



**KENYA SCHOOL OF GOVERNMENT**  
**EMPLOYMENT OPORTUNITY**  
**(EXTERNAL ADVERTISEMENT)**

**1. DIRECTOR, LEARNING & DEVELOPMENT - LOWER KABETE**

Reporting to the Director General, Campus Directors will be responsible for the strategic direction of the Campus, effective academic and administrative leadership, and efficient use of resources.

**Duties and responsibilities:**

The successful candidate will be responsible for:

- (a) Providing strategic direction and leadership to the Campus
- (b) Implementing decisions of the Management and the Academic Board
- (c) Initiating, developing and delivering learning and development programs as well as research and consultancy services
- (d) Prudently managing resources and assets
- (e) Monitoring, evaluating and reporting Campus performance
- (f) Any other duties assigned by the Director General

**Skills and Attributes:**

- (a) Holder of the Master's Degree in Social Sciences or related fields from a recognized university. An earned Ph.D. from a recognized university will be an added advantage
- (b) Possess at least two (2) recent publications in refereed journals and/or book chapters
- (c) Have a minimum of five (5) years of experience in senior management in an institution of higher learning
- (d) Demonstrate knowledge and experience in public sector capacity development policies, strategic management, and performance management
- (e) Demonstrate experience in conducting and coordinating training, research and consultancy assignments
- (f) Demonstrate leadership, communication and interpersonal skills
- (g) Meet the requirements of Chapter Six (6) of the Kenya Constitution 2010.

## **2. eLDi DIRECTOR**

The eLDi Director will be responsible for strategic direction and effective leadership of the Institute and shall report to the Director General in the course of duties.

### **Duties and Responsibilities**

The successful candidate will be required to:

- i. Provide strategic direction and guidance to the Institute,
- ii. Initiate, develop and deliver training programmes, research and consultancy activities,
- iii. Undertake the overall sound management of resources and assets,
- iv. Implement policies and procedures as approved by the Academic Board,
- v. Identify and develop business strategies for the Institute, and
- vi. Build and maintain strategic collaborations with multiple stakeholders including the private sector, government actors, and development partners.
- vii. Perform any other duties assigned by the Director General.
- viii.

### **Skills and Qualification**

The ideal candidate for the position of Director eLDi will be an individual with:

- i. A Master's Degree in Education, Social Sciences or a related field from a recognized university,
- ii. A minimum of five (5) years management experience in an institution of higher learning,
- iii. Skills in leadership and management of e-learning and ICT related training programmes,
- iv. Knowledge of strategic planning and administration in public sector institutions of higher learning,
- v. Membership of a professional association in good standing, and
- vi. Good record in respect of the requirement of Chapter Six (6) of the Constitution of Kenya 2010.

### **3. eLDi DEPUTY DIRECTOR**

Reporting to the Institute Director, the Deputy Director will be responsible for planning, co-ordination and implementation of training, research and consultancy activities at the Institute.

#### **Duties and Responsibilities**

The successful candidate will be required to:

- i. Plan and supervise training, research and consultancy activities,
- ii. Ensure optimal use of human resources,
- iii. Ensure compliance with the School Quality Management System,
- iv. Co-ordinate achievement of performance contract targets,
- v. Source for and recommend expertise for development and delivery of trainings and consultancies,
- vi. Identify and recommend institutions for collaborations and partnership,
- vii. Co-ordinate and develop new business proposals,
- viii. Oversee monitoring and evaluation activities and
- ix. Perform any other duties assigned by the Director.

#### **Skills and Qualification**

The ideal candidate for the position of eLDi Deputy Director will be an individual with:

- i. A Master's Degree in Education, Business Administration, Information Technology or equivalent in a relevant field,
- ii. A minimum of three (3) years' experience in managing e-Learning and ICT-related training programmes in an institution of higher learning,
- iii. Demonstrable leadership skills and management of academic programmes,
- iv. A management course lasting at least four (4) weeks,
- v. Membership of a professional association in good standing, and
- vi. A good record in respect of the requirement of Chapter Six (6) of the Constitution of Kenya 2010.

## **4. PRINCIPAL INTERNAL AUDITOR**

### **Duties and Responsibilities**

The successful candidate will be required to:

- i. Prepare Audit Reports for areas audited as per the approved Annual work plan for review by the Internal Audit Manager,
- ii. Develop Risk based Annual audit plans detailing the scope, nature and timing of audit activities,
- iii. Supervise and mentor staff working under him/her,
- iv. Develop and design an audit test and programs in consultation with Internal Audit Manager,
- v. Carry out internal Audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures,
- vi. Review the accuracy, timeliness and relevance of financial information and other disclosures provided to management,
- vii. Participate in the preparation of quarterly reports to the Audit and Risk Management Committee and ensure the reports are timely,
- viii. Identify key areas of risks within the School and propose controls to mitigate the risks, and
- ix. Monitor reviews and follow-up on agreed audit recommendations logged from previous audit.
- x. Perform any other duties assigned by the Internal Audit Manager.

### **Skills and Qualification**

The ideal candidate for the position of Principal Internal Auditor will be an individual with:

- i. An experience of at least three (3) years in position of a Senior Internal Auditor or equivalent,
- ii. A Bachelors' degree in any of the following disciplines: - Commerce (Accounting option), Commerce (Finance option), Business Administration (Accounting option) or equivalent qualification from a recognized institution. A Master's Degree in Business Administration or equivalent from recognized institution is an added advantage,
- iii. Part III of the Certified Public Accountants (CPA) Examination or Part III of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution,
- iv. Membership of a professional association in good standing,

- v. A Certified Internal Auditor (CIA) and a member of Institute of Internal Auditors,
- vi. A Certificate in computer application skills from a recognized institution, and
- vii. An outstanding professional competence in audit work as reflected in work performance and results.

## **5. INFORMATION SYSTEMS AUDITOR**

### **Duties and Responsibilities**

Reporting to the Principal Internal Auditor, the successful applicant will be responsible for the following, amongst others:-

- i. Carry out routine and special systems audits,
  - ii. Evaluate information system processes for efficiency, completeness and accuracy,
  - iii. Analyze information systems and business protocols to ensure they are in tandem with each other,
  - iv. Ensure acquisition, deployment and disposal of hardware and software are done in accordance with Kenya School of Government policy,
  - v. Review and providing assurance on Information Security of the School,
  - vi. Monitor and evaluate utility of ICT facilities within the School, and
- Perform any other duties assigned by the Principal Internal Auditor

### **Skills and Qualification**

The ideal candidate for the position of Information Systems Auditor will be an individual with:

- i. A Degree in Computer Science, Information Systems, Business or equivalent,
- ii. A Certified Information Systems Auditor (CISA) certificate,
- iii. Knowledge of Computer Assisted Audit Techniques (CAATs),
- iv. Two (2) years relevant experience,
- v. Excellent analytical skills, and
- vi. Excellent communication and report writing skills.

## **6. PRINCIPAL ACCOUNTANT**

Reporting to the Finance Manager, the Principal Accountant will assist in budgeting, prudent utilization of resources, and financial reporting.

### **Duties and Responsibilities**

The successful candidate will be required to:

- i. Prepare financial statements and schedules,
- ii. Complete monthly closing procedures,
- iii. Analyze and record daily revenues and expenses,
- iv. Undertake monthly reconciliation of bank and other accounts,
- v. Periodically analyze financial performance,
- vi. Submit financial and tax reports for audit,
- vii. Prepare tax returns and other reporting requirements,
- viii. Monitor and document internal controls, and
- ix. Undertake other tasks assigned by the Finance Manager.

### **Skills and Qualification**

The ideal candidate for the position of Principal Accountant will be an individual with:

- i. A Master's Degree in Accounting or Finance,
- ii. A CPA (K) qualification,
- iii. Five years of experience in a busy accounting or finance function,
- iv. ICPAK membership,
- v. Excellent communication and interpersonal skills,
- vi. Initiative and ability to work independently,
- vii. Ability to build and work with teams, and
- viii. Knowledge of working with accounting software.

## **7. PRINCIPAL PROCUREMENT OFFICER**

Reporting to the Campus Director, the Principal Procurement Officer will assist in the procurement planning and implementation of procurement policies, procedures and guidelines.

### **Duties and Responsibilities**

The successful candidate will be required to:

- i. Implement procurement policies, regulations and procedures,
- ii. Prepare and update assets database,
- iii. Ensure compliance with regulatory requirements and ethical standards, relating to procurement of goods, services and works,
- iv. Implement an e-procurement system,
- v. Maintain a catalogue of items identified for disposal,
- vi. Ensure that market surveys and research are conducted,
- vii. Prepare purchase orders and ensuring timely delivery of goods and services,
- viii. Ensure timely opening and evaluation of tenders and quotations,
- ix. Carry out supplies evaluation and appraisals,
- x. Co-ordinate warehousing of goods and equipment,
- xi. Monitor distribution of goods, and
- xii. Ensure proper stock control and inventory management.
- xiii. Perform any other duties assigned by the Campus Director.

### **Skills and Qualification**

The ideal candidate for the position of Principal Procurement Officer will be an individual with:

- i. Relevant experience for a minimum period of three (3) years,
- ii. A Bachelor's degree in any of the following disciplines:- Procurement and
- iii. Supply Chain Management; Purchasing and Supplies Management; Supply Chain Management; Procurement and Contract Management; Logistics and Supply Chain Management; Procurement and Logistics Management or equivalent qualification from a recognized institution,
- iv. A Master's degree in any of the following disciplines:- Logistics and Supply Chain Management; Business Administration (Purchasing and Supplies) or equivalent qualification from a recognized institution,
- v. Member of a recognized Purchasing and Supplies Management Professional Body,
- vi. A certificate in Senior Management Course lasting not less than four (4) weeks.
- vii. A certificate in computer applications from a recognized institution, and

- viii. Perform any other duties assigned by the supervisor.

## **8. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER**

### **Duties and Responsibilities**

The successful candidate will be required to:

- i. Compile information relating to recruitment, appointments, promotions, transfers and human resource management information systems,
- ii. Implement human resource management decisions within existing rules, regulations and procedures,
- iii. Process cases for the Staff Advisory and Training Committees and implementing decisions thereof,
- iv. Carry out training needs assessment,
- v. Undertake evaluation of training programmes,
- vi. Update and maintain human resource management and development records, and
- vii. Manage human resource information system.

### **Skills and Qualification**

The ideal candidate for the position of Senior Human Resource Management Officer will be an individual with:

- i. A Bachelor's degree in any of the following disciplines: - Human Resource Management; Human Resource Development; Personnel Management; or equivalent qualification from a recognized institution,

### **OR**

- A Bachelor's degree in any of the following disciplines:- Economics, Sociology, Business Administration, Public Administration, Commerce **with** A Post graduate Diploma in Human Resource Management/Development or Certified Public Secretaries Examination Part III or equivalent qualification from a recognized institution,
- ii. A certificate in Computer Application Skills from a recognized institution,
  - iii. Minimum relevant experience of at least three (3) years,
  - iv. Membership to a relevant professional body, and
  - v. A certificate in Supervisory lasting not less than two (2) weeks from a recognized institution.

**Minorities and people with disabilities are encouraged to apply. Canvassing will result in automatic disqualification**