

KENYA UTALII COLLEGE, NAIROBI

REQUIREMENTS FOR ADVERTISED POSITIONS

1. DIRECTOR, STRATEGY, PARTNERSHIP AND ENTERPRISE – GRADE KUC 2 (1 POST)

Basic Salary: Kshs.220,729 x 8,829 – 229,558 x 8,829 – 238,387 x 8,829 – 247,216 x 8,829 – 256,045 x 8,829 – 264,874 x 8,829 – 273,703 x 8,829 – 282,533 p.m.

a) 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.

b) 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.

c) 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

2. DIRECTOR, HUMAN RESOURCE & ADMINISTRATION – GRADE KUC 2 (1 POST)

Basic Salary: Kshs.220,729 x 8,829 – 229,558 x 8,829 – 238,387 x 8,829 – 247,216 x 8,829 – 256,045 x 8,829 – 264,874 x 8,829 – 273,703 x 8,829 – 282,533 p.m.

a) 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. 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.
- xix. Approving of departmental plans and budget
- xx. Appraising performance of officers and recommend for rewards or sanctions
- xxi. Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this grade.

b) 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. Fifteen (15) 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

c) 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

3. DIRECTOR, UTALII HOTEL – GRADE KUC 2 (1 POST)

Basic Salary: Kshs.220,729 x 8,829 – 229,558 x 8,829 – 238,387 x 8,829 – 247,216 x 8,829 – 256,045 x 8,829 – 264,874 x 8,829 – 273,703 x 8,829 – 282,533 p.m.

a) Job Specification

Specific duties and responsibilities will entail:

- i. Develop and implement the hotel's strategic plan, business plan, and marketing plan in order to achieve the hotel's goals.
- ii. Generate revenue for Kenya Utalii College
- iii. Provide a platform for training, supervision and assessment of students from the College
- iv. Develop and implement strategies that maximize Hotel performance
- v. Ensure sound revenue management of the Hotel through budgetary controls, cashflow management and effective control systems to achieve the Hotel's financial objectives
- vi. Maintain product and service quality standards through conducting periodic evaluations and addressing customers' complaints in order to achieve customer satisfaction.
- vii. Coordinate sales and marketing activities to facilitate attainment of targeted revenues. Organize the human resources deployed at the Hotel to achieve the institutional goals

- viii. Ensure that the statutory requirements are complied with in order to adhere to the regulations required for operating a hotel establishment.
- ix. Ensure excellent safety practices for employees and guests by overseeing the maintenance of proper emergency and security procedures.
- x. Facilitate preparation of financial reports for the Kenya Utalii College Management that clearly explains operational effectiveness, trends and variances to monitor financial status of the hotel.

b) Person Specifications

For appointment to the position of the Director, Utalii Hotel, a candidate must have:

- i. Master's degree in hospitality or its equivalent from a recognized institution
- ii. Bachelor's degree in relevant field
- iii. Leadership course lasting not less than four (4) weeks
- iv. Membership of professional body (where applicable)

c) 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
- vii. Strong communication and reporting skills
- viii. Organizational skills
- ix. Conceptual skills
- x. Interpersonal skills
- xi. Team player

4. DEPUTY DIRECTOR, LEGAL SERVICES – GRADE KUC 3 (1 POST)

Basic Salary Kshs.121,041x 4,311 – 125,352 x 4,311 – 129,664 x 4,311 – 133,975 x 4,311 –138,286 x4,311 - 142,597 x 4,311 – 146,909 x 4,311 – 151,220 p.m.

a) Job Specification

Duties and responsibilities

- i. Advising KUC on various legal matters and monitoring the compliance of KUC with various applicable regulations
- ii. Representing the organisation in court
- iii. Monitoring policy, strategy and programs for legal services

- iv. Oversee compliance issues within KUC
- v. Providing timely legal advice to assist KUC in making an informed decision
- vi. Support in the development of council calendars
- vii. Liaising with Attorney General (AG) office and advising KUC on legal matters
- viii. Attending to legal matters of KUC including advising, vetting and drafting of legal agreements in relation to KUC's operations
- ix. Liaising with the functional units on queries or legal matters that should arise that relate to KUC's affairs

b) Person Specifications

For appointment to this grade, an officer must have:

- i. Master's degree from a recognized institution
- ii. Bachelors of laws degree from a recognised institution
- iii. At least fifteen (15) years relevant work experience with at least three (3) years in a management role
- iv. Postgraduate Diploma in Legal Studies from the Kenya school of law
- v. Admitted as an advocate of the High court of Kenya
- vi. Leadership course lasting not less than four (4) weeks from a recognized institution
- vii. Member of a professional body where applicable
- viii. Fulfilled the requirements of chapter six of the constitution
- ix. Demonstrate resultants' in work performance
- x. Computer proficiency skills

c) Key competences and skills

- i) Good communication skills
- ii) Good interpersonal skills
- iii) Attention to details
- iv) Arbitration skills
- v) Good negotiation skills
- vi) Excellent listening skills
- vii) Analytical skills

5. DEPUTY DIRECTOR INTERNAL AUDIT AND RISK ASSURANCE - GRADE KUC 3 (1 POST)

Basic Salary Kshs.121,041x 4,311 – 125,352 x 4,311 – 129,664 x 4,311 – 133,975 x 4,311 –138,286 x4,311 - 142,597 x 4,311 – 146,909 x 4,311 – 151,220 p.m.

a) Job description

Duties and responsibilities at this level will entail:

- i) Developing a comprehensive programme of engagement coverage for assigned areas
- ii) Ensuring conformity to acceptable standards, plans, budgets and schedules

- iii) Coordinating preparation of specific audit assignment plans and programmes
- iv) Preparation of the internal audit systems, procedures and guidelines
- v) Carrying out audit tests findings are properly documented
- vi) Ensuring that the audit findings are properly documented
- vii) Preparing draft audit reports detailing audit findings
- viii) Approve and operationalize the teaching timetables
- ix) Oversee and monitor curriculum delivery in respective departments in order to ensure quality education standards are met
- x) Assign lecturers in respective departments to visit and evaluate students on internship
- xi) Represent the department in academic board and other committees
- xii) Set targets, supervise and appraise staff in the respective department for effective work performance
- xiii) Approve requisitions for departmental supplies
- xiv) Developing and reviewing policies and procedure for the department

b) Person Specifications

For appointment to this grade, an officer must have:

- i) Master's Degree from a recognized institution.
- ii) Bachelors Degree in any of the following disciplines: Finance, Accounting, Business Administration or any other equivalent qualification from a recognized institution.
- iii) Minimum of fifteen (15) years relevant work experience of which three (3) of which should be in a management position.
- iv) Be in possession of any of the following: - CPA (K).
- v) Member of a professional body in good standing
- vi) Leadership Course lasting not less than four (4) weeks.
- vii) Computer proficiency skills.
- viii) Fulfil the requirements of Chapter Six of the Constitution.

c) Key Competencies and skills

- i) Planning skills.
- ii) Analytical skills.
- iii) Communication and reporting skills.
- iv) Interpersonal skills.
- v) Team player.
- vi) Negotiation skill.
- vii) Ethical and integrity

6. ASSISTANT DIRECTOR, ESTATE MANAGEMENT–GRADE KUC 4 (1 POST)

Basic Salary Kshs. 102,343 x 3,938 x 106,281 – 110,219 x 3,938 – 114,157 x 3,938 – 118,095x 3,938 – 122,033 x 3,938 – 125,971 x 3,938 – 129,909 x 3,938 – 133,847 x 3,938 –137,785 x 3,941 – 141,726 p.m.

a) Job description

Duties and responsibilities entails:

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

b) 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

**7. ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT, GRADE KUC 4
(1 POST)**

Basic Salary Kshs.102,343 x 3,938 x 106,281 – 110,219 x 3,938 – 114,157 x 3,938 – 118,095 x 3,938 – 122,033 x 3,938 – 125,971 x 3,938 – 129,909 x 3,938 – 133,847 x 3,938 – 137,785 x 3,941 – 141,726 p.m.

a) Job Description

Duties and responsibilities will entail:

- i) Plan and review the college and hotel annual procurement and disposal of assets for the purpose of monitoring and maintaining procurement records.
- ii) Lead negotiations for major purchases and contracts to ensure the institution achieves value for money spent during procurement.
- iii) Initiate market surveys in order to compare quality and prices of various items, thereby ensuring the prices quoted by contractors is reasonable.
- iv) Monitor the disposal process done by the supply chain division, to ensure adherence to the procurement laws.
- v) Advise the accounting officer in matters relating to supply chain approvals when need arises.
- vi) Monitor the supply chain performance through the Electronic Resource Planning (ERP) system to ensure adherence to the public procurement and assets disposal regulations.
- vii) Initiate and facilitate procurement processes to ensure timely delivery of quality goods, works and services for the smooth running of the operations of the institution.
- viii) Write professional opinions on a daily basis in line with the Technical Evaluation Committee Report to advise the accounting officer.
- ix) Approve Local Purchase Orders for daily supplies in the college and hotel, while ensuring stock levels are maintained in the stores for operations continuity.
- x) Act as the secretary to the Technical Evaluation Committee for the purpose of advising on matters relating to procurement.
- xi) Control purchases of goods and services to ensure they are within the procurement plans and financial budgets.
- xii) Implement cost effective stock holding levels to spearhead cost reduction in procurement initiatives in all departments in the institution.
- xiii) Provide leadership to ensure efficient and effective management of staff and resources in the supply chain division.
- xiv) Advise user departments on possible cost cutting measures to prevent over expenditure on inventory.

b) Person Specifications

For appointment to this grade, a candidate must have:

- i) Masters Degree from a recognized institution.
- ii) Bachelors Degree in any of the following disciplines; procurement, Supply Chain Management, Logistics or any equivalent qualifications from a recognized institution.
- iii) Fifteen (15) years' work experience three (3) of which should be in a Management position.
- iv) Leadership Course lasting not less than four (4) weeks from a recognized institution.
- v) Member of a professional body in good standing.
- vi) Proficiency in computer applications.
- vii) Fulfilled the requirements of Chapter Six of the Constitution.

c) Key Competences and skills

- i) Mentorship, coaching and leadership skills.
- ii) In-depth knowledge of the government policies and regulations in public procurement.
- iii) Demonstrated outstanding professional competence in supply chain services.
- iv) Proficiency in Information Technology.
- v) Strategic thinking.
- vi) Strong managerial skills and ability to lead teams.
- vii) Excellent listening skills.
- viii) Strong analytical skills.
- ix) Proficiency in IT.
- x) Strong communication and reporting skills.
- xi) Strong managerial skills and ability to lead teams.
- xii) Interpersonal and negotiation skill
- xiii) Ethical and integrity
- xiv) Attention to details.
- xv) Problem solving
- xvi) People Management skills

8. COMMUNITY HEALTH NURSE GRADE KUC 8 (1 POST)

Basic salary Kshs.46,502x2,783-49,285x2,784-52,069x2,784-54,853x2,784-7,637x2,784-60,421x2,784-63,20x2,784-65,989x2,784-68,773x2,784-71,557 per month.

a) Job Description

Duties and responsibilities will entail:

- i. Taking a medical history
- ii. Performing physical examination,
- iii. Ordering and interpret diagnostic tests,
- iv. Providing counselling and education
- v. Prescriptions interpretation
- vi. Nursing procedures (dressing of wounds, injections and sterilization)
- vii. Accompanying a patient to hospital in emergency situations.

B. Personal Specifications

For appointment to the position of the registered nurse, a candidate must have:

- i. Diploma in Registered Community Health Nurse or its equivalent from a recognized institution
- ii. At least three (3) years relevant working experience
- iii. Registered with the Nursing Council of Kenya.
- iv. Demonstrated results in work performance
- v. Computer proficiency skills
- vi. Meets the requirements of Chapter Six of the Constitution

C. Key Competencies and Skills

- i. Interpersonal skills
- ii. Customer care skills
- iii. Communication skills