



KENYA UTALII COLLEGE

ADVERTISEMENT FOR A VACANCY

Kenya Utalii College is a State Corporation established by the Tourism Act 2011 under the Ministry of Tourism and Wildlife.

The College is established with the primary mandate of training and capacity building for the Hospitality and Tourism industry. The College seek to recruit a highly competent, proactive and self-driven individual to fill the position of the Principal/Chief Executive Officer.

The Principal shall be the Chief Executive Officer and Secretary to the Council of the College and shall bear the responsibility for the day-to-day management of the College. The College hereby invites applications from suitably qualified Kenyan citizens for the above position as indicated below:

Position	KUC Grade	Number of Positions	Job reference No.
Principal/Chief Executive Officer	KUC 1	1(One)	KUC/HRA/01/2024

Only shortlisted candidates shall be contacted. KUC is an equal-opportunity employer committed to diversity and gender equality. Persons with disability are encouraged to apply. Any form of canvassing shall lead to automatic disqualification. Terms of employment and job requirements. are posted in the Kenya Utalii College Website www.utalii.ac.ke

Applications from qualified and interested candidates should be received not later than **5.00 pm on Monday 3rd June, 2024** and addressed as follows:

The Chairman
Kenya Utalii College Council
Off Thika Super Highway
P.O. Box 31052-00600
NAIROBI

Email: chairman.council@utalii.ac.ke





KENYA UTALII COLLEGE

DETAILS OF TERMS AND CONDITION OF SERVICE AND JOB REQUIREMENTS FOR THE POSITION OF PRINCIPAL/ CHIEF EXECUTIVE OFFICER

PROFESSIONAL REQUIREMENTS

1. Must be a holder of an advanced degree in tourism or hospitality management or a related discipline from a University recognised in Kenya
2. Have at least 10 years' experience in Tourism, Hospitality or related sector
3. Membership of a recognised and respected professional body or organization
4. Comply with chapter six of the Kenyan constitution 2010

DETAILS OF THE POSITION

The College Council is looking for a dynamic leader and strategic thinker with excellent hospitality & tourism experience and proven ability to identify and capitalize on economic opportunities in a changing environment. **For more details on the job description, please visit our website: www.utalii.ac.ke**

TERMS OF OFFER

The successful candidate's appointment will be as follows:

1. Job Grade KUC 1
2. Salary scale of **Kes.289,417 X 11,163-300,580 X11,163-311,744 X 11,163-322,907 X 11,163-334,070 X 11,163-345,233 X11,163-356,397 X11,163-367,560 per month.**
3. Shall be appointed on an initial contract period of five (5) years, renewable once subject to satisfactory performance, achievement of defined targets and outcomes.
4. In addition, an attractive remuneration package will be offered in accordance to the institution and the Public Service Commission (PSC) guidelines.

APPLICATION

Applicants should send hard copies or e-mail their application and detailed Curriculum Vitae (CV) with copies of certificates, indicating qualification, working experience, current position and remuneration, names of at least three (3) professional referees and day-time telephone number by indicating the position applied for and vacancy reference number as the subject heading to **chairman.council@utalii.ac.ke**.

KUC is an equal-opportunity employer committed to diversity and gender equality. Persons with disability are encouraged to apply. Canvassing will automatically lead to disqualification. **Only shortlisted candidates will be contacted.**

COMPLIANCE REQUIREMENT

In accordance with the Employment (Amendment) Act, 2022, the College will require candidates it wishes to enter into a written contract of service with to comply with Chapter Six of the Constitution by submitting mandatory compliance and clearance certificates from the relevant entities.

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 and Chief Executive Officer is responsible for the day-to-day operations and administration of the College.



KENYA UTALII COLLEGE

B. Roles and Responsibilities of Principal

The roles and responsibilities of the 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 the maintenance of efficiency and discipline by all staff of the College;
- iv. Ensure Preparation of annual budgets and proper internal controls;
- v. Manage the budget of the College to ensure its funds are properly expended and accounted.
- vi. Establish effective management processes, systems and structures in accordance with Public Service guidelines.
- vii. Responsible for the for the implementation of the Council's decisions and policies.
- viii. Responsible for stakeholder management and enhancement of the corporate image as well as being the spokesperson of the College.
- ix. Ensure compliance with the relevant laws and other guidelines
- x. Establish and maintain harmonious contacts with appropriate national and International Institutions dealing with training.
- xi. Foster a culture of ethical practices and good corporate governance;
- xii. Ensure delivery of effective and efficient services.
- xiii. Facilitate the preparation and implementation of the College's strategic and annual work plans.
- xiv. Act as Secretary to the Council and ensure that all its decisions are implemented.
- xv. 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;
- xvi. Develop and recommend to the Council the annual business plans for the organization.

C. Personal 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 or Hospitality Management or related discipline from a recognised institution.
- iii. 10 years' experience, in Tourism & Hospitality Industry or related section
- 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. Demonstrated results in work performance
- viii. A leadership course Lasting not less than 4 weeks
- ix. Computer proficiency skills
- x. Meet the requirement of Chapter 6 of the Constitution on values and principles of governance



KENYA UTALII COLLEGE

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 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

E. SKILLS AND ATTRIBUTES

The successful candidate should demonstrate the following academic and professional achievements:

- An advanced degree in Hospitality, Tourism, Finance, economics, Management or related discipline from a recognized University;
- Membership of a recognized and respected professional body or organization;
- Corporate Governance training;
- A high degree of professional competency, administration capabilities, strategic initiatives and a thorough understanding of public sector policy and reforms, corporate planning and executive that impact on the attainment of corporate goals;
- Minimum of Ten (10) years of experience, five (5) of which must be in senior management.

Candidates will be required to satisfy the requirement of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity and are therefore, required to submit clearance certificates from the following institutions together with their applications:

- Kenya Revenue Authority (Tax Compliance Certificate)
- Higher Education Loans Board
- Ethics & Anti-Corruption Commission
- Directorate of Criminal Investigations (Certificate of Good Conduct)
- A Report from an approved Credit Reference Bureau (CRB)