

**THE FOLLOWING ARE TERMS OF SERVICE, DUTIES AND RESPONSIBILITIES, MINIMUM REQUIREMENTS FOR THE ADVERTISED POSITIONS.**

**EMOLUMENTS FOR THE POSITIONS OF SENIOR MANAGEMENT**

<b>KUC 2</b>	<ol style="list-style-type: none"> <li><b>1. Basic Salary KSH - 220,729 X 8,829-229,558 X – 238,387 X – 247,216 X 8,829 – 256,045 X 8,829 – 264,874 – 273,703 X 8,830 – 282,533 P.M</b></li> <li><b>2. House Allowance KSH 60,000 PM</b></li> <li><b>3. Commuter Allowance KSH 10,000 PM</b></li> <li><b>4. Extraneous Allowance KSHS 35,000 PM</b></li> </ol>
<b>KUC 3</b>	<ol style="list-style-type: none"> <li><b>1. Basic Salary KSH - 121,041 X 4,311-125,352 X 4,311-129,664 X 4,311-133,975 X 4,311- 138,286 X 4,311 – 142,597 X146,909 X 4,311 – 151,220 P.M</b></li> <li><b>2. House Allowance KSH 60,000 PM</b></li> <li><b>3. Commuter Allowance KSH 10,000 PM</b></li> <li><b>4. Extraneous Allowance KSHS 35,000 PM</b></li> </ol>

**NB: Other attractive remuneration package will be offered in accordance to the institution guidelines.**

**1. POSITION OF DIRECTOR, ACADEMIC AFFAIRS - GRADE KUC 2  
(1 POST) REF: KUC/7/1/2/10/2023**

**a. Job Purpose**

The Director, Academic Affairs is responsible to the Principal and Chief Executive Officer for all academic and training matters and administration of academic support departments. This position reports to the Principal and Chief Executive Officer.

**b. Job Specification**

The Director, Academic Affairs is responsible for the following duties and responsibilities:

- (i)** Develop, implement and periodically review the strategic plan and departmental work plans for the smooth operations of academic affairs.
- (ii)** Plan, monitor and control budgets/expenditure for the to ensure effective and sustainable provision of services
- (iii)** Develop and review academic policies and curricula from time to time for all programs to ensure maintenance of high academic and professional standards
- (iv)** Oversee the implementation of the curricula to ensure maintenance of high academic and professional standards
- (v)** Represent the Directorate of Academic Affairs in Council and Management meetings in all matters relating to the Directorate
- (vi)** Co-ordinate external collaborations and linkages pertaining to training
- (vii)** Oversee the preparation and implementation of the annual academic calendar to guide the smooth operations of the directorate of academic affairs.
- (viii)** Provide support for scholarly activities such as seminars, conferences, workshops, etc. for continuous professional development
- (ix)** Constitute various committees to carry out specific tasks pertaining to the directorate.
- (x)** Guide on requests for hiring, transfer/deployment and training of staff in the academic directorate for enhanced performance of the directorate.
- (xi)** Advise on accreditation and quality assurance aspects to ensure conformity with the requirements of various bodies.
- (xii)** Monitoring and evaluation of the directorate staff for maintenance of high standards of training.
- (xiii)** Solicit external examiners from renowned institutions for purposes of quality assurance.

- (xiv)** Oversee the setting and implementation of the performance targets of the directorate in compliance with the KUC performance contract.
- (xv)** Liaise with Directorate of Research in activities pertaining to research and strategy in the institution.
- (xvi)** Co-ordinate activities related to the Learning Resource Centre.

**c. Person Specifications**

For appointment to this grade, a candidate must have:

- i.** Bachelor's degree in Hospitality or Tourism Management or its equivalent from a recognized institution
- ii.** Master's degree in Hospitality or Tourism Management or its equivalent in a relevant field
- iii.** 15 years' work experience, five (5) of which must be in Senior Management
- iv.** Demonstrated results in work performance
- v.** Meet the requirement of Chapter 6 of the Constitution
- vi.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- vii.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**d. Key Competencies and Skills**

- i.** Strong analytical skills;
- ii.** Strategic and innovative thinking;
- iii.** Ability to mobilize resources;
- iv.** Strong interpersonal skills;
- v.** Strong leadership skills; and
- vi.** Negotiation skills

**2. POSITION OF CORPORATION SECRETARY & GENERAL MANAGER, LEGAL SERVICES – GRADE KUC 2 (1 POST) REF: KUC/7/1/3/10/2023**

**a. Job Purpose**

The Corporation Secretary and General Manager, Legal Services provides Council Secretariat and Legal Services to Kenya Utalii College. This position reports to the College Council functionally and the Principal and Chief Executive Officer administratively.

**b. Job Specification**

- i.** Assist the Secretary to the Council in providing secretariat services to the Council.
- ii.** Provide guidance to the Council on their duties and responsibilities and on matters of governance.
- iii.** Assist the Council in carrying out; Council induction and training, Updating the Council and Committee charters, Preparation of Council work plans, Council self-evaluation, Governance audit, Implementation of the code of conduct and Ethics.
- iv.** Ensure timely preparation of Council and Committee papers and minutes.
- v.** Custodian of the seal of the College and account to the Council for its use.
- vi.** Maintain and update the register of conflicts of interest.
- vii.** Provide legal guidance on contractual and statutory obligations binding to the College and legal duties for the Council.
- viii.** Co-ordinate litigations for the College.
- ix.** Provide guidance on governance and adherence to statutory obligations.
- x.** Prepare all College's contracts; handle all litigation and conveyance matters for the College.
- xi.** Facilitate the development and review of the all Laws and Policies that have bearing on the College's mandate.
- xii.** Continuously manage, review and update of all the College's codes, regulations, rules, guidelines, by-laws and treaties for consistency with each other, and also compliance with the National and Legal Frameworks.
- xiii.** Establish and manage the Legal Registry.
- xiv.** Provide legal advice to the Council and Management.
- xv.** Safeguard the College's interests and ensuring that they are adequately defended before the Courts.
- xvi.** Manage, review, and monitor progress of all outstanding litigations.
- xvii.** Ensure the College complies with constitutional, regulatory and all relevant laws in force through the provision of legal advisory services and ensure contractual risks are efficiently managed.
- xviii.** Undertake extensive review of different requests for approval, licenses both internal and external for purposes of ascertaining legal soundness, make appropriate recommendations and ensure proper implementation.
- xix.** Document and maintain a record of all enforcement and compliance assignments undertaken by the College's personnel and develop legal accountability structures in relation to enforcement assignments.
- xx.** Establish and manage the College's Alternative Dispute Resolution Mechanism.
- xxi.** Develop the College's proactive and preventive legal policies and strategies aimed at forestalling disputes, controversies and litigation

### **c. Person Specifications**

The following are the recognized qualifications for the purpose of this Career Guideline:

- i.** Bachelor's degree or equivalent qualification from a recognized institution
- ii.** Master's degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualification from recognised institution.
- iii.** At least fifteen (15) years in relevant working experience and at least (5) years in senior management in the Public or Private Sector.
- iv.** Post Diploma Course from the Kenya School of Law.
- v.** Admitted as an advocate of the High Court of Kenya and in good standing.
- vi.** Must be a certified Public Secretary and a member of Institute of Certified Secretaries of good standing
- vii.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- viii.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- ix.** Leadership Course lasting not less than four (4) weeks from a recognized institution.
- x.** Certificate in computer applications from a recognized institution.
- xi.** Demonstrated competence in work performance.
- xii.** Proficiency in computer applications.
- xiii.** Fulfilled the requirements of Chapter Six of the Constitution.

### **3. POSITION OF DIRECTOR, STRATEGY, PARTNERSHIP AND ENTERPRISE – GRADE KUC 2 (1 POST) REF: KUC/7/1/4/10/2023**

#### **a. Job Purpose**

The Director, Strategy Partnership and Enterprise is responsible for the partnership, enterprise, coordinating and the development of strategic policy initiatives, implementation of both the performance contract and the realization of the College's strategic objectives and enterprise. The position reports to the Principal and Chief Executive Officer.

#### **b. Job Specification**

The duties and responsibilities of the officer will entail:

- i.** Overseeing the commercial enterprises

- ii.** Formulating, interpreting and implementing strategy, partnerships and business development policies and programmes
- iii.** Responsible for prudent management and utilization of all the resources in the directorate.
- iv.** Responsible for the development of the College master plan
- v.** Responsible for strategy and business continuity to maximise revenue generation.
- vi.** Responsible for implementing Council resolutions on matters affecting the directorate and departments under his/her oversight role
- vii.** Responsible for the consolidating of the directorate procurement plan and budgets
- viii.** Responsible for team work and collaborations among the various divisions and departments under his/her supervision
- ix.** Co-ordinating research activities and disseminate research findings to the stakeholders
- x.** Overseeing resource mobilisation activities
- xi.** Ensuring effectiveness of the College quality management system
- xii.** Overseeing the provision of consultancy services
- xiii.** Submitting reports on audit and reviews for further improvement and action
- xiv.** Co-ordinating the preparation of respective Board Papers.
- xv.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- xvi.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**c. Person Specification**

For appointment to this grade, a candidate must have:

- i.** Professional Course in Sales and Marketing
- ii.** Diploma in Marketing or Diploma in Business Management
- iii.** fifteen (15) years relevant working experience in public or private institution five (5) of which should have been at management level;
- iv.** Bachelor's degree in any of the following disciplines: Economics, Statistics, or equivalent qualification from a recognized Institution;
- v.** Master's degree in any of the following disciplines: Economics, Statistics, or equivalent qualification from a recognized Institution;
- vi.** Be registered with a professional body where applicable;
- vii.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- viii.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- ix.** Leadership Course lasting not less than four (4) weeks from a recognized institution;
- x.** Proficiency in computer application skills;

- xi.** Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- xii.** Fulfil the requirements of Chapter six of the Constitution.

**d. Key Competencies and Skills**

- i.** Strong communication and reporting skills
- ii.** Managerial skills and ability to lead teams.
- iii.** Mentoring, coaching and leadership skills
- iv.** Interpersonal skills
- v.** Team player;
- vi.** Integrity

**4. POSITION OF GENERAL MANAGER, CORPORATE SERVICES –  
GRADE KUC 2 (1 POST) REF: KUC/7/1/5/10/2023**

**a. Job Purpose**

The role of the General Manager, Corporate Services is to provide strategic leadership and ensure optimal utilization and management of the College resources. The position reports to the Principal and Chief Executive Officer.

**b. Job Specification**

Functions of the General Manager, Corporate Services are as detailed below:

- i.** Oversee all issues regarding the financing of College activities and advise the College on financial planning strategies and policies
- ii.** Develop and implement sound financial management policies and procedures
- iii.** Plan and co-ordinate timely preparation of annual Work Plans and budget estimates for the College
- iv.** Develop and manage internal controls and compliance
- v.** Participate in developing Public Private Partnership program and resource mobilization strategies
- vi.** Oversee preparation of the final Annual Statement of Accounts in accordance with accounting standards and procedures
- vii.** Monitor and evaluate funds applications and accountability
- viii.** Develop and oversee the implementation of a dynamic corporate strategy that is able to deliver services and results as envisioned in the strategic plan
- ix.** Ensure prudent and optimal utilization of College funds and Assets
- x.** Provide up to date, accurate and prompt management accounts and reports to the management and the board

- xi.** Provide oversight to the College human capital affairs, ensuring that the Authority has the right and sufficient human resource to meet its objectives
- xii.** Provide oversight for effective records management operations
- xiii.** Participate in the development and review of the Institution's strategic plan
- xiv.** Review the Corporate Services business plans in line with the overall strategic objectives and government performance contract
- xv.** Oversee operations of Human Resources, Administration and Finance & Accounting departments

**c. Person Specifications for appointment to this grade,**

An officer must have:

- i.** A Minimum of fifteen (15) years relevant work experience and at least five (5) in senior management role in the Public Service or Private Sector;
- ii.** Bachelor's Degree in either Commerce, Accounting, Business Administration, Human Resource Management, ICT, Property Management, Communication, Finance, Public Administration, Government, Public Policy or other equivalent qualification from a recognized institution;
- iii.** Master's Degree in any of the following: Commerce, Accounting, Business Administration, Human Resource Management, ICT, Property Management, Communication, or their equivalent qualification from a recognized institution;
- iv.** Membership of a Professional body where applicable and in good standing;
- v.** Proficiency in computer applications;
- vi.** Fulfilled the requirements of Chapter Six of the Constitution.
- vii.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- viii.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.

**d. Key Competencies and Skills**

- i.** Team building and working skills;
- ii.** Report writing skills;
- iii.** Strong analytical techniques;
- iv.** Strong communication and reporting skills;
- v.** Strong leadership skills;
- vi.** Project management skills;
- vii.** Strategic and innovative thinking;
- viii.** Good interpersonal skills;
- ix.** Arbitration skills; and



- x. Proficiency in IT applications

**5. POSITION OF GENERAL MANAGER, INTERNAL AUDIT & RISK ASSURANCE - GRADE KUC 2 (1 POST) REF: KUC/7/1/6/10/2023**

**a. Job Purpose**

This position is responsible for provision of independent and objective assurance services on the College's internal controls, risk management and governance. The position reports to the Council functionally and to the Principal and Chief Executive Officer administratively.

**b. Job Specification**

Job Specifications Duties and responsibilities at this level will entail:

- i. Providing the secretarial services to the Council Audit Committee. ii. Providing leadership to Internal Audit Directorate.
- ii. Preparing annual internal audit work plan for approval by Audit Committee of the Council.
- iii. Preparing and reviewing internal audit charter.
- iv. Preparing quarterly reports on the status of implementation of the internal audit annual work plan for submission to the Council Audit Committee.
- v. Developing and implementing an internal risk-based audit strategy.
- vi. Planning and undertaking audits to assess controls, operational and technical efficiencies and compliance with policies, procedures and regulations.
- vii. Overseeing audit tests on internal controls in all processes.
- viii. Evaluating the effectiveness of the overall enterprise risk management program.
- ix. Liaising with the Auditor General and ensuring follow up on the process of implementation of Internal and external audit recommendations.
- x. Recommending mitigation measures to address identified weaknesses where necessary.
- xi. Ensuring that the Internal Audit systems, procedures and guidelines are prepared for approval.
- xii. Supervising the preparation of work programmes to ensure that audits are planned and well managed.
- xiii. Reviewing and submission of audit reports to the Chief Executive Officer and the Council.

**c. Person Specifications**

For appointment to this grade, a candidate must have:

- i.** Bachelor's Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution.
- ii.** Master's Degree in any of the following disciplines: Finance, Accounting, Business Administration or equivalent qualification from a recognized institution.
- iii.** Minimum of fifteen (15) years' experience in relevant work and at least five (5) years in senior management.
- iv.** Be in possession of any of the following: - CPA (K).
- v.** Member of a professional body in good standing either ICPAK or IIA
- vi.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- vii.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- viii.** Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ix.** Be proficient in computer skills.
- x.** Demonstrate merit and ability as reflected in work performance.
- xi.** Fulfil the requirements of Chapter Six of the Constitution.

**d. Key Competencies and Skills**

- i.** Proficiency in IT;
- ii.** Strategic thinking;
- iii.** Strong Analytical skills;
- iv.** Strong communication and reporting skills;
- v.** Strong managerial skills and ability to lead teams;
- vi.** Mentoring, coaching and leadership skills;
- vii.** Interpersonal and negotiation skills;
- viii.** Ethical and integrity;
- ix.** Attention to details;
- x.** Problem solving;
- xi.** People Management skills;
- xii.** Emotional Intelligence; and
- xiii.** Excellent listening skills.

**6. POSITION OF DEPUTY DIRECTOR, CURRICULUM DEVELOPMENT, IMPLEMENTATION, MONITORING AND EVALUATION – GRADE KUC 3 (1 POST) REF: KUC/7/1/7/10/2023**

**a. Job Purpose**

The job purpose is to co-ordinate research, development, implementation and monitoring of curriculum to ensure relevance and maintain standards. The position reports to the Director, Academic Affairs.

**b. Job Specifications entail:**

- i.** Responsible for career development, implementation and monitoring
- ii.** Generate plans and strategies for the Academic research and Curriculum Development functions.
- iii.** Advise the College on the curriculum needs of the labour market and industry;
- iv.** Co-ordinate curricula Development, dissemination, implementation and evaluation;
- v.** Co-ordinate publication (print and electronic) of curriculum support materials;
- vi.** Facilitate academic curriculum based research;
- vii.** Organize and conduct in-service and orientation and training programs for curriculum implementers;
- viii.** Responsible for harmonization of Curricula;
- ix.** Integrate labour market driven demands and needs into skills development
- x.** Responsible for review of policies, regulations and standards on curricula in line with the National development policies.
- xi.** Establish and maintain the Quality Management System for Academic Programs.
- xii.** Co-ordinate symposiums and related activities on emerging areas of interest in Hospitality and Tourism sector

**c. Job Specifications**

For appointment to this position, a candidate must have:

- i.** Bachelor degree in Hospitality or Tourism Management or equivalent in a relevant field.
- ii.** Master's degree in a relevant field
- iii.** Thirteen (13) years working experience five (5) of which must be in Management
- iv.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.

- v. Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. A leadership course lasting not less than four (4) weeks
- vii. Certificate in pedagogy skills lasting not less than four (4) weeks
- viii. Computer proficiency skills
- ix. Demonstrated results in work performance
- x. Meets the requirement of Chapter 6 of the constitution

**d. Key Competencies and Skills**

- i. Analytical skills;
- ii. Strategic and innovative skills;
- iii. Ability to mobilize resources;
- iv. Interpersonal skills;
- v. Leadership skills; and
- vi. Negotiation skills

**7. MANAGER, ENTERPRISE & BUSINESS DEVELOPMENT – GRADE KUC 3 (1 POST) REF: KUC/7/1/8/10/2023**

**a. Job Purpose**

This position is charged with the overall responsibility for the execution of the College Marketing, Enterprise and business development functions. This position reports to Director, Strategy, Partnership and Enterprise.

**b. Job Specification**

- i. Initiating the Development, implementation and review marketing policies and strategies of the College.
- ii. Enhancing stakeholder engagements, participation and collaborations for increased productivity.
- iii. Ensuring timely and efficient implementation of Marketing strategy;
- iv. Providing advisory services in the development of the implementation framework for the marketing support services function.
- v. Spearheading innovation and creativity in marketing concepts and tools
- vi. Conducting periodical market surveys, benchmarks and market intelligence
- vii. Identifying market niches suitable for targeted growth and development of the KUC's products and service portfolio;
- viii. Planning, co-ordinating and overseeing marketing of the KUC's products and services, including advertising and promotions for improved awareness and uptake;

- ix.** Ensuring visibility of KUC products/services at all outdoor activities and other events through the use of promotional materials for brand memory;
- x.** Designing and specify innovative solutions to meet KUCs business requirements in line with global best practices
- xi.** Ensuring business prospection and sales activities for revenue generation from Commercial activities are effectively carried out
- xii.** Co-ordinating the Business Continuity Processes.
- xiii.** Monitoring and measuring the performance results to track the milestones achieved against set targets and gauge the effectiveness of strategies deployed;
- xiv.** Developing and implementing corporate Resource Mobilization and Enterprise Development strategies;
- xv.** Implementing KUC's Resource Mobilization and Enterprise Development policies in liaison with other relevant departments;
- xvi.** Designing and facilitating resource mobilization strategies;
- xvii.** Managing Resource Mobilization and Enterprise Development budget;
- xviii.** Monitoring and measuring the performance results to track the milestones achieved against set targets and gauge the effectiveness of strategies deployed.

**c. Person Specification**

For appointment to this grade a candidate must have:

- i.** Bachelor's degree in Either Commerce (Marketing) or Business Administration (marketing), Business Management (marketing) or its equivalent;
- ii.** Master's degree in Business Administration (marketing), Business Management (marketing);
- iii.** Thirteen (13) years relevant working experience five (5) of which must be in management;
- iv.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;
- v.** Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi.** Leadership course lasting not less than four (4) weeks;
- vii.** Demonstrated results in work performance
- viii.** Proficiency in computer applications;
- ix.** Member of a relevant professional body;
- x.** Fulfil the requirements of Chapter 6 of the Constitution.

**d. Key Competencies and Skills**

- i.** Strong communication and reporting skills;
- ii.** Managerial skills and ability to lead teams;
- iii.** Mentoring, coaching and leadership skills;

- iv. Analytical skills;
- v. Interpersonal skills;
- vi. Team player; and
- vii. Ethical and integrity

**8. POSITION OF MANAGER, ESTATE MANAGEMENT – GRADE KUC 3 (1POST) REF: KUC/7/1/9/10/2023**

**a. Job Purpose**

These positions exist to oversee all maintenance and repairs of all College buildings and equipment to ensure that they are in good and habitable condition for use by staff and students. The position reports to the General Manager, Corporate Services.

**b. Job Specifications Duties and Responsibilities entail:**

- i. Daily co-ordination of Transport Facilities and services (work tickets, vehicle cleaning, repairs and maintenance, allocation, insurance, fuelling, accident handling etc.
- ii. Facilities management (repair & maintenance, management of lease agreement, office space planning, furniture layout, facilities, office parking slots, washrooms, lightings, air circulation etc.)
- iii. Work environment management in liaison with contractors and service providers (cleanliness, fumigation, emergency procedures, health, fire protection/safety and waste management)

**c. Person Specifications**

- i. Master's degree in relevant field from a recognized institution
- ii. Bachelor Degree in relevant field from a recognized institution
- iii. Thirteen (13) years working experience five (5) of which must be in management level
- iv. Supervisory Skills course lasting not less than two (2) weeks from a recognized institution
- v. Senior Management Course lasting not less than four (4) weeks from a recognized institution
- vi. A leadership course lasting not less than four (4) weeks
- vii. Certificate in computer application
- viii. Membership to a relevant professional body
- ix. Demonstrated results in work performance
- x. Computer literacy.
- xi. Meets the requirements of Chapter Six of the Constitution

**9. POSITION OF MANAGER, HUMAN RESOURCE & ADMINISTRATION – GRADE KUC 3 (1 POST) REF: KUC/7/1/10/10/2023**

**a. Job Purpose**

The Manager, Human Resource & Administration will be responsible to the Principal and Chief Executive Officer for the overall management of the human resource and administration function. The position reports to the General Manager, Corporate Services.

**b. Job Specification**

Specific duties and responsibilities will entail:

- i.** Co-ordinating the formulation, review, harmonization and implementation of human resource and administration policies, guidelines and regulations;
- ii.** Building capacity of human resource and administration for effective execution of human resource and administration function;
- iii.** Developing human resource management plans to ensure effective succession management;
- iv.** Ensuring institutionalization of performance management including performance appraisal system;
- v.** Interpreting and advising on human resource and administration policies and regulations;
- vi.** Monitoring the implementation of human resource and administration policies, rules and regulations and analysing their impact on staff;
- vii.** Facilitating human resource planning, communication, discipline, employee relations, remuneration and staff welfare;
- viii.** Overseeing the development and maintenance of an up-to-date human resource and administration database;
- ix.** Spearheading the monitoring, evaluation and auditing of human resource and administration activities and programmes;
- x.** Overseeing the preparation of Board papers relating to human resource and administration for deliberation and decision making by the Council
- xi.** Overseeing allocation and utilization of office space; supervising office management services and staff;
- xii.** Facilitating prompt payment of electricity, water bills and other utilities; ensuring adherence to Government regulations and procedures on vehicle usage;
- xiii.** Devising and implementing security procedures and policies;
- xiv.** Liaising with the security officer for investigation of all security incidences;
- xv.** Undertaking prompt settlement of accident vehicle cases; coordinating rental management;

- xvi.** Ensuring implementation and promotion of best human resource and administration standards and practices;
- xvii.** Preparing departmental budget and work plans;
- xviii.** Coaching and mentoring of staff. (xviii)Approving of departmental plans and budget
- xix.** Appraising performance of officers and recommend for rewards or sanctions
- xx.** Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this grade.

**c. Person Specifications**

For appointment to this grade, an officer must have:

- i.** Master's Degree in business administration, human resource or a related field or equivalent qualification from a recognized institution;
- ii.** Bachelor's Degree in any other field and a post graduate diploma in Human Resource Management
- iii.** Thirteen (13) years relevant working experience five (5) of which must be in management.
- iv.** Certified Human Resource Professional (CHRP) will be an added advantage
- v.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- vi.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vii.** A Leadership course lasting not less than four (4) weeks from a recognized institution;
- viii.** Membership to a relevant professional body
- ix.** Value and principles (provisions' of chapter six of the constitution
- x.** Certificate in computer applications from a recognized institution; and
- xi.** Demonstrated results in work performance

**d. Key Competencies and Skills**

- i.** Strategic thinking;
- ii.** Analytical skills;
- iii.** Strong communication and reporting skills;
- iv.** Strong managerial skills and ability to lead teams;
- v.** Mentoring, coaching and leadership skills;
- vi.** Interpersonal and negotiation skills;
- vii.** Project Management Skills
- viii.** Team player; and
- ix.** Integrity



**10. POSITION OF MANAGER, ICT – GRADE KUC 3 (1 POST) REF: KUC/7/1/11/10/2023**

**a. Job Purpose**

This position ensures that the Board leverages on IT to delivery its mandate. The position reports to the position reports to the General Manager, Corporate Services.

**b. Job Specifications**

Duties and Responsibilities entail:

- i.** Ensuring that all ICT needs of the organization are met and to provide leadership to the ICT Department;
- ii.** Formulating and implement ICT policies, procedures and plans;
- iii.** Managing third-party service providers of ICT services such as Internet to ensure that the College gets value for money;
- iv.** Identifying ICT needs of College staff, students and clients;
- v.** Developing, implementing and managing computerized information system;
- vi.** Providing ICT services to transform KUC into an automated work environment that supports efficient and effective service delivery;
- vii.** Providing appropriate information and guidance on emerging trends and best practices in ICT to enable KUC optimize usage of technology;
- viii.** Providing support for users of KUC's ICT Services;
- ix.** Conducting and co-ordinating user training on various systems
- x.** Maintaining KUC's information systems.
- xi.** Implementing, administrating and maintaining KUC's network infrastructure
- xii.** Implementing capabilities to ensure Information System security.
- xiii.** Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this grade.

**c. Person Specifications**

- i.** Master's degree in Information Systems, Information Technology, Computer Science, or related field from a recognized institution
- ii.** Bachelor's Degree in, Information Systems, Business Information Technology, Computer Science or related form a recognized institution
- iii.** Thirteen (13) years working experience five (5) of which must be in supervisory position
- iv.** Certification in CISA, ITIL, and Project Management Certification e.g. PRINCE2

- v.** Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- vi.** Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vii.** Leadership Course lasting not less than four (4) weeks
- viii.** Demonstrated results in work performance.
- ix.** Membership to a relevant professional body (where applicable).
- x.** Meets provision of Chapter Six of the Constitution