



KITUI COUNTY TEXTILE CENTRE

VACANT POSITIONS

Kitui County Textile Centre (KICOTEC) is a County Corporation established under the Kitui County Corporation Act, 2019.

Applications are invited from suitably qualified Kenyans for the positions shown below.

1. CHIEF EXECUTIVE OFFICER (CEO) - KCT "02": ONE POST – V/NO. 1/2020

Salary Scale:	Ksh. 132,000 – 195,410 p.m.
House Allowance:	Ksh. 52,000 p.m.
Commuter Allowance:	Ksh. 20, 000 p.m.
Annual Leave:	30 working days per financial year
Terms of Service:	Three (3) years renewable contract

Duties and responsibilities

Reporting to the Board of Directors, the Chief Executive Officer will be responsible for the overall management, administration and supervision of the Corporation's activities and programmes; fiscal and financial oversight; policy and planning; managing work planning activities and growth of the Corporation; liaising with strategic buyers, vendors, government agencies and all other institutions.

In addition, the candidate will be required to:

- (i) Provide visionary leadership and direction to the Corporation and ensure that the Corporation's mandate and policies are implemented fully and effectively in line with the strategic plan;

- (ii) Develop and recommend to the Board the long-term strategy, business plans, and annual operating budgets;
- (iii) Establish proper internal monitoring and control systems and procedures;
- (iv) Identify and secure sustainable revenue generating streams through domestic and international market development;
- (v) Identify value adding marketing services that the Corporation can provide;
- (vi) Ensure the Corporation is self-sustainable and independently become an income generation entity;
- (vii) Coordinate and prepare business related proposals, reports and other submissions for consideration by the Board;
- (viii) Ensure that there is effective communication within the corporation;
- (ix) Ensure continuous improvements in the quality and value of products provided by the corporation;
- (x) Ensure continuous achievement of the Corporation's financial, operating goals and objectives;
- (xi) Maintain a conducive work environment for attracting, retaining and motivating employees;
- (xii) Foster a corporate culture that promotes ethical practices and good corporate citizenship;
- (xiii) Ensure compliance with the national, regional and international laws as may be applicable;
- (xiv) Take custody of all the Corporation's assets and property;
- (xv) Any other functions as may from time to time be assigned under the establishing legislation or by the Board of Directors.

Required Qualifications and Competencies

For appointment to this grade, a person:

- (i) Must have a Bachelor's degree in Business, Accounting, Finance or its equivalent from a university recognized in Kenya;

- (ii) Must have at least ten (10) years' relevant post qualification working experience, five (5) of which should have been in Senior Management position in public or private sector;
- (iii) Must be a Member of a Professional Body and in good standing;
- (iv) a relevant Master's degree from a university recognized in Kenya will be an added advantage;
- (v) Having worked in a similar manufacturing industry would be an added advantage

2. FINANCE AND ADMINISTRATION MANAGER - KCT "03": ONE POST – V/NO. 2/2020

Salary Scale:	Ksh. 85,110 – 119,730 p.m.
House Allowance:	Ksh. 21,000 p.m.
Commuter Allowance:	Ksh. 12, 000 p.m.
Annual Leave:	30 working days per financial year
Terms of Service:	Three (3) years renewable contract

Duties and responsibilities

Reporting to the Chief Executive Officer, the Finance and Administration Manager will be responsible for:

- (i) Managing the Revenue Generation Process to ensure competitiveness, profitability and sustainability of the Corporation;
- (ii) Ensuring compliance with regulatory authorities on finance related matters;
- (iii) Developing and implementing office administrative and personnel systems;
- (iv) Advising on compliance by the Corporation or its entities with the Kitui County Corporation Act, Public Finance Management Act 2012 and any other relevant law;
- (v) Designing and developing revenue generation systems and procedures;

- (vi) Developing and ensuring the implementation of an effective internal control system for prudent financial management;
- (vii) Reviewing financial accounting reports for adequacy and appropriateness;
- (viii) Advising on financial risk profile of the Corporation; and
- (ix) Coordinating the preparation of guidelines relevant to revenue generation, enhancement, administration and debt collection.

For appointment to this position, a person should:

- (i) Have a Bachelor's degree in Accounting, Finance, Business Administration, Commerce, Economics or its equivalent from a university recognized in Kenya;
- (ii) Have at least ten (10) years post qualification experience in Financial Management/ Revenue mobilization, five (5) of which should have been in a senior position or at a top management level in the Public Service or Private Sector, preferably in the Apparel Industry;
- (iii) Be a Member of either the Institute of Certified Public Accountants, Institute of Certified Secretaries or Institute of Internal Auditors;
- (iv) A relevant Master's degree from a university recognized in Kenya will be an added advantage.

3. FACTORY MANAGER - KCT "03": ONE POST – V/NO. 3/2020

Salary Scale:	Ksh. 85,110 – 119,730 p.m.
House Allowance:	Ksh. 21,000 p.m.
Commuter Allowance:	Ksh. 12, 000 p.m.
Annual Leave:	30 working days per financial year
Terms of Service:	Three (3) years renewable contract

Duties and responsibilities

Reporting to the Chief Executive Officer, the Factory Manager will be responsible for:

- (i) Coordinating preparation of periodic textile and apparel production plans;
- (ii) Ensuring that apparel production lines are properly balanced for target output;
- (iii) Coordinating with the Quality manager to ensure production of high-quality products;
- (iv) Ensuring that materials are organized at each stage of processing;
- (v) Ensuring that all machinery is equipped with protective devices;
- (vi) Providing thorough and accurate costing of all orders to ensure gross margins are maintained;
- (vii) Preparing and submitting for payment contract invoices;
- (viii) Processing all purchase orders;
- (ix) Maintaining and managing the inventories on trims and fabrics to support order flow;
- (x) Providing periodic sales forecast and managing production schedules;
- (xi) Ensuring continuous training of machine operators and helpers;
- (xii) Supervision of staff;

For appointment to this position, a person should:

- (i) Be in possession of a Bachelor's degree in Clothing Technology/Fashion design, Contracts Management or its equivalent from a university recognized in Kenya;
- (ii) Have at least ten (10) years' relevant professional work experience, five (5) of which should have been in a Senior position in the Apparel Sector;
- (iii) Have good knowledge of the production process, excellent organizational and planning skills; and

- (iv) Have Creative approach to problem solving and ability to work under pressure and meet deadlines;
- (v) Possession of a relevant Master's degree from a university recognized in Kenya will be an added advantage.

4. HUMAN RESOURCE MANAGER - KCT "03": ONE POST – V/NO. 4/2020

Salary Scale:	Ksh. 85,110 – 119,730 p.m.
House Allowance:	Ksh. 21,000 p.m.
Commuter Allowance:	Ksh. 12, 000 p.m.
Annual Leave:	30 working days per financial year
Terms of Service:	Three (3) years renewable contract

Duties and responsibilities

Reporting to the Chief Executive Officer, the Human Resource Manager will be responsible for the general administration of all human resource related matters.

Specific duties will entail:

- (i) Coordinating human resource services in such areas as appointment, staff promotions, payroll management, discipline, pensions, establishment and complement control, staff separation;
- (ii) Representing the Corporation on Human Resource matters;
- (iii) Analyzing the staffing levels and making proposals for succession planning;
- (iv) Analyzing utilization of human resources and advising on proper deployment;
- (v) Analyzing staff progression and making proposals for career development;
- (vi) Ensuring the correct interpretation and implementation of human resource management and development regulations, Labour laws and other statutes;
- (vii) Managing the human resource information system;

- (viii) Preparing and compiling reports on the implementation of Performance Management systems;
- (ix) Developing training projections and plans;
- (x) Organizing, coordinating, monitoring and evaluating training programmes including staff induction;
- (xi) Ensuring existence of cordial labour relations;
- (xii) Taking custody of human resource management and development records;
- (xiii) Undertaking training needs assessment.

For appointment to this position, a person should:

- (i) Be in possession of a Bachelor's degree in Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, or its equivalent from a university recognized in Kenya;
- (ii) Be in possession of a relevant Higher Diploma from an institution recognized in Kenya;
- (iii) Have at least ten (10) years' relevant professional work experience, five (5) of which should have been in a Senior position or at a top management level in the Public Service or Private Sector, preferably in the Apparel Industry;
- (iv) Possess negotiation, writing and communication, active listening and critical thinking skills;
- (v) Be a member of IHRM with good standing;
- (vi) Possession of a relevant Master's degree from a university recognized in Kenya will be an added advantage.

5. SUPPLY CHAIN MANAGER - KCT "03": ONE POST – V/NO. 5/2020

Salary Scale:	Ksh. 85,110 – 119,730 p.m.
House Allowance:	Ksh. 21,000 p.m.
Commuter Allowance:	Ksh. 12, 000 p.m.
Annual Leave:	30 working days per financial year

Terms of Service:**Three (3) years renewable contract****Duties and responsibilities**

Reporting to the Chief Executive Officer, the Supply Chain Manager will be responsible for:

- (i) Planning and coordinating Supply Chain Management activities in areas such as procurement, warehousing, distribution, disposal of stores and assets, market survey and research; procurement plans, inventory and stock control;
- (ii) Coordinating the collection, collation and analysis of data from the industry players and make appropriate recommendations;
- (iii) Managing Supply Chain Management issues emanating from clients and other stakeholders;
- (iv) Coordinating stakeholder training on best procurement practices; and
- (v) Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures.

For appointment to this position, a person should:

- (i) Be in possession of a Bachelor's degree in Supply Chain Management, Logistics, Procurement and Contracts Management or its equivalent from a university recognized in Kenya;
- (ii) Have at least ten (10) years' relevant professional work experience, five (5) of which should have been in a Senior position or at a top management level in the Public Service or Private Sector, preferably in the Apparel Industry;
- (iii) Be a member of Kenya Institute of Supplies Management (KISM) and in good standing; and
- (iv) Possession of a relevant Master's degree from a university recognized in Kenya.

Applicants will be required to satisfy all the requirements of Chapter Six of the Constitution of Kenya, 2010 and avail clearances from the following institutions:

- Kenya Revenue Authority (KRA)
- Directorate of Criminal Investigation (DCI)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

To be considered, your application must be received by not later than 27th January, 2021 and addressed to:

**The Chairperson
Kitui County Textile Centre
(KICOTEC) Board of Directors
P.O Box 72-90200
KITUI**

Or

Through the following email address **kicotecrecruitments@kitui.go.ke**

Only shortlisted candidates will be invited for interview. KICOTEC is an equal opportunity employer and canvassing will lead to automatic disqualification.

**CHAIRPERSON
KITUI COUNTY TEXTILE CENTRE BOARD OF DIRECTORS**