

# KENYA UTALII COLLEGE, NAIROBI

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## **SENIOR POSITIONS PROPOSED FOR ADVERTISEMENT**

### **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 8,830 – 282,533 p.m.**

#### **a) Job Specification**

The duties and responsibilities of the officer will entail:

- i. Network with local and internationally renowned consultants, professionals, scholars and institutions for co-operation in areas of research and innovation, and to source funds for research purposes.
- ii. Advise the College on planning issues
- iii. Plan, organize and coordinate the execution of relevant surveys and research projects and publish the results thereof.
- iv. Promote research culture within the College, and enhance its status as an authority in the field of hotel and tourism training.
- v. Disseminate research findings to students, staff and the hotel and tourism industry for the benefit of the sector
- vi. Oversee the development, implementation, monitoring and evaluation of the College's strategic plan.
- vii. Oversee the development of College's Masterplan.
- viii. Coordinate the preparation, vetting and signing of Performance Contract for the College Council, Divisional and departmental heads.
- ix. Review, synthesize and analyse the performance monitoring indicators, survey instruments, and toolkits in use.
- x. Monitor performance management quarterly reports including the sources of data used to inform indicators and parameters reporting.
- xi. Coordinate departments in the identification and monitoring risk of management.
- xii. Develop and improve staff capacity by organizing trainings on matters pertaining to quality management systems on an annual basis.
- xiii. Ensure effectiveness of the College's quality management systems.
- xiv. Ensure development of marketing and enterprise strategies to support the College's activities.
- xv. Ensure effective execution of the College's marketing and business development functions.
- xvi. Oversee the provision of consultancy services.
- xvii. Preparation of corporate reports from government agencies on need basis.

## **b) Person Specification**

For appointment to this grade, a candidate must have:

- i. Maters from a recognized institution
- ii. Bachelors degree in any of the following fields: Economics, Commerce, Accounting, Business Administration, or equivalent qualifications from a recognized institution.
- iii. Fifteen (15) years relevant working experience in public or private institution five (5) of which should have been at management level;
- iv. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Proficiency in computer application skills;
- vi. Member of recognized professional body
- vii. Demonstrated professional competence and administrative capability as reflected in work performance and results; and
- viii. 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 8,830 – 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. 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.
- xix. Approving of departmental plans and budget
- xx. Appraising performance of officers and recommend for rewards or sanctions

## **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. A Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership to a relevant professional body
- vii. Value and principles (provisions of chapter six of the constitution
- viii. Certificate in computer applications from a recognized institution; and
- ix. 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 8,830 – 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, cash flow 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.
- viii. Organize the human resources deployed at the Hotel to achieve the institutional goals
- ix. Ensure that the statutory requirements are complied with in order to adhere to the regulations required for operating a hotel establishment.
- x. Ensure excellent safety practices for employees and guests by overseeing the maintenance of proper emergency and security procedures.
- xi. 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. Fifteen (15) years relevant working experience five (5) of which must be in a management position
- iv. Leadership course lasting not less than four (4) weeks
- v. Membership of professional body (where applicable)
- vi. Meets requirements of the chapter six of the constitution
- vii. Demonstrated results in work performance
- viii. Knowledge of Hotel Information System

## **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
- xii. Integrity

## **4. DEPUTY DIRECTOR, LEGAL SERVICES – GRADE KUC3 (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. Membership of Certified Public Secretaries of Kenya (CPS K)
- vii. Leadership course lasting not less than four (4) weeks from a recognized institution
- viii. Member of a professional body where applicable
- ix. Fulfilled the requirements of chapter six of the constitution
- x. Demonstrate resultants' in work performance
- xi. 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 KUC3 (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 on internal controls in all processes.
- vi. Leading specific audit teams.
- vii. Reviewing work programmes to ensure that audit are planned and well managed.
- viii. Compiling a follow up report detailing the recommendations for improvement for internal audit activity in line with quality assurance improvement programme (QAIP).
- ix. Conduct audit on financial operational compliance and IT systems to ensure effectiveness of internal controls.
- x. Identify, evaluate and report on area of risk exposure.
- xi. Ensure adherence to statutory, regulatory and policy frame work.
- xii. Present audit findings and risk reports to the council and risk committee.
- xiii. Provide independent assurance on adequacy of risk management and governance framework.
- xiv. Review risk registers and ensure integration of risk management in all organizational processes.

## **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. Certified Internal Auditor (CIA)
- vi. Member of a professional body in good standing
- vii. Leadership Course lasting not less than four (4) weeks.
- viii. Computer proficiency skills.
- ix. 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 KUC4  
(1 POST)**

**Basic Salary Kshs. 102,343 x 3,938 - 106,281 x 3,938 – 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. Ensure proper upkeep of buildings, grounds and utilities in line with health, safety and environmental standards.
- ii. Coordinate renovations, repairs and refurbishment works
- iii. Participate in planning and implementation of capital projects for estate development.
- iv. Liaise with architects, engineers, surveyors and contractors on construction and maintenance projects.
- v. Monitor energy and utility usage and implement cost – savings initiatives.
- vi. Identify and investigate risk related to estate operations, management practices.
- vii. Develop works plans, budget and performance targets for the estate department.
- viii. Ensure estate activities comply with statutory requirement, building codes, loans and safety regulations.
- ix. Ensure environmental sustainability in estate management practices (cleanness, fumigation, emergency procedures, health, fire protection/safety and waste management).
- x. Prepare and present periodic reports to management on estate performance.
- xi. Assist in daily coordination of transport facilities and service (work tickets, vehicle cleaning, repairs and maintenance, allocation, insurance, fuelling and accident handling etc.)

**b) Person Specifications**

- i. Masters Degree from a recognized institution.
- ii. Bachelor's Degree Civil Engineering or any related areas from recognized institution
- iii. Fifteen (15) years' work experience three (3) of which should be in a Management position.
- iv. Management 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.



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

**Basic Salary Kshs.102,343 x 3,938 - 106,281 x 3,938 - 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 will entail:

- i. Preparing and consolidating annual procurement and disposal plans.
- ii. Coordinating market surveys and research for goods, works and services.
- iii. Maintaining and archiving of documents and records of the procurement and disposal activities for the required period.
- iv. Consolidation of monthly, quarterly, semi – annual and annual statutory and management reports on procurement activities.
- v. Contract implementation and monitoring procurement contracts at as prescribe in the procurement manual/policies/procedures to ensure adherence to the law.
- vi. Drafting advisory/professional opinion on procurement matters to the Principal/Chief executive Officer.
- vii. Preparing of tender and asset disposal documents to facilitate fair competition and contract documents in line with the award decision as well as issuance of debriefing letters.
- viii. Coordinating market surveys and research for goods, works and services.
- ix. Preparing the College's frame work agreements for goods, works and services.
- x. Preparing contracts variations and modifications documents for goods, works and services.

**b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Masters Degree from a recognized institution.
- ii. Bachelor's Degree in any of the following disciplines; procurement, Supply Chain Management, Logistics or any equivalent qualifications from a recognized institution.
- iii. Twelve (12) years' work experience three (3) of which should be in a Management position.

- iv. Management 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. Excellence communication and reporting skill
- ii. Mentorship, coaching and leadership
- iii. In depth knowledge of the government policies and regulations in public procurement
- iv. Professional competence in supply chain services
- v. Proficiency in computer applications
- vi. Strategic thinking
- vii. Managerial skills and ability to lead teams
- viii. Interpersonal skills
- ix. Analytical and negotiation skills

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

**Basic salary Kshs.46,502x2,783-49,285x2,784-52,069x2,784-54,853x2,784-57,637x2,784-60,421x2,784-63,205x2,784-65,989x2,784-68,773x2,784-71,557 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) Person 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 Competences and skills**

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