciences, Environmental sciences, Social Sciences, Humanities, Cultural studies, Anthropology, Communication, Journalism, Economics or a related field from a recognized university;
- iv. management course lasting not less than four (4) weeks from a recognized institution. proficiency in computer applications; and
- v. shown merit and ability as reflected in work performance.

**d. Key Competencies and Skills**

- i. Communication skills,
- ii. Problem solving skills,
- iii. Analytical skills,
- iv. Critical thinking,
- v. Interpersonal and Negotiation skills,

### 13. PRINCIPAL ACCOUNTANT –GRADE KNC 5-1 POST

Job Title	Principal Accountant
Grade	KNC 5
Place to Work	Nairobi
Reports To	Manager, Finance & Accounts
Purpose of the Job	The Principal Accountant is responsible for the prudent management of the Commission's financial resources and providing accurate and timely financial information for decision support by both management and the Board.
Remuneration	Gross pay Ksh. 192,896.00 – 243,465.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

#### a) Job Description

The Principal Accountant is responsible for developing financial system and implementing sound financial policies, systems, procedures and internal controls in compliance with Statutory Regulations and International Accounting Standards and communication of the financial policies, strategies, and plans and ensure their evaluation thereof.

#### **I Revenue Collections & Managements**

- i. receipting of cash received;
- ii. posting revenue collected in the cashbook in a timely manner;
- iii. prepare revenue reports to ascertain the total revenue collected;
- iv. mobilize, negotiate and source for funds for the Commission; and
- v. devise new revenue sources.

#### **II Budgeting and Budget Control**

- i. formulate and interpret the budget and finance policies and coordinate the preparation of the annual budget plans, and establishment of proper internal financial controls;
- ii. develop budgeting and financial instruments and submit to the relevant and authorized Offices in good time and provide follow up activities as may be required;
- iii. prepare annual estimates of revenue and expenditure (annual budget) coordination of the budget process;
- iv. authorization of expenditure;
- v. maintenance of vote book;
- vi. process funds transfers within the approved financial policy and regulations manual;
- vii. regular feedback to cost centres on their expenditure;
- viii. prepare monthly, quarterly and annual treasury reports;
- ix. perform budget monitoring and reporting; and
- x. provide regular communication to the Secretary General/CEO on key financial and budgetary matters.



### **III. Records & Accounting**

- i. maintain a chart of Accounts and classification of accounting transactions;
- ii. ensure compliance with all financial legal and regulatory requirements;
- iii. manage the payment system by ensuring adequate controls in verification examination of payment vouchers and settlements of trade payables as they fall due;
- iv. ensure payments and transfers are done in the most efficient manner without loss to the Commission;
- v. monitor, guide and advice on appropriate and accurate bookkeeping;
- vi. manage the Commission's imprest account and ensure timely surrenders;
- vii. process tax returns and other statutory contributions to ensure compliance;
- viii. manage the organization's accounting calendar;
- ix. prepare monthly, quarterly and annual Financial Statements and management reports for executive Management, Board and Stakeholder;
- x. prepare monthly, quarterly and annual Management Reports for Board;
- xi. maintain cheque books and cash book records in accordance with accounting regulations;
- xii. reconcile all collection and operation accounts held by the Commission with respective banks;
- xiii. prepare monthly bank reconciliation status report;
- xiv. oversee proper maintenance, storage and security of financial and accounting documents;
- xv. liaise with all external Auditors for System and Final Accounts Audit;
- xvi. manage Commission's debts; and
- xvii. prepare monthly, quarterly and annual treasury reports.

### **IV. Management of Working Capital**

- i. monitor cash flow and oversee the Commission financial performance against the budget and operational requirements;
  - ii. manage cash flow and forecasting, and control the commitment of funds and expenditure trends, in line with existing regulations;
  - iii. prepare weekly cash-flow reports;
  - iv. prepare cash-flow forecasts with cash need requests; and
  - v. maintain asset register.
- vi. Preparation of the Financial Statements**
- i. process journals to correct errors;
  - ii. review bank and cash reconciliations;
  - iii. reconcile and close all General Ledger accounts of the Commission monthly; and
  - iv. generate financial statements.
- vii. Investment**
- i. perform cash use projection;
  - ii. identify suitable investment options;

- iii. process funds transfer for investments;
- iv. monitor investments portfolio against cash requirements; and
- v. generate investment reports to management and the Board.

#### **b) Duties and Responsibilities**

Duties and responsibilities will entail:

- i. developing and installing effective financial management systems and procedures aimed at improving Financial reporting and accounting through
- ii. effective accounting;
- iii. implementing an effective accounts payable system aimed at ensuring efficiency and adequate internal controls are embedded in payment system;
- iv. enforcing reconciliation of trade payables and Revenue cash book accounts in conformity with the laid down Financial regulations;
- v. interpreting of financial policies for sound accounting principles, practices and control and management of PAYE, VAT and other statutory deductions. overseeing all organizational transactions with banks, KRA and other institutions;
- vi. overseeing payment and submission of statutory deductions ensuring all statutory deduction are remitted by 10th of the following month;
- vii. reviewing reconciliation of creditors ledger, debtors ledger, general ledger and cash book accounts in conformity with the laid down Financial regulations;
- viii. overseeing the proper maintenance, storage and security of financial and accounting documents in order to ensure that they are properly filed, secured and readily accessible for action;
- ix. ensuring all payments and receipts conform to relevant government circulars and accounting regulations;
- x. ensuring accurate charging and monitoring posting of payments to correct account numbers;
- xi. reviewing prepared monthly tax returns to ensure compliance with periodic tax payments, information reporting and other statutory requirements as well providing advice to Management on the effective strategies for minimizing tax liability;
- xii. ensuring reconciliation of imprest accounts and preparation of recovery reports;
- xiii. ensuring proper maintenance, storage and security of financial and accounting documents in order to ensure that they are properly filed, secured and readily accessible for action;
- xiv. compiling of the overall bank reconciliation status report;
- xv. preparing Quarterly Financial and Annual financial reports in accordance with IFRS and in line with provisions set out by relevant policies from Treasury;
- xvi. ensuring timely preparation of responses on management reports for all systems and financial audits by liaising with various line managers/Heads of Departments to support evidence on issues raised;
- xvii. ensuring all financial transactions are processed and accounted for in the General Ledger and exceptional items are resolved timely;
- xviii. preparing of Annual estimates in line with strategic plan and the treasury circulars for manager's review;
- xix. participating in preparation of Departmental Budget, work plans and procurement plans; and
- xx. any other duties as may be assigned.

**c) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. a minimum of eight (8) years relevant work experience with at least three (3) years in supervisory role;
- ii. a minimum of Master's Degree in Commerce, Business Administration, Business management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;
- iii. Bachelor's Degree in Commerce, Business Administration, Business management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;
- iv. certified public accountants (CPA K) examination or ACCA affiliate exams.
- v. membership in good standing of the institute of certified public accountants of Kenya (ICPAK) or any other recognized professional body;
- vi. demonstrated results in work performance;
- vii. shown merit and ability as reflected in work performance and results;
- viii. management course lasting not less than four (4) weeks from a recognized institution;
- ix. proficiency in computer applications; and proven interaction with finance/accounting application/software.
- x. Conversant with finance ERP;
- xi. Conversant with the Public Finance Management Act.

**d) Key Competencies and Skills**

- i. Communication skills,
- ii. Problem solving skills,
- iii. Analytical skills,
- iv. Critical thinking, ,
- v. Interpersonal and Negotiation skills,

## 14. SENIOR ACCOUNTANT: KNC 6-1 POST

Job Title	Senior accountant
Grade	KNC 6
Place to Work	Nairobi
Reports To	Principal Accountant
Purpose of the Job	The Senior accountant is responsible for the prudent management of the Commission's financial resources and providing accurate and timely financial information for decision support by both management and the Board.
Remuneration	Gross pay Ksh. 131,769.00 – 164,420.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

### a) Job Description

The Senior Accountant is responsible for developing financial system and implementing sound financial policies, systems, procedures and internal controls in compliance with Statutory Regulations and International Accounting Standards and communication of the financial policies, strategies, and plans and ensure their evaluation thereof.

#### I. Revenue Collections & Managements

- i. receipting of cash received;
- ii. posting revenue collected in the cashbook in a timely manner;
- iii. prepare revenue reports to ascertain the total revenue collected;
- iv. mobilize, negotiate and source for funds for the Commission; and
- v. devise new revenue sources.

#### II. Budgeting and Budget Control

- i. formulate and interpret the budget and finance policies and coordinate the preparation of the annual budget plans, and establishment of proper internal financial controls;
- ii. develop budgeting and financial instruments and submit to the relevant and authorized Offices in good time and provide follow up activities as may be required;
- iii. prepare annual estimates of revenue and expenditure (annual budget) coordination of the budget process;
- iv. authorization of expenditure;
- v. maintenance of vote book;
- vi. process funds transfers within the approved financial policy and regulations manual;
- vii. regular feedback to cost centres on their expenditure;
- viii. prepare monthly, quarterly and annual treasury reports;
- ix. perform budget monitoring and reporting; and
- x. provide regular communication to the Secretary General/CEO on key financial and budgetary matters.

#### III. Records & Accounting

- i. maintain a chart of Accounts and classification of accounting transactions;
- ii. ensure compliance with all financial legal and regulatory requirements;
- iii. manage the payment system by ensuring adequate controls in verification examination of payment vouchers and settlements of trade payables as they fall due;

- iv. ensure payments and transfers are done in the most efficient manner without loss to the Commission;
- v. monitor, guide and advice on appropriate and accurate bookkeeping;
- vi. manage the Commission's imprest account and ensure timely surrenders;
- vii. process tax returns and other statutory contributions to ensure compliance;
- viii. manage the organization's accounting calendar;
- ix. prepare monthly, quarterly and annual Financial Statements and management reports for executive Management, Board and Stakeholder;
- x. prepare monthly, quarterly and annual Management Reports for Board;
- xi. maintain cheque books and cash book records in accordance with accounting regulations;
- xii. reconcile all collection and operation accounts held by the Commission with respective banks;
- xiii. prepare monthly bank reconciliation status report;
- xiv. oversee proper maintenance, storage and security of financial and accounting documents;
- xv. liaise with all external Auditors for System and Final Accounts Audit;
- xvi. manage Commission's debts; and
- xvii. prepare monthly, quarterly and annual treasury reports.

#### **IV. Management of Working Capital**

- i. monitor cash flow and oversee the Commission financial performance against the budget and operational requirements;
- ii. manage cash flow and forecasting, and control the commitment of funds and expenditure trends, in line with existing regulations;
- iii. prepare weekly cash-flow reports;
- iv. prepare cash-flow forecasts with cash need requests; and
- v. maintain asset register.

#### **V. Preparation of the Financial Statements**

- i. process journals to correct errors;
- ii. review bank and cash reconciliations;
- iii. reconcile and close all General Ledger accounts of the Commission monthly; and
- iv. generate financial statements.

#### **VI. Investment**

- i. perform cash use projection;
- ii. identify suitable investment options;
- iii. process funds transfer for investments;
- iv. monitor investments portfolio against cash requirements; and
- v. generate investment reports to management and the Board.

#### **I. Duties and Responsibilities**

Duties and responsibilities will entail:

- i. Preparing EFT/RTGS files and upload in the bank payment system upon receipt of authorized voucher/imprest warrant within the day of receipt;
- ii. Preparing and maintaining accurate prepayments, accruals and provision schedules;
- iii. Posting journals to recognize bank charges on a monthly basis and submit a summary report to the Chief accountant by 5<sup>th</sup> of the following month;

- iv. Collecting all dishonoured payments cheques /EFTs/RTGS from the various banks, and reversing in the system and forward for replacement;
- v. maintaining cheque books and cash book records as well as financial statements and entries to monthly accounts in accordance with accounting regulations;
- vi. preparing monthly tax returns to ensure compliance with periodic tax payments, information reporting and other statutory requirements as well providing advice to Management on the effective strategies for minimizing tax liability;
- vii. ensuring the proper maintenance, storage and security of financial and
- viii. accounting documents in order to ensure that they are properly filed, secured and readily accessible for action;
- ix. ensuring Reconciliation of imprest Accounts and preparation of recovery reports fortnightly;
- x. responsible for all organizational transactions with banks, KRA and other institutions;
- xi. ensuring Month end close of the General Ledger i.e. Transfer to Financial Reporting
- xii. ensuring timely disbursement and payments for goods and services as per contract terms;.
- xiii. participating in preparation of Departmental Budget, work plans and procurement plans  
And
- xiv. any other duties as may be assigned

## **II. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. minimum Four (4) year relevant working experience;
- ii. Minimum of a Bachelor's Degree in Commerce, Business Administration, Business management (Finance or Accounting option) or other relevant and equivalent qualifications from a recognized institution;
- iii. certified public accountants (CPA K) examination or ACCA affiliate exams.
- iv. proficiency in computer applications;
- v. shown merit and ability as reflected in work performance and results; and
- vi. supervisory course not shorter than 2 weeks.

## **III. Key Competencies and Skills**

- a. Computer literate
- b. Analytical skills
- c. Communication skills
- d. Able to work with minimum supervision
- e. Conversance with Finance/Accounting Application/Software

## 15. OFFICER, PARTNERSHIP AND RESOURCE MOBILIZATION: KNC 7 -1 POST

Job Title	Officer, Partnership and Resource Mobilization
Grade	KNC 7
Place to Work	Nairobi
Reports To	Senior Officer, Partnerships and Resource Mobilization
Purpose of the Job	The Officer, Partnership and Resource Mobilization is responsible for developing and implementation of partnership and resource mobilization strategy.
Remuneration	Gross pay Ksh. 93,085.00 – 119,981.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Senior Officer, Partnerships and Resource Mobilization is responsible for the following;</p> <ol style="list-style-type: none"> <li>i. develop and implement partnership and resource mobilization strategies for the Commission;</li> <li>ii. map and engage strategic partners in UNESCO's areas of competence;</li> <li>iii. coordinate and manage existing partnership to enhance effectiveness and efficiency;</li> <li>iv. develop and manage MOUs between the Commission and strategic partners;</li> <li>v. coordinate cross-programme partnership for realization of synergy;</li> <li>vi. develop and manage financial tracking and reporting on partnership activities;</li> <li>vii. conduct analysis of potential partners for networking and liaison with key in-country and international development partners;</li> <li>viii. provide support to programme based partnerships and resource mobilisation initiatives</li> <li>ix. coordinate establishment of proposal development working groups with representatives from key partners and within the Commission;</li> <li>x. initiate and negotiate for strategic partnerships on the UNESCO five areas of competence; and</li> <li>xi.</li> </ol>
b) Duties and Responsibilities
<p>Duties and Responsibilities entail assisting in:</p> <ol style="list-style-type: none"> <li>i. providing support in the development, implementation and monitoring of partnerships and resources mobilization strategy;</li> <li>ii. providing data and information for mobilizing funds from local and international partners;</li> <li>iii. collecting data and information for research on potential partners on UNESCO areas of competence;</li> <li>iv. mapping and maintaining a database of strategic partners to facilitate effective management;</li> <li>v. identifying and facilitating co-financing opportunities with partner organizations;</li> <li>vi. providing data and information for developing annual work plans based on the approved strategy;</li> <li>vii. providing data and information for developing web-based resource mobilization for support of programme activities;</li> <li>viii. assisting in the preparation of funding proposals and follow up activities;</li> </ol>

<ul style="list-style-type: none"> <li>ix. organizing engagements for partnership building between the commission and potential partners;</li> <li>X. providing logistical support for building capacity of programme staff on resource mobilization and establishment of effective partnerships;</li> <li>Xi. gathering data and information for selection and nomination of UNESCO prizes, fellowships and awards;</li> <li>Xii. any other duties as may be assigned.</li> </ul>
<p><b>c) Requirements for Appointment</b></p>
<p>For appointment to this grade, a candidate must have:</p> <ul style="list-style-type: none"> <li>i. Bachelor’s Degree in Education, Natural Sciences, Environmental sciences, Social Sciences, Humanities, Cultural studies, Anthropology, Communication, Journalism, Economics or a related field from a recognized university; and</li> <li>ii. proficiency in computer applications.</li> </ul>
<p><b>d) Key Competencies and Skills</b></p>
<ul style="list-style-type: none"> <li>i. Communication and reporting skills,</li> <li>ii. Problem solving skills,</li> <li>iii. Analytical skills,</li> <li>iv. Interpersonal skills</li> </ul>



## 16. OFFICERS PLANNING: KNC 7 -1 POST

Job Title	Officer Planning
Grade	KNC 7
Place to Work	Nairobi
Reports To	Senior Planning Officer
Purpose of the Job	The Officer, Planning is responsible for initiating policy formulation, quality assurance, risk management and coordination, performance management, monitoring & evaluation, business re-engineering, development, review of the Strategic Plan of the Commission and intellectual property management.
Remuneration	Gross pay Ksh. 93,085.00 – 119,981.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Officer, Planning is responsible for assisting in the following functions:</p> <ol style="list-style-type: none"> <li>i. initiate the development of the Commission’s corporate long and short-term strategies and monitor the implementation;</li> <li>ii. coordinate and monitor the implementation of the Strategic Plan;</li> <li>iii. monitor and evaluate budget implementation;</li> <li>iv. develop and review policies and procedures on planning and quality assurance;</li> <li>v. develop and report on the implementation of the Commission’s annual work plans;</li> <li>vi. identify resource needs and prioritize the Commission’s</li> <li>vii. performance contract management;</li> <li>viii. risk management and coordination;</li> <li>ix. identify, develop and manage the Commission’s innovation framework;</li> <li>x. manage the Commission’s intellectual property framework;</li> <li>xi. oversee quality management in line with established systems and procedures including Quality Management Systems and ISO requirements to achieve goals, objectives and work standards;</li> <li>xii. monitor and evaluate the Commission’s projects; and</li> <li>xiii. manage business process reengineering initiatives.</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail assisting in:</p> <ol style="list-style-type: none"> <li>i. compiling various monitoring and evaluation reports;</li> <li>ii. implementing the Commission’s internal policies, regulations, Guidelines and strategies;</li> <li>iii. assessing the strengths and weakness of policy options;</li> <li>iv. analyzing policy recommendations from various Programmes and Departments;</li> <li>v. receiving and analyzing periodic performance reports to relevant authorities;</li> <li>vi. contributing to the organizational budget planning cycle through aligning the budget and the Strategic Plan; disseminating policies, Guidelines, strategies,</li> </ol>

<p>Vii. monitoring and evaluation report and performance reports to relevant Programmes and Departments; and any other duties as may be assigned</p>
<p><b>c) Requirements for Appointment</b></p>
<p>For appointment to this grade, a person must have:</p> <ul style="list-style-type: none"> <li>i. Bachelor’s Degree in any of the following fields: Economics, Statistics or equivalent qualifications from a recognized institution;</li> <li>ii. proficiency in computer applications; and</li> </ul>
<p><b>d) Key Competencies and Skills</b></p>
<ul style="list-style-type: none"> <li>i. Analytical skills</li> <li>ii. Communication skills</li> <li>iii. Interpersonal skills</li> </ul>

## 17. OFFICE ADMINISTRATOR: KNC 7 -2 POST

Job Title	Office Administrator
Grade	KNC 7
Place to Work	Nairobi
Reports To	Manager, Human Resource, and Administration
Purpose of the Job	The Office Administrator is responsible for ensuring appropriate reception of visitors and facilitating communication into and out of the Commission, taking care of a given office in terms of making appointments and dealing with enquiries; receiving and attending to visitors; handling correspondence, office documents and equipment; recording dictation in shorthand, drafting and operating computers, photocopying and undertaking routine office duties; and ensuring security of office documents and equipment.
Remuneration	Gross pay Ksh. 93,085.00 – 119,981.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The office Administrator is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. carry out office administration and handling enquiries;</li> <li>ii. receive and attending to clients;</li> <li>iii. operate office machines;</li> <li>iv. handle office petty cash and ensuring security of office documents, records and secretarial equipment.</li> <li>v. record dictation in shorthand; typing, processing data and reprography;</li> <li>vi. reserve appointments and maintaining office diary;</li> <li>vii. handle correspondences, telephone calls, office documents and equipment;</li> <li>viii. plan and organizing meetings, workshop/conferences and seminars;</li> <li>ix. deal with protocols and travel itineraries; ensuring good office layout; and</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail assisting in:</p> <ol style="list-style-type: none"> <li>i. attending to visitors/clients;</li> <li>ii. handling telephone calls and enquiries;</li> <li>iii. handling customer inquiries and complaints;</li> <li>iv. ensuring security of office records, equipment and documents;</li> <li>v. ensuring confidentiality of office information;</li> <li>vi. record keeping for correspondences and file movement;</li> <li>vii. managing office protocol and etiquette;</li> <li>viii. managing petty cash for the respective office;</li> <li>ix. maintaining an up to date file movement register;</li> <li>x. coordinating the general administration of the respective department/office;</li> <li>xi. coordinating schedule of meetings and appointments for the respective departments/office;</li> <li>xii. coordinating travel arrangements for the respective departments/office;</li> </ol>

- xiii. coordinating appointments and travel itineraries for the Chief Manager;
- xiv. preparing responses to simple routine correspondence for the Chief Manger;
- xv. monitoring procedures for record keeping for correspondences;
- xvi. ensuring security, integrity and confidentiality of data;
- xvii. undertaking any other office administrative services duties that may be assigned; and
- xviii. any other duties as may be assigned

i.

**c) Requirements for Appointment**

For appointment to this grade a candidate must have: -

- i. Bachelor's Degree in Secretarial Studies or any other equivalent from a recognized institution;
- ii. Have passed the following examinations from the Kenya National Examinations Agency (KNEC);
  - a. Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
  - b. Shorthand III (120 w.p.m.);
  - c. Business English III/Communications I;
  - d. Office Management III/Office Administration and Management III;
  - e. Secretarial Duties II;
  - f. Commerce II;
- iii. Proficiency in computer applications;
- iv. Demonstrated results in work performance; and

**d) Key Competencies and Skills**

- i. Analytical skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Negotiation skills

## 18. CORPORATE COMMUNICATION OFFICER: KNC 7 -1 POST

Job Title	Corporate communication officer
Grade	KNC 7
Place to Work	Nairobi
Reports To	Senior Corporate Communication Officer
Purpose of the Job	The Corporate communication officer will be responsible in the development and implementation of Corporate Communication strategy
Remuneration	Gross pay Ksh. 93,085.00 – 119,981.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Corporate Communication Officer is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. develop communication policy and communication strategy;</li> <li>ii. plan, develop and implement lobby and advocacy programs in the media to influence policy;</li> <li>iii. coordinate, maintain, and update strategies and plans that involve but are not limited to promotional activities, public relations that influence public opinion;</li> <li>iv. maintain regular contact with media representatives and stakeholders to promote good public relations for the Commission at national and international level;</li> <li>v. promptly respond to requests for information from the media, other stakeholders and the general public;</li> <li>vi. organize conferences, workshops, special events and presentations for informational purposes;</li> <li>vii. arrange public appearances, lectures, contests, or exhibitions for the Commission to inform the general public about the Commission’s activities;</li> <li>viii. oversee the management of events across the Commission;</li> <li>ix. edit content meant for public dissemination including speeches, statements and reports;</li> <li>x. coordinate the Commission’s brand strategy;</li> <li>xi. develop and monitor implementation of the Commission’s advertising Guidelines;</li> <li>xii. coordinate crisis communication strategies on behalf of the Commission;</li> <li>xiii. facilitate the development of Information, Education, Communication (IEC) materials such as brochures, newsletters and magazines;</li> <li>xiv. oversee media engagement in the implementation of programmes activities;</li> <li>xv. coordinate dissemination of content on the website and social media platforms;</li> <li>xvi. coordinate dissemination of information to internal and external stakeholders;</li> <li>xvii. develop the Commission’s CSR Policy and coordinate implementation of CSR initiatives; and</li> <li>xviii. oversee organizational protocol during various events for the Board of Management and Secretary General/CEO.</li> </ol>
b) Duties and Responsibilities

Duties and responsibilities will entail assisting in:

- i. drafting press releases and responding to media inquiries about the Commission;
- ii. arranging speaking engagements for the Commission's leadership and
- iii. writing marketing materials or coordinating promotional events;
- iv. monitoring and maintaining relations with a specific entity like the press, the government, consumers or interest groups representing the maritime sector;
- v. managing events stakeholder sensitization programs to deepen maritime sector knowledge;
- vi. managing Digital & Media Relations including information sharing and invitations for KNATCO events;
- vii. responding to all queries in respect of KNATCOM from general public, media, special interest groups etc;
- viii. collecting, receiving and communicating information that may inform KNATCOM strategic direction of the maritime industry;
- ix. preparing and submitting weekly, monthly and periodic reports within schedule and up to standard;
- x. distributing press releases and media kits;
- xi. maintaining and regularly update data base and mailing list of all stakeholders;
- xii. preparing public relations materials to be used in various departmental events;
- xiii. monitoring the press on pertinent maritime issues;
- xiv. organizing events including press conferences, exhibitions, open days, workshops and fairs;
- xv. keeping calendars and diarise events (editorial, press conferences, events);
- xvi. filing, folioing and maintain Corporate Communication Department registry;
- xvii. taking news worthy photos for the Commission's photo gallery;
- xviii. compiling, receiving complaints and updating the Commission's complaints register;
- xix. compiling CSR and publicity reports and preparing proposals for Committee meetings;
- xx. organizing and execution of Public relations campaigns and events;
- xxi. conducting customer satisfaction surveys; and
- xxii. editing publicity and communication materials as advised.
- xxiii. any other duties as may be assigned

#### **c) Requirements for Appointment**

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

- i. Bachelor's Degree in Public relations, Communications, Journalism or any other equivalent qualifications from a recognized institution;
- ii. Minimum KCSE C+ (plus) or its equivalent;
- iii. Proficiency in computer applications; and

#### **d) Key Competencies and Skills**

- i. Analytical skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Interpersonal skills



## 19. SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT: KNC 8 -1 POST

Job Title	Senior Supply Chain Management Assistant
Grade	KNC 8
Place to Work	Nairobi
Reports To	Supply Chain Management Officer
Purpose of the Job	The Senior Supply Chain Management Assistant is to assist the Commission to achieve its strategic goals through implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.
Remuneration	Gross pay Ksh. 56,521.00 – 87,827.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

a) Job Description
<p>The Senior Supply Chain Management Assistant is responsible of the following functions:</p> <ol style="list-style-type: none"> <li>i. provide advisory/professional opinion on procurement matters to the Accounting Officer (Secretary General/CEO) to ensure compliance with the Public Procurement and Asset Disposal Act 2015;</li> <li>ii. co-ordinate the preparation and implementation of the Annual Procurement Plan;</li> <li>iii. maintain and continually update the list of registered suppliers;</li> <li>iv. prepare, publish and distribute procurement and disposal opportunities;</li> <li>v. co-ordinate receiving, opening and evaluation of Quotations, Bids, Tenders, Proposals and Expressions of Interest;</li> <li>vi. carry out procurement and disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015 and KNATCOM Procurement Manual and Policies;</li> <li>vii. review and maintain records of purchased goods, works and services, including costs, deliveries and inventories;</li> <li>viii. undertake market surveys;</li> <li>ix. monitor contract management;</li> <li>x. maintain optimal stock levels and carry out quarterly and annual stock take;</li> <li>xi. provide secretariat services to the procurement committees which may be constituted by the Secretary General/CEO;</li> </ol>
b) Duties and Responsibilities
<p>Duties and responsibilities will entail assisting in:</p> <ol style="list-style-type: none"> <li>i. ensuring safe custody of all procurements records;</li> <li>ii. collecting and compiling statistical data relating to stores;</li> <li>iii. monitoring and reporting on stock levels;</li> <li>iv. identifying and advising on obsolete stores;</li> <li>v. preparing and maintaining stores records;</li> <li>vi. receipting and issuing stores;</li> <li>vii. coordinating and conducting training, guidance and supervision of staff on management of stores;</li> </ol>



- viii. ensuring proper sorting and orderly arrangement of store items; and
- ix. any other duties as may be assigned

**c) Requirements for Appointment**

For appointment to this grade, a person must have:

- i. diploma in Procurement & Supplies Management/Store-Keeping, Business Administration or other relevant field from a recognized institution;
- ii. foundation diploma from the Chartered Institute of Purchasing and Supplies (CIPS) or any other relevant equivalent qualification;
- iii. a minimum of four (4) years relevant work experience;
- iv. proficiency in computer applications;
- v. member of professional body either KISM or CIPS;

**d) Key Competencies and Skills**

- i. Analytical skills
- ii. Communication skills
- iii. Interpersonal skills
- iv. Negotiation skills

## 20. PRINCIPAL DRIVER: KNC 8 -1 POST

Job Title	Principal Driver
Grade	KNC 8
Place to Work	Nairobi
Reports To	Administration Officer
Purpose of the Job	The Principal Driver is responsible for ensuring that all vehicles are maintained in good order to ensure smooth mobility of employees of the Commission.
Remuneration	Gross pay Ksh. 56,521.00 – 87,827.00 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

<b>a) Job Description</b>
The Principal driver is responsible for the following functions: i. drive and maintain vehicles; ii. detect common mechanical faults on the vehicles; iii. carry out minor repairs including oiling and greasing; iv. maintain daily work tickets for vehicles; and v. ensure safety of vehicles on and off the road and the vehicles' cleanliness.
<b>b) Duties and Responsibilities</b>
i. driving the official Commission's CEO as authorized; ii. carrying out minor mechanical adjustments; iii. recognizing and reporting mechanical defaults of the vehicles; iv. ensuring security and safety of the vehicle on and off the road; v. monitoring and reporting expiry of insurance policies for motor vehicles; vi. overseeing transport management; vii. preparing and submitting reports on transport when need arises; and viii. ensuring safety of passengers and/or goods therein; and ix. any other duty as maybe assigned
<b>c) Requirements for Appointment</b>
For appointment to this grade a candidate must have: - i. served in the grade of senior driver for at least three (3) years; ii. at least served in the grade of driver for at least eight (8) years; iii. minimum KCSE C- (minus) or its equivalent; iv. occupational trade test iii certificate; v. a valid driving license free from any current endorsements(s) for classes of the vehicles the driver is required to drive; vi. certificate in a supervisory course from a recognized institution; vii. certificate in customer care from a recognized institution; viii. a defensive driving certificate from the automobile association of Kenya (AA) or its equivalent qualification from any other recognized institution; ix. a certificate of good conduct (renewable after two (2) years); x. a first aid certificate course from St. Johns ambulance or any other recognized

- institution not more than one (1) year old;
- Xi. computer proficiency certificate; and
  - Xii. an accident free driving period of 8 years.

**d) Key Competencies and Skills**

- i. Time management
- ii. Communication skills
- iii. Problem solving skills
- iv. Listening skills
- v. Professionalism
- vi. Basic road safety regulations knowledge and laws
- vii. Interpersonal Skills

## 21. CUSTOMER CARE ASSISTANT: KNC 10 -1 POST

Job Title	Customer Care Assistant
Grade	KNC 10
Place to Work	Nairobi
Reports To	Manager, Corporate Communication
Purpose of the Job	The Customer Care Assistants are the first point of contact for the Commission's customers. The responsibility of Front Office Officers is to respond to customer requests, avail communication materials and information upon request, register visitors, record complaints, manage the switchboard and supervise the use of the reception area by internal and external customers.
Remuneration	Gross pay Ksh. 35,685.00 – 54,015.00 Leave allowance –30% Basic Salary Medical Allowance –As per the scheme rules Group Life & Accident Cover - As per the scheme rules
Terms	Permanent and Pensionable

<b>d) Job Description</b>
The Customer Care Assistant is responsible for the following functions: <ol style="list-style-type: none"> <li>i. Provide efficient telephone communication services;</li> <li>ii. Operate the telephone exchange;</li> <li>iii. Maintain good customer care;</li> <li>iv. Assist visitors with disabilities access information or services;</li> <li>v. Avail communication materials to waiting visitors;</li> <li>vi. Supervise the use of the reception area to promote a positive corporate image;</li> <li>vii. Issue visitors passes;</li> <li>viii. Receive and directing visitors to relevant offices;</li> <li>ix. Prepare and updating the visitors' register;</li> <li>x. Record, respond to and report customer complaints to the relevant officers; and</li> <li>xi. Any other duties as may be assigned.</li> </ol>
<b>e) Duties and Responsibilities</b>
<ol style="list-style-type: none"> <li>i. Providing efficient telephone communication services;</li> <li>ii. Operating the telephone exchange;</li> <li>iii. Maintaining good customer care;</li> <li>iv. Assisting visitors with disabilities access information or services;</li> <li>v. Availing communication materials to waiting visitors;</li> <li>vi. Maintaining a clean and uncongested reception area to promote a positive corporate image;</li> <li>vii. Updating the commission's telephone directory and disseminating the same across all offices;</li> <li>viii. Issuing visitors passes;</li> <li>ix. Receiving and directing visitors to relevant offices;</li> <li>x. Preparing and updating the visitors' register;</li> <li>xi. Recording, responding to and reporting customer complaints to the relevant officers; and</li> <li>xii. Any other duties s may be assigned.</li> </ol>
<b>f) Requirements for Appointment</b>
For appointment to this grade a candidate must have: - <ol style="list-style-type: none"> <li>i. A diploma certificate in front office operations, customer care, communication studies, public relations or any other approved equivalent qualification from a recognized institution; Certificate in telephone operation, reception and front office or its equivalent from a recognized institution;</li> </ol>

- ii. Kenya certificate of secondary education mean grade 'C-' (minus);
- iii. Certificate in computer applications; and
- iv. Meet the provision of Chapter Six of the Constitution.

**d) Key Competencies and Skills**

- i. Good analytical skills;
- ii. Communication skills;
- iii. Interpersonal skills; and
- iv. Negotiation skills

## 22. OFFICE ASSISTANT: KNC 11 -2 POST

Job Title	Office Assistant
Grade	KNC 11
Place to Work	Nairobi
Reports To	Administration Officer
Purpose of the Job	The Office Assistants is responsible for attending to general routine office services, which include providing cleaning services, messengerial duties and preparing tea.
Remuneration	Gross pay Ksh. 22,900 - 32,000 Leave allowance –30% Basic Salary Medical Allowance – As per KNATCOM Medical Scheme Group Life & Accident Cover - As per KNATCOM Medical Scheme
Terms	Permanent and Pensionable

<b>a) Job Description</b>
<p>The office assistant is responsible for the following functions:</p> <ol style="list-style-type: none"> <li>i. cleanliness of offices, equipment/apparatus when need be;</li> <li>ii. office waste management;</li> <li>iii. habitable office conditions;</li> <li>iv. movement of office equipment, furniture and orderly arrangement;</li> <li>v. meeting venues timely arrangement;</li> <li>vi. keeping inventory of kitchen equipment;</li> <li>vii. office beverage and snacks preparation; and</li> <li>viii. office and messengerial duties.</li> </ol>
<b>b) Duties and Responsibilities</b>
<p>This is the entry position for Office Assistants. An Officer at this level will work under supervision of a Senior Officer.</p> <p>Duties and responsibilities will entail:</p> <ol style="list-style-type: none"> <li>i. cleaning offices, machines/ equipment/apparatus;</li> <li>ii. collecting and disposing waste;</li> <li>iii. dusting offices and ensuring habitable office conditions;</li> <li>iv. moving or carrying office equipment, furniture and ensuring orderly arrangement and dispatching letters;</li> <li>v. arranging for meeting venues professionally and timely;</li> <li>vi. keeping inventory of kitchen equipment;</li> <li>vii. preparing and serving office tea;</li> <li>viii. performing office and messengerial duties; and</li> <li>ix. any other duties as may be assigned</li> </ol>
<b>c) Requirements for Appointment</b>
<p>For appointment to this grade a candidate must have:</p> <ol style="list-style-type: none"> <li>i. at least a mean Grade D+ (plus) in the Kenya Certificate of Secondary Education or its equivalent from a recognized institution;</li> <li>ii. proficiency in English and Kiswahili languages;</li> <li>iii. good inter-personal skills;</li> </ol>

#### d) Key Competencies and Skills

- i. Communication skills
- ii. Problem solving skills
- iii. Neatness
- iv. Time management
- v. Customer care
- vi. Etiquette