

## **PRINCIPAL /CHIEF EXECUTIVE OFFICER, JOB GRADE KUC 1**

### **a. Job Purpose**

The Principal & CEO is responsible to the Council for the implementation of the Kenya Utalii College strategic goals and the management of its resources including giving direction and leadership in achievement of its mission. In addition, the Principal & Chief Executive Officer is responsible for the day to day operations and administration of the College.

### **b. Functions**

The functions of the Office of Principal & CEO are as follows:

- i. Responsible for the day-to-day operations of the College;
- ii. Provide strategic leadership to the College;
- iii. Ensure implementation of the Provision of the Tourism Act, 2011;
- iv. Ensure the maintenance of efficiency and discipline by all staff of the College;
- v. Serve as Chairman of the academic board;
- vi. Prepare annual budgets and establishing proper internal controls;
- vii. Manage the budget of the College to ensure its funds are properly expended and accounted for;
- viii. Establish effective management processes, systems and structure including succession plans and change management;
- ix. Responsible for the execution and communication of the Council's strategies, decisions and policies;
- x. Responsible for stakeholder management and the enhancement of the corporate image as well as being the spokesperson of the College;
- xi. Ensure compliance with the relevant laws and statutory obligations;
- xii. Establish and maintain harmonious contacts with appropriate National and International institutions dealing with training;
- xiii. Foster a culture that promotes ethical practices and good corporate governance;
- xiv. Ensure the College leverages on technology to deliver efficient and effective services;
- xv. Guide in the development and implementation of relevant policies and procedures that give the College positive perception and competitive advantage;
- xvi. Facilitate the preparation and implementation of the College's strategic and annual work plans;
- xvii. Convene meetings of the Council, act as Secretary to the Council and ensure that all its decisions are implemented;
- xviii. Maintain a conducive work environment in order to attract, retain and motivate employees while fostering a corporate culture that promotes ethical practices and good corporate citizenship;

- xix. Develop and recommend to the Council the annual business plans for the organization;

### **c. Person Specifications**

For appointment to the position of the Principal & Chief Executive Officer, a candidate must have:

- i. Bachelor's Degree in Tourism, Hospitality or related field.
- ii. Advanced degree in Tourism, Hospitality or Business related Studies and any other fields whose Departments the Council may establish.
- iii. 15 years' experience, ten (10) of which must be in Tourism and Hospitality Industry.
- iv. A member of professional body where applicable.
- v. Possess good oral and written communication skills, including report writing.
- vi. Have a good understanding of the mandate of Council and its role in realisation of the national development agenda
- vii. Have good interpersonal, negotiation and computer application skills.
- viii. Demonstrated results in work performance
- ix. A leadership course lasting not less than 4 weeks
- x. Computer proficiency skills
- xi. Meet the requirement of Chapter 6 of the Constitution on values and principles of governance

### **d. Key Competencies and Skills**

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