

# JOB ADVERTISEMENT

## SECRETARY GENERAL/CEO

The Kenya National Commission for UNESCO is a State Corporation established under the KNATCOM Act 2013 (Revised 2014) which aims to advance UNESCO's agenda in Kenya by contributing to peace and sustainable development, through the promotion of international standards and best practices in the five fields of UNESCO's competence areas in Education, Natural Sciences, Social & Human Sciences, Culture and Communication & Information.

Towards achieving this mandate, the Commission wishes to competitively recruit a dynamic, result-oriented, and self-driven Kenyan citizen for the position of Secretary General/CEO.

Job Advert No.	Post	Grade	Vacancy
KNCU/08/2024	Secretary General/CEO	KNC 1/E4	1 - post

The Commission therefore invites qualified and interested candidates to submit their applications for the position of Secretary General/CEO.

The Secretary General/CEO shall be responsible to the Board for providing strategic leadership and direction to the Commission and the staff in the running of the day to day activities in order to achieve the Commission's mandate in accordance with the Kenya National Commission for UNESCO Act, 2013 (Revised 2014). Appointment to this position is on a contract term of five (5) years and may be renewed for a final term subject to satisfactory performance and mandatory retirement age.

Qualified candidates should apply in confidence indicating the Job Advert. No. on both the application and envelope enclosing current detailed Curriculum Vitae indicating email address, telephone contacts, and three (3) professional referees; copies of academic and professional certificates, relevant testimonials, and the National Identity Card to the address below:

**The Board Chair,  
Kenya National Commission for UNESCO  
National Bank Building, Harambee Avenue, 16<sup>th</sup> Floor  
P.O. Box 72107-00200, NAIROBI.**

Applications may be submitted through post, courier, hand-delivery, or emailed to: [Boardchair@unesco.go.ke](mailto:Boardchair@unesco.go.ke) so as to reach the above addressee on or before **10<sup>th</sup> September 2024**.

**ONLY SHORTLISTED CANDIDATES** shall be contacted, and any form of canvassing shall lead to automatic disqualification.

Successful Candidates shall be required to comply with the requirements of Chapter Six of the Constitution of Kenya.

For details of the job descriptions, specifications and application procedures, please visit the Commission's website [www.unesco.go.ke](http://www.unesco.go.ke).

*KNATCOM is an equal opportunity employer.*



## SECRETARY GENERAL/CEO

### Functions of the office of the Secretary General/CEO

The office of the Secretary General/CEO exists to perform the following functions:

1. Provide visionary leadership and strategic direction for the Commission;
2. Secretary to the Board and ensure Board papers are accurately written, are relevant and are availed to the Board members in time;
3. Chief Executive Officer to the Commission;
4. Accounting officer to the Commission;
5. Responsible to the Board in the implementation of the KNATCOM Act, 2013 (Revised 2014);
6. Responsible for the day to day operation of the Commission;
7. Administration and management of the property of the Commission;
8. Supervise, lead, empower and motivate staff to build strong teams and manage organizational change to remain competitive;
9. Promote stakeholder management and the enhancement of the corporate image of the Commission both locally and within UNESCO;
10. Promote values and principles as spelt out in the Article 10 and 232 of the Constitution of Kenya in the operations of the Commission;
11. Ensure the formulation, implementation and evaluation of UNESCO programmes and activities in Kenya;
12. Ensure Kenya's interest in UNESCO and UNESCO's interest in Kenya in the areas of Education, Natural Sciences, Social and Human Sciences, Culture and Communication and Information are effectively articulated and supported in various stakeholders' forums both locally and abroad;
13. Foster liaison between UNESCO and government ministries, departments, counties and state agencies, UNESCO agencies, civil society and the private sector concerned with UNESCO areas of competencies;
14. Serve as a link between Kenya and UNESCO in the areas of Education, Natural Sciences, Social and Human Sciences, Culture and Communication and Information and provide regular briefs and prompt communication to the Board, ministries, agencies and UNESCO as required;
15. Promote international intellectual cooperation between Kenya and UNESCO , as well as with other member states, with other National Commissions, across UNESCO networks for mutual benefits;

16. Ensure quality research is conducted by the Commission or with partners in line with UNESCO's functions;
17. Oversee the contribution to and dissemination of 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;
18. Influence the ratification of UNESCO-related conventions and protocols in the areas of Education, Natural Sciences, Social and Human Sciences, Culture and Communication & Information;
19. Oversee capacity building programmes in consultation with UNESCO in the areas of Education, Natural Sciences, Social and Human Sciences, Culture and Communication & Information to strengthen national capacities on UNESCO policies, normative instruments and practices in order to spur effective domestications;
20. Ensure dissemination of calls, selection and nomination of candidates for UNESCO prizes, awards, scholarships, fellowships and study grants to ensure access and uptake by Kenyans;
21. Ensure mobilization of resources for the implementation of UNESCO programmes and activities; and
22. Provide expert advisory service to the Government in education, sciences, culture and communication and information.

## **JOB PROFILE**

### **SECRETARY GENERAL/CEO**

<b>Job Title</b>	Secretary General/CEO
<b>Grade</b>	KNC 1/E4
<b>Place to Work</b>	KNATCOM Headquarters, Nairobi
<b>Reports To</b>	KNATCOM Board
<b>Classification</b>	Top Management Level
<b>Purpose of the Job</b>	The Secretary General/CEO is responsible to the Board for the day to day management and coordination of activities in the Commission

<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Gross pay Ksh. 593,164.00 – 756,016.00</li> <li>• Leave Allowance –30% Basic Salary</li> <li>• Medical Allowance –As per the scheme rules</li> <li>• Group Life &amp; Accident Cover - As per the scheme rules</li> <li>• Service gratuity</li> </ul>
<b>Terms</b>	Contract (5 years renewable once subject to performance and mandatory retirement age)

### **Duties and Responsibilities**

The Officer is responsible to the KNATCOM Board for provision of visionary leadership and strategic direction to the Commission in a result-oriented and timely manner, to achieve the Commission's goals, objectives and agreed performance targets.

Duties and responsibilities will entail:

1. Providing visionary leadership and strategic direction for the Commission;
2. Ensuring development and review of policies, strategic plan, business plan and work plan;
3. Being responsible for day to day running of the Commission;
4. Advising the Board on all policies and strategies relating to management of the Commission;
5. Being secretary to the Board and custodian of the Commission's seal;
6. Ensuring proper interpretation and implementation of the Board's decision;
7. Monitoring implementation of Board decisions and appraising the Board on progress;
8. Ensuring linkages of Commission staffing to organizational objectives;
9. Providing leadership in developing, reviewing and implementing KNATCOM's strategic plans and ensuring its compliance with the constitution, Kenya 2030 and other prevailing government policies;
10. Ensuring effective implementation of the mandate of the Commission;
11. Ensuring development and implementation of policies, strategies and internal control systems for delivery of effective and quality service to internal and external clients;
12. Ensuring development and implementation of an effective performance management framework for delivering the key priorities of the Commission;
13. Leading in change management;
14. Effectively mobilizing resources of KNATCOM activities;

15. Ensuring prudent management of KNATCOM resources;
16. Planning, directing and coordinating the administrative and office support of the Commission;
17. Coordinating and preparing business-related proposals and resource mobilization for the Commission;
18. Establishing partnerships and collaborations with the Ministries, County Governments, Departments, Agencies (MCDAs), UNESCO and other development partners;
19. Ensuring effective communication between management and the Board, as well as between different levels of management and stakeholders;
20. Providing leadership and fostering teamwork among employees;
21. Ensuring continuous achievement of KNATCOM's financial and operations strategic objectives in line with its uniqueness;
22. Managing corporate risk;
23. Ensuring development and approval of the Commission's budgets;
24. Ensuring compliance with statutory obligations;
25. Fostering a culture that promotes ethical practice within the Commission;
26. Ensuring succession management and employee growth and development; and
27. Any other duties as may be assigned.

## Job Specification

<b>Academic &amp; Professional Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Masters Degree in UNESCO areas of competence which include Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information or any other related field from a recognized University;</li> <li>▪ Bachelors Degree in UNESCO areas of competence which include Education, Natural Sciences, Social and Human Sciences, Culture, Communication and Information or any other related field from a recognized University;</li> <li>▪ Leadership course lasting not less than four (4) weeks from a recognized institution;</li> <li>▪ Professional qualification and membership to a professional body where applicable; and</li> <li>▪ Proficiency in computer applications;</li> </ul>
<b>Experience</b>	<ol style="list-style-type: none"> <li>i. A citizen of Kenya;</li> <li>ii. A minimum of fifteen (15) years relevant work experience, ten (10) years of which must have be in management;</li> </ol>

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- iii. Have knowledge and clear understanding of KNATCOM and UNESCO and relevant collaborating local and international agencies;
  - iv. Demonstrate a clear understanding of:
    - a. Local, national and international conventions and treaties related to UNESCO areas of competencies (education, natural sciences, social and human sciences, culture, communication and information);
    - b. Public Finance Management Act, 2012;
    - c. Public Procurement and Asset Disposal Act, 2015
    - d. Kenya National Commission for UNESCO Act, 2013 (Revised 2014)
    - e. *Mwongozo*: The Code of Governance for State Corporations; and
  - v. Fulfil the requirements of Chapter 6 of the Kenyan Constitution

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**Key Competencies  
and skills**

- Analytical skills
  - Communication skills
  - Strategic and innovative thinking
  - Interpersonal skills
  - Ability to mobilize resources
  - Negotiation skills
  - Protocol and diplomacy skills
  - Conflict management skills
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