

COUNTY GOVERNMENT OF KIRINYAGA



KIRINYAGA INVESTMENT AND DEVELOPMENT AUTHORITY

VACANCIES

The Kirinyaga Investment and Development Authority invites applications from suitably qualified persons to fill the following position:

DEPARTMENT: KIRINYAGA INVESTMENT AND DEVELOPMENT AUTHORITY (KIDA)

1. CHIEF EXECUTIVE OFFICER – 1 POST

JOB REF: KIDA/CEO/01/26/07/19

Terms: 3 Years Contract

Position	Qualifications/ requirements	Duties and Responsibilities
Chief Executive Officer (CEO)	<ol style="list-style-type: none">1. Possess a master's degree in business administration, trade, international relations, finance or any other related field from a recognized university2. Have served for at least nine (9) years of relevant experience with at least five (5) years at senior	<ol style="list-style-type: none">1. In consultation with the board, be responsible for the day to day management and direction of the affairs and transactions of the Authority.2. The exercise, discharge and performance of the objectives, functions and duties of the Authority,3. The general administration of the Authority4. Carry out any other functions as may from time to time be assigned by the board.5. Implement efficient and transformative investment administration system and thereby encourage and expand investment in the County.

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	<p>management/leadership position;</p> <p>3. Meets the requirements of Chapter Six of the Constitution.</p>	<ol style="list-style-type: none">6. Develop frameworks and strategies for the promotion, coordination and facilitation of local, domestic and foreign investment for social and economic development7. Resource mobilization for investments as such enhancing county revenue base;8. Establish frameworks for social enterprises aimed at benefiting the local communities;9. Facilitate Public Private Partnerships and joint ventures in areas that are beneficial to the County.10. Monitor progress of the implementation of strategic initiatives of the county.11. Monitor and report on the Mountain Cities Development index
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2. Investment Officer – 2 POST

JOB REF: KIDA/INV/03/26/07/19

Terms: 3 Years Contract

Position	Responsibilities	Qualifications
Investment Officer	<ol style="list-style-type: none"> 1. Conduct analyses of the investment and regulatory environment and main obstacles to any proposed investment proposed to be undertaken by KIDA 2. Translating the findings of analytical work into clear policy recommendations and implementation in existing and new investment projects for KIDA 3. Evaluate potential new investments and perform qualitative and quantitative analysis. 4. Review investments and prepare materials and KIDA Investment proposals and presentations. 5. Analyze Greenfield projects, risk and strategic projects. 6. Develop frameworks and strategies for the promotion, coordination and facilitation of local, domestic and foreign investment for social and economic development 7. Review internet news sites, prospectus fillings and industry publications. 8. Design internal contacts network with product development team. 9. Research investment and economic market trends to create sales ideas 10. Any other duty as assigned by the CEO/Authority. 	<ol style="list-style-type: none"> 1. Master’s Degree in any of the following disciplines: Actuarial Sciences, or Finance from a recognized institution; 2. Have served for at least six (6) years of relevant experience with at least five (4) years at senior management/leadership position in the area of investment analysis; 3. Have professional qualification such Chartered Financial Analyst (CFA),; 4. Be a member of a professional Investment Analysts body such as Association of Certified International Investment Analysts; 5. Have proven leadership and supervisory experience; 6. Meets the requirements of Chapter Six of the Constitution;

3. Chief Marketing Officer – 1 POST

JOB REF: KIDA/CMO/04/26/07/19

Terms: 3 Years Contract

Position	Responsibilities	Qualifications
Chief Marketing Officer	<ol style="list-style-type: none"> 1. Develop and implement sales and marketing strategies. 2. Analyzing the market or markets where the KIDA operates. 3. Developing and making effective use of KIDA profile. 4. Elaborate business development plans, implement processes to support business growth through customer and market definition 5. Agreeing upon and implementing a marketing plan. 6. Identifying substantive areas of expertise where the firm is weak or understaffed and quickly act to correct the situation. 7. Identifying a specific number of prospective new clients and dealing with the prospects directly or indirectly. 8. Build and maintain high level contacts with current and prospective customers, including other business and project partners 9. Drive prospects through to contract awards, including identifying new customers and markets, simultaneously developing approaches to the market and identifying new prospects 10. Determining which of the firm's strengths should be brought to the attention of existing and 	<ol style="list-style-type: none"> 1. Must have a relevant Degree in Marketing or related field 2. An MBA or any Master's degree and possession of additional marketing qualifications would be an added advantage. 3. Have served for at least six (6) years of relevant experience with at least five (4) years at senior Management/ leadership position in the area of marketing; 4. A member of Chartered Institute of Marketing will be an added advantage 5. Excellent writing, editing, digital and oral presentation skills in English 6. Knowledge of traditional and digital marketing, content marketing, and social media marketing

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	<p>prospective clients in the markets where the KIDA practices.</p> <p>11. Meeting with each major existing client and determining: -</p> <p style="padding-left: 20px;">(a) Whether the client is satisfied with the firm's representation;</p> <p style="padding-left: 20px;">(b) How the KIDA might improve from the client's perspective;</p> <p style="padding-left: 20px;">(c) What other services might be performed using client evaluation questionnaires.</p> <p>12. Analyzing the mailing list for Authority's announcements and determining whether it should be expanded or modified.</p> <p>13. Identifying a specific number of potential referral sources and informing them about the firm.</p> <p>14. Identifying and encouraging participation in appropriate service, political, social, alumni and similar organizations for all staff</p> <p>15. Developing internal programs to keep the staff in the firm informed about business development activities.</p> <p>16. Facilitate business growth by working as a cohesive team with the senior management.</p> <p>17. Any other duty as assigned by the CEO/Authority</p>	<p>7. Experience with research using data analytics software</p> <p>8. Proficiency in full Microsoft Office suite, especially with Excel and PowerPoint</p> <p>9. Excellent negotiating & interpersonal skills</p> <p>10. Experience in working with one or more content management system e.g. WordPress</p> <p>11. Technically minded, with an understanding of HTML, CSS, JavaScript and other web technologies</p> <p>12. Candidates with experience in corporate training or research consultancy will have a distinct advantage.</p> <p>13. Ability to develop winning teams</p> <p>14. Meets the requirements of Chapter Six of the Constitution</p>
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4. Production Manager-Food Production & Industrial Manufacturing – 1 POST

JOB REF: KIDA/PMFI/05/26/07/19

Terms: 3 Years Contract

Position	Responsibilities	Qualifications
Production Manager -Food Production & Industrial Manufacturing	<ol style="list-style-type: none"> 1. Plan, organize and direct the manufacturing and maintenance operations while ensuring the highest standards in our quality products. 2. Schedule and coordinate bottling activities, labor and plant resources to meet the goals of sales team and senior management. 3. Lead weekly reviews of production pipeline with senior management, including tracking of existing products. 4. Contribute the growing science and continued research and development of new rice wine products and provide success to growing list of other wineries (competitors). 5. Manage maintenance team and bottling line supervisors to establish and follow a preventive maintenance program. 6. Manage existing and develop new quality programs to improve packaging quality. Lead investigations of QA issues to resolve to the satisfaction of key customers and senior management. 7. Initiate plans and processes which minimize manufacturing costs through effective utilization of labor, equipment, facility space and materials. 8. Encourage use of new techniques and focus on fact based problem solving. 	<ol style="list-style-type: none"> 1. Degree in Food Production Management or Degree in Food Science and Nutrition, Degree in Industrial Production, Degree in Business Administration or its equivalent. A masters degree will be an added advantage. 2. 5 - 7 years of bottling and or wine industry experience 3. Experience in sanitation, blending and knowledge of wine chemistry and a strong safety record 4. Familiarity with laboratory equipment and testing within food production and industrial manufacturing environment 5. Advanced math and problem solving knowledge 6. Strong organizational skills 7. Ability to train, manage and lead teams of production

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	<ol style="list-style-type: none"> 9. Manage spending against budget, controlling spending in relation to changes in production volume. 10. Continually improve regulatory compliance and maintain all safety records by addressing both physical safety issues and employee safety attitudes. 11. Achieve production goals and opportunities by maximizing pack efficiency, fruit utilization and reducing product holds and customer claims. 12. Plan and manage the day-to-day head count and staffing requirements by considering operational requirements and labor cost. 13. Generate accurate production reports and analysis based production rates and statistics. 14. Ensure team adherence and continuous improvement of all established operational procedures (shift start-up, production run, handoff, shutdown and cleaning). 15. Manage the maintenance, cleaning, and operation of multiple types of manufacturing and packing equipment. 16. Assess, plan, and deliver regulatory and opportunity training to improve individual and team knowledge and capability. 17. Manage seamless transitions between one production shift to another as well as to the sanitation department. 18. Make timely and appropriate operational decisions based on multiple and varying factors (safety, time, rice availability, staffing, budget, equipment, etc.) 	<ol style="list-style-type: none"> workers through effective communication 8. Demonstrate skills in manufacturing and improvement with a “lead by example” attitude. 9. Ability to be flexible and multi task in a high speed environment 10. Mechanical aptitude 11. Computer skills: basic knowledge of word processing and spreadsheet programs. 12. Possess an excellent working knowledge of the processes within high speed production facilities 13. Written and spoken English essential, and Kiswahili important, 14. Meets the requirements of Chapter Six of the Constitution
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	19. Maintain an 80% floor presence and 20% administrative focus. 20. Any other duty as assigned	
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5. Production Manager-Wezesha Program- 1 POST

JOB REF: KIDA/PMWP/06/26/07/19

Terms: 3 Years Contract

Position	Responsibilities	Qualifications
Production Manager – Wezesha Program	<ol style="list-style-type: none"> 1. Plan, organize and direct the manufacturing and maintenance operations while ensuring the highest standards in our quality products. 2. Schedule and coordinate packaging activities, labor and plant resources to meet the goals of sales team and senior management. 3. Lead weekly reviews of production pipeline with senior management, including tracking of existing products. 4. Contribute the growing science and continued research and development of new Wezesha Program products and provide success to growing list of other competitors. 5. Manage maintenance team and packaging line supervisors to establish and follow a preventive maintenance program. 6. Manage existing and develop new quality programs to improve packaging quality. 7. Initiate plans and processes which minimize manufacturing costs through effective utilization of labor, equipment, facility space and materials. 	<ol style="list-style-type: none"> 1. Masters degree in Agriculture and Applied Economics or its equivalent 5 - 7 years of food processing industry experience 2. Experience in sanitation, blending and knowledge of food processing production and a strong safety record 3. Familiarity with food processing equipment and environment 4. Advanced math and problem solving knowledge 5. Strong organizational skills 6. Ability to train, manage and lead teams of production workers through effective communication 7. Demonstrate skills in manufacturing and improvement with a “lead by example” attitude.

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	<ol style="list-style-type: none"> 8. Encourage use of new techniques and focus on fact based problem solving. 9. Manage spending against budget, controlling spending in relation to changes in production volume. 10. Continually improve regulatory compliance and maintain all safety records by addressing both physical safety issues and employee safety attitudes. 11. Achieve production goals and opportunities by maximizing pack efficiency, fruit utilization and reducing product holds and customer claims. 12. Plan and manage the day-to-day head count and staffing requirements by considering operational requirements and labor cost. 13. Generate accurate production reports and analysis based production rates and statistics. 14. Ensure team adherence and continuous improvement of all established operational procedures (shift start-up, production run, handoff, shutdown and cleaning). 15. Manage the maintenance, cleaning, and operation of multiple types of manufacturing and packing equipment. 16. Assess, plan, and deliver regulatory and opportunity training to improve individual and team knowledge and capability. 17. Manage seamless transitions between one production shift to another as well as to the sanitation department. 	<ol style="list-style-type: none"> 8. Ability to be flexible and multi task in a high speed environment 9. Mechanical aptitude 10. Computer skills: basic knowledge of word processing and spreadsheet programs. 11. Possess an excellent working knowledge of the processes within high speed production facilities 12. Written and spoken English essential, and Kiswahili important, 13. Meets the requirements of Chapter Six of the Constitution;
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	<ol style="list-style-type: none">18. Make timely and appropriate operational decisions based on multiple and varying factors (safety, time, tomato availability, staffing, budget, equipment, etc.)19. Maintain an 80% floor presence and 20% administrative focus.20. Any other duty as assigned	
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How to Apply

All applications should be sent by post quoting the job reference number on the subject of the application and on the envelope.

Applications should be addressed to:

The Chairman
Kirinyaga Investment and Development Authority
P O Box 260 - 10304
KUTUS

Hand delivered applications should be dropped at the **County Headquarters 4th floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays), on or before **Wednesday 7th August 2019.**

Prospective candidates are encouraged to visit our website: www.kirinyaga.go.ke for more details.

The Kirinyaga County Government is an equal opportunity employer.