



## **VACANCY ANNOUNCEMENT**

The Kenya Universities and Colleges Central Placement Service (KUCCPS) is a State Corporation established under the Universities Act, 2012 to coordinate the placement of Government-sponsored students to universities and colleges; develop career guidance programmes for the benefit of students, disseminate information on available programmes, their costs and the areas of study prioritised by the Government; collect and retain data relating to university and college placement; and advise the Government on matters relating to student placement to universities and colleges, among other functions.

KUCCPS seeks to recruit competent and self-driven individuals with innate dynamism to fill various vacant positions. Successful candidates should not only be strategic thinkers as well as objective, innovative and analytical individuals, but also be of integrity. Additionally, they should be emotionally intelligent with effective leadership, interpersonal, communication, and organisation skills.

### **A. DIRECTOR, ICT & INNOVATION, KUCCPS 2**

#### **Job Description**

<b>Job Title</b>	Director, ICT & Innovation
<b>Grade</b>	Grade 2
<b>Corporation/Organization</b>	Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	Information Communication Technology & Innovation
<b>Department</b>	N/A
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Workstation</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Chief Executive Officer
<b>Direct Reports</b>	Deputy Director, Business Applications

	Deputy Director, Infrastructure and Information Security
<b>Indirect Reports</b>	Assistant Director, Business Applications Assistant Director, Infrastructure and Information Security
<b>Job Purpose</b>	
To provide strategic leadership in innovation and management of information systems, security, services, databases, business application and infrastructure in support of the organization's functions	
<b>Key Responsibilities/ Duties / Tasks</b>	
<p><b>I. Managerial / Supervisory Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Promote innovation by identifying emerging technologies and driving digital transformation initiatives in Placement, career guidance and administrative processes;</li> <li>2. To manage and ensure efficient and effective utilization of ICT resources;</li> <li>3. Oversee development and implementation of overarching ICT strategy, policies and procedures aligned with the Placement Service goals and objectives;</li> <li>4. Manage and maintain Placement Service ICT infrastructure;</li> <li>5. Oversee acquisition, development, deployment, and maintenance of business applications and systems used within the Placement Service;</li> <li>6. Provide leadership in implementing security measures to protect the Placement Service's data, systems, and networks from cyber threats, unauthorized access, and other security risks;</li> <li>7. Provide leadership in developing and managing the Placement Service's databases, including storage, backup, access control, optimization, retrieval and ensuring confidentiality, integrity and availability of the databases;</li> <li>8. Spearhead development and implementation plans and procedures to ensure the business continuity of ICT operations in the event of disasters or disruptions;</li> <li>9. Lead in analysis of data, and preparation of reports to assess performance and identify areas for improvement;</li> <li>10. Establish guidelines, procedures, and protocols to govern the Placement Service's ICT security practices;</li> <li>11. Steer development of strategies and procedures to detect, respond to, and recover from security incidents; and</li> <li>12. Provide leadership in identifying and addressing vulnerabilities in ICT systems and applications.</li> <li>13. Spearhead the development, implementation and review of Directorate annual Work Plans and budgets and Procurement and Assets Disposal plans in line with the Service's performance targets and strategic plan;</li> <li>14. Provide strategic leadership in execution of risk management policy and strategies that ensure the Directorate has a robust system and processes of accountability, ICT risk management, internal controls, business continuity and succession management;</li> </ol>	

15. Provide strategic leadership to ensure continuous improvement of business processes and controls in the directorate and develop mechanisms for corporate consultations, increase public participation and involvement in Placement service policies and programs
16. Lead in implementation of a robust performance management system within the Directorate through providing oversight of the delivery of the Annual performance contract and strategic
17. Spearhead the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Directorate;
18. Foster a corporate culture that promotes ethical practices and good citizenship within the Directorate; and
19. Provide strategic leadership in supervision, coaching, Mentoring, training and development of the Directorate staff to ensure an effective and motivated team. Further, nurture the staff to work collaboratively towards realization of the Placement service vision, strategic goals and objectives.

## **II. Operational Responsibilities / Tasks**

1. Facilitate monitoring of performance of ICT systems and services;
2. Facilitate training and supporting staff members and stakeholders in use of all ICT resources;
3. Assess and manage risks associated with the Placement Service's ICT infrastructure and develop strategies to mitigate these risks using tools such as intrusion detection systems (IDS) and security information and event management (SIEM) systems;
4. Articulate matters in relation to the directorate in conferences, symposia, workshops, fora, and seminars nationally, regionally, and internationally;
5. Manage the day-to-day affairs of ICT and Innovation directorate by implementing policies and programs related to the placement of students to universities and colleges;
6. Provide regular, thorough, and prompt communication to the Directorate on key technical, financial, and administrative matters;
7. Appraise the direct reports;
8. Spearhead the preparation and submission of periodic reports
9. Coordinate implementation and adherence of the Customer Service Charter to meet customer requirements.
10. Review prepared directorate's board papers and presenting them to the relevant board committee.
11. Oversee identification and analysis of emerging needs and trends in the Directorate and recommending on necessary actions.
12. Articulate issues related to the Directorate and represent it in various meetings and/or forums;
13. Implement good governance, quality and risk management policies and strategies of the Company;
14. Monitor the utilization of Directorate's assets/resources and ensure timely maintenance of all assets in the Directorate.
15. Review research proposals, monitor implementation and review reports for projects geared towards achievements of the organization's corporate strategic objectives.
16. Chair Directorate meetings

## **Job Dimensions:**

### **I. Financial Responsibility**

Guides on the development of the Directorate's budget, procurement plan, work plan and recommends for approval.

## **II. Responsibility for Physical Assets**

Responsible for physical assets and records i.e. office space, ICT equipment, cabinets, furniture, and Equipment within the Directorate.

## **III. Decision Making / Job Influence**

1. Strategic Decisions.
2. Managerial Decisions.
3. Operational Decisions.
4. Tactical Decisions.

## **IV. Working Conditions**

The role is performed in an office setting with regular field assignments locally, regionally, and internationally.

## **Job Competencies (Knowledge, Experience and Attributes / Skills).**

### **Academic qualifications**

1. Master's Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution
2. Bachelor's Degree in any of the following disciplines: - Information Technology, Computer Science, Business IT, Software Engineering, Computer Engineering or any other relevant and equivalent qualification from a recognized Institution

### **Professional Qualifications / Membership to professional bodies**

1. At least one (1) certification from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSD, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, ITIL, CGEIT or other equivalent qualifications from a recognized institution;
2. Proficiency in at least two specialty area in the following: programming/application development, database administration, ICT infrastructure support and ICT security;
3. Valid practicing certificate where applicable;
4. Membership to a relevant professional body and in good standing where applicable;
5. Leadership course certificate lasting not less than four (4) weeks from a recognised institution
6. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.

### **Previous relevant work experience required**

Served for a cumulative period of fifteen (15) years relevant work experience, five (5) of which must have been in management position.

### **Functional Skills, Behavioral Competencies/Attributes:**

1. Leadership skills.

2. Negotiation and Arbitration skills.
3. Problem solving skills.
4. Financial management skills.
5. Organizational skills.
6. Strategic management skills.
7. Stakeholder management skills.
8. Change management skills.
9. Planning and Analytical skills.
10. Interpersonal and communication Skills.
11. Networking skills.
12. Creativity and Innovation.
13. Time management skills.
14. Emotional Intelligence Skills.

## **B. DIRECTOR FINANCE, ACCOUNTS & DEBT MANAGEMENT, KUCCPS 2**

### **Job Description**

<b>Job Title</b>	Director, Finance, Accounts & Debt Management
<b>Grade</b>	Grade 2
<b>Corporation/Organization</b>	Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	Finance, Accounts & Debt Management
<b>Department</b>	N/A
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Chief Executive Officer
<b>Direct Reports</b>	Deputy Director, Finance & Accounts Deputy Director, Debt Management
<b>Indirect Reports</b>	Assistant Director, Finance & Accounts

	Assistant Director, Debt Management
<b>Job Purpose</b>	
<p>To provide strategic leadership in matters relating to finance, accounts and debt management for sustainable resource mobilisation, utilisation and internal controls. efficient, effective and sustainable engagement, mobilization and utilization of the Placement Service financial resources; putting in place sound financial management systems; development and implementation of financial policies and procedures, formulation of financial strategies, budgeting and budgetary controls, financial reporting and advising the Management on financial matters.</p>	
<b>Key Responsibilities/ Duties / Tasks</b>	
<p><b>I. Managerial / Supervisory Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Oversee development and implementation of financial regulations, policies, strategies and plans;</li> <li>2. Spearhead preparation of budget proposals and cash flow projections;</li> <li>3. Oversee Placement Service budget implementation and cost controls;</li> <li>4. Guide revenue and treasury management and reporting;</li> <li>5. Oversee maintenance of proper books of accounts and other financial records;</li> <li>6. Lead in development, implementation and review of Debt Management Policy;</li> <li>7. Manage and maintain assets register;</li> <li>8. Guide development and implementation of internal financial control systems;</li> <li>9. Lead in preparation of financial reports, financial statements and submission to relevant institutions;</li> <li>10. Enforce compliance with applicable financial statutory obligation and circulars;</li> <li>11. Spearhead responses to Audit queries raised during internal and external audits;</li> <li>12. Spearhead development, implementation and review of Directorate annual Work Plans and budgets in line with the Service's performance targets and strategic plan;</li> <li>13. Provide strategic leadership in execution of financial risk management and strategies that ensure the Directorate has a robust system and processes of accountability, internal controls, business continuity;</li> <li>14. Provide strategic leadership to ensure continuous improvement of business processes and controls in the directorate and develop mechanisms for corporate consultations, increase public participation and involvement in Placement service's policies and programs; and</li> <li>15. Provide strategic leadership in supervision, coaching, Mentoring of the Directorate staff to ensure an effective and motived team.</li> </ol>	
<p><b>II. Operational Responsibilities / Tasks</b></p> <ol style="list-style-type: none"> <li>1. Ensure effective and efficient management of financial resources;</li> <li>2. Coordinate the Budget Implementation Committee meetings periodically;</li> <li>3. Facilitate the monitoring of budget implementation and review;</li> <li>4. Provide regular, thorough, and prompt communication to the Directorate on key technical, financial, and administrative matters;</li> </ol>	

5. Appraise the direct reports;
6. Spearhead the preparation and submission of periodic reports;
7. Coordinate implementation and adherence of the Customer Service Charter in relation to finance matters to meet customer requirements;
8. Review prepared directorate's board papers and presenting them to the relevant board committee;
9. Oversee identification and analysis of emerging needs and trends in the Directorate and recommending on necessary actions;
10. Articulate issues related to the Directorate and represent it in various meetings and/or forums;
11. Monitor the utilization of Directorate's assets/resources and ensure timely maintenance of all assets in the Directorate;
12. Review research proposals, monitor implementation and review reports for projects geared towards achievements of the organization's corporate strategic objectives.
13. Maintain a register of aged debtors and collection timelines; and
14. Chair Directorate meetings.

#### **Job Dimensions:**

##### **I. Financial Responsibility**

Guides on the development of the Placement Service budget, procurement plan, work plan and recommends for approval.

##### **II. Responsibility for Physical Assets**

Responsible for physical assets and records for the Placement Service i.e. office space, ICT equipment, cabinets, furniture, and Equipment.

##### **III. Decision Making / Job Influence**

1. Strategic Decisions.
2. Managerial Decisions.
3. Operational Decisions.
4. Analytical Decisions
5. Tactical Decisions.

##### **IV. Working Conditions**

The role is performed in an office setting with regular field assignments locally, regionally, and internationally.

#### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

##### **Academic qualifications**

1. Master's Degree in Business Administration preferably (Finance or Accounts option) or equivalent qualifications from a recognized University or institution;
2. Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution

##### **Professional Qualifications / Membership to Professional Bodies**

<ol style="list-style-type: none"> <li>1. Certified Public Accountants (CPA-K)</li> <li>2. Leadership Course lasting not less than four (4) weeks from a recognized institution;</li> <li>3. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK)</li> <li>4. Practising certificate where applicable;</li> <li>5. Proficiency certificate in computer application; and</li> <li>6. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.</li> </ol>
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<b>Previous relevant work experience required</b>
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Served for a cumulative period of fifteen (15) years relevant work experience five (5) of which must have been in management position
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<b>Functional Skills, Behavioral Competencies/Attributes:</b>
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<ol style="list-style-type: none"> <li>1. Leadership skills.</li> <li>2. Negotiation and Arbitration skills.</li> <li>3. Problem solving skills.</li> <li>4. Financial management skills.</li> <li>5. Organizational skills.</li> <li>6. Strategic management skills.</li> <li>7. Stakeholder management skills.</li> <li>8. Change management skills.</li> <li>9. Planning and Analytical skills.</li> <li>10. Interpersonal and communication Skills.</li> <li>11. Networking skills.</li> <li>12. Creativity and Innovation.</li> <li>13. Time management skills.</li> <li>14. Emotional Intelligence Skills.</li> </ol>
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<b>C. DIRECTOR, HUMAN RESOURCE AND ADMINISTRATION, KUCCPS 2</b>
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<b><u>Job Description</u></b>
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<b>Job Title</b>	Director, Human Resource and Administration
<b>Grade</b>	Grade 2
<b>Corporation/Organization</b>	The Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	Human Resource Management and Administration
<b>Department</b>	N/A
<b>Division</b>	Human Resource Management and Development

<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Chief Executive Officer
<b>Direct Reports</b>	Deputy Director, Human Resource Management & Development Deputy Director, Administration
<b>Indirect Reports</b>	1. Assistant Director, Human Resource Management & Development; 2. Assistant Director Administration
<b>Job Purpose</b>	
Responsible for providing leadership and coordination of human resource functions: organizational analysis and design, organizational human resource strategy, recruitment and selection, compensation and benefits, staff training and development, career management, performance management, succession planning, employee relations and separation management in compliance with the Human Resource Management Act 2012 and Labour laws.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<p><b>I. Managerial / Supervisory Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Oversee the development of appropriate Human Resource Policies, Rules and Regulations; effective organization and administration of the Human Resource Management for effective performance and productivity; facilitating recruitment, placement, training and development of staff; carrying out training needs assessment;</li> <li>2. Spearhead the implementation of Performance Appraisal Systems in the Placement Service;</li> <li>3. Provide leadership in facilitating human resource planning, communication, discipline, employee relations, remuneration and staff welfare;</li> <li>4. Oversee the management of payroll and ensure compliance with statutory human resource legislation;</li> <li>5. Advise the Chief Executive Officer, Heads of Directorates and Divisions on staff deployment and resource matters;</li> <li>6. Oversee the management of human resource and general records management;</li> <li>7. Provide Secretariat services to Human Resource Management Advisory Committee;</li> <li>8. Oversee the execution of human resource and administration risk management and strategies that ensure the Directorate has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management;</li> <li>9. Provide leadership to ensure continuous improvement of business processes and controls in the Directorate and develop mechanisms for corporate consultations;</li> <li>10. Oversee implementation of a robust performance management system within the departments through providing oversight of the delivery of the annual performance contract and the strategic plan; and</li> </ol>	

11. Provide leadership in the Department through supervision, coaching, mentoring, training and development of the Placement Service staff to ensure an effective and motivated team.

## **II. Operational Responsibilities / Tasks**

1. Provide guidance in the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines;
2. Oversee implementation of Terms and Conditions of service for the Placement Service; coordinating organizational development and job reviews;
3. Providing Secretarial services to the Board Committee responsible for Human Resource Management;
4. Provide leadership in the management of staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating implementation of welfare and other incentive schemes for the Placement Service;
5. Oversee and monitor the implementation of performance management systems; analysing the staffing levels in the Placement Service and recommending proposals for succession planning and proper deployment;
6. Spearhead and coordinate the development and implementation of grievance handling mechanisms;
7. Foster the adoption of best practices in the management of human resource function;
8. Provide leadership in championing change management programmes in the Placement Service;
9. Spearhead the monitoring and evaluation of the effectiveness of training and development programmes;
10. Oversee the formulation and implementation of efficient Performance Management Systems;
11. Manage the day to day administrative and operational functions of the Directorate in compliance with regulatory and statutory requirements;
12. Implement Board decisions on matters relating to the human resources in the Placement Service;
13. Ensure effective and efficient utilization of Placement Service resources;
14. Performance management of direct reports;
15. Monitoring implementation of Pay and Benefits Policy and suggesting areas of review; and
16. Chair Directorate meetings.

## **Job Dimensions:**

### **I. Financial Responsibility**

1. Responsible for Personnel Emoluments budget;
2. Guide on the development of the Directorate's budget, procurement plan, work plan and recommends for approval.
3. Manage staff training budget;

<ol style="list-style-type: none"> <li>4. Manage overhead costs; and</li> <li>5. Generate Appropriation In Aid estimation through Human Resource activities.</li> </ol>
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<b>II. Responsibility for Physical Assets</b>
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Responsible for physical assets i.e., office space, ICT equipment and furniture in the Placement Service.
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<b>III. Decision Making / Job Influence</b>
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<ol style="list-style-type: none"> <li>1. Strategic decisions;</li> <li>2. Managerial decisions;</li> <li>3. Financial decisions;</li> <li>4. Operational decisions;</li> <li>5. Tactical decision; and</li> <li>6. Analytical decisions.</li> </ol>
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<b>IV. Working Conditions</b>
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The role is performed in an office setting with regular field assignments locally, regionally, and internationally.
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<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
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<b>Academic qualifications</b>
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<ol style="list-style-type: none"> <li>1. Master's degree in Human Resource Management or any other relevant qualifications;</li> <li>2. Bachelor's degree in Human Resource Management or Equivalent qualifications; and</li> <li>3. Leadership course lasting not less than four (4) weeks from a recognized institution.</li> </ol>
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<b>Professional Qualifications / Membership to Professional Bodies</b>
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<ol style="list-style-type: none"> <li>1. Certified Human Resource Professional (CHRP) K;</li> <li>2. Membership of the Institution of Human Resource Management and in good standing;</li> <li>3. Valid practicing certificate where applicable;</li> <li>4. Proficiency certificate in computer application; and</li> <li>5. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.</li> </ol>
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<b>Previous relevant work experience required.</b>
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Served for a cumulative period of fifteen (15) years relevant work experience five (5) of which must have been in management position.
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<b>Functional Skills, Behavioural Competencies/Attributes:</b>
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<ol style="list-style-type: none"> <li>1. Strategic leadership;</li> </ol>
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2. Strong organization and interpersonal skills;
3. Mentoring, coaching and leadership skills;
4. Professionalism;
5. Ethical and integrity;
6. Policy development;
7. Team leadership;
8. Problem solving;
9. Management skills; and
10. Communication skills.

#### **D. DEPUTY DIRECTOR, LEGAL SERVICES, KUCCPS 3**

##### **Job Description**

<b>Job Title</b>	Deputy Director, Legal Services
<b>Grade</b>	KUCCPS 3
<b>Corporation/Organization</b>	Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	N/A
<b>Department</b>	N/A
<b>Division</b>	Legal Services
<b>Section / Unit</b>	N/A
<b>Location / Workstation</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Chief Executive Officer
<b>Direct Reports</b>	Assistant Director, Legal Services
<b>Indirect Reports</b>	Principal Legal Officer
<b>Job Purpose</b>	

To provide strategic leadership in the overall management of the legal Services Division and ensures adherence to all legal and regulatory requirements to support the Board and management in maintaining high standards of corporate governance.

## **Key Responsibilities/ Duties / Tasks**

### **I. Managerial / Supervisory Responsibilities**

1. Provide strategic leadership in the development of the legal and regulatory framework and the development of laws and regulations that guide the design, development and Governance at the Placement Service;
2. Oversee the formulation, implementation and review of the legal strategies, guidelines and the development of relevant legislations, regulations, by-laws and policies based on national and international standards to safeguard the interest of the Placement Service;
3. Oversee Board Secretarial Services, the preparation of the Board Papers and implementation of the Board Resolutions in compliance with relevant legislations, circulars and guidelines;
4. Lead negotiations with government entities, local and international contractors, consultants, partners and investors on legal issues regarding projects and collaborations to ensure compliance with the law and insulation of the Placement Service from exposure to legal risks;
5. Lead the development of strategies for dispute management, oversee disputes resolution and litigation management including international arbitration of disputes with international contractors/consultants;
6. Provide legal advisory to Management on all areas of the business including but not limited to potential legal risk to the business, exercise of independent legal judgment, contracts, disputes resolution, compliance, procurement, regulatory and employment and labour relations for informed decision making, compliance and protection of Placement Service's reputation;
7. Lead the Division in planning and directing resources to achieve Division's targets and objectives;
8. Oversee the development and implementation of the Division's work plan and budget in line with the overall strategic objectives and government performance contract;
9. Lead, coach and mentor the staff in the Division by creating an environment that promotes creativity, Innovations and maximise the potential of the team;
10. Design sound legal risk management and good internal control systems for the Division;
11. Oversee development of effective management of human resource within Division including succession management plans;
12. Uphold integrity and professionalism in the performance of the Division's functions;
13. Promote a conducive work environment that can attract, retain and motivate employees in the Division; and
14. Liaise with regional and international partners for the purposes of assessing best practices in legal services sector matters.

### **II. Operational Responsibilities / Tasks**

1. Provide secretariat services to the Board, including coordinating Board meetings, preparing and distributing agendas, briefing documents, and minutes, as well as ensuring that all Board decisions and actions are properly documented and communicated;
2. Coordinate Board activities such as board induction and capacity building, board budget and work plans, board evaluation, legal audit, governance audit and implementation of the code of conduct and Ethics;
3. Custodian of original contracts, intellectual property certificates and other instruments for safe keeping and accountability in usage and movement;
4. Ensure the timely preparation and circulation of Board and Committee papers and ensure safe keeping of board committee minutes;
5. Advise the Board Chairperson on the fixing of common seal;
6. Provide legal guidance on contractual and statutory obligations;
7. Oversee daily operations of the Division for efficient and effective service delivery;
8. Conduct performance appraisals for direct reports;
9. Liaise with the Office of the Attorney General on all legal matters concerning the Placement Service;
10. Ensure that intellectual property issues affecting the Placement Service are effectively managed;
11. Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya;
12. Guide compliance with the laid down procedures and processes; and
13. Oversee the development and implementation of a succession management plan within the Division.

#### **Job Dimensions:**

##### **I. Financial Responsibility**

1. Witness execution of Contractual agreements on behalf of the Placement Service.
2. Guides on the development of the Division's budget, procurement plan, work plan and recommends for approval; and
3. Ensure accountability for use of resources of the Division in line with prevailing laws, policies and regulations.

##### **II. Responsibility for Physical Assets**

1. Custodian of the Company Seal;
2. Manage E-Board System;
3. Responsible for physical assets and records i.e. office space, ICT equipment, cabinets, furniture, and Equipment within the Division.

##### **III. Decision Making / Job Influence**

1. Strategic decision;
2. Management decision;
3. Financial decision;
4. Analytical decision
5. Operational decision; and
6. Tactical decision.

#### **IV. Working Conditions**

The role is performed in an office setting with regular field assignments locally, regionally, and internationally.

#### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

##### **Academic qualifications**

1. Master's degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
2. Bachelor of Laws degree from a recognized institution; and
3. Post Graduate Diploma in Law from Kenya School of Law

##### **Professional Qualifications / Membership to professional bodies**

1. Admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate;
2. Registered as a member of the Law Society of Kenya and in good standing;
3. Be a certified Public Secretary (K) or its equivalent qualification from a recognized institution;
4. Leadership course lasting not less than four (4) weeks from a recognized institution;
5. Proficiency certificate in computer application; and
6. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.

##### **Previous relevant work experience required**

Served for a cumulative period of fifteen (15) years relevant work experience three (3) of which must have been in a management position.

##### **Functional Skills, Behavioural Competencies/Attributes:**

<ol style="list-style-type: none"> <li>1. Leadership Skills;</li> <li>2. Ability to analyze complex legal issues;</li> <li>3. Strong communication skills;</li> <li>4. Excellent Legal drafting skills;</li> <li>5. Strong problem-solving skills;</li> <li>6. High ethical standards and integrity;</li> <li>7. Proficiency in contract negotiations;</li> <li>8. Effective dispute resolution;</li> <li>9. Excellent Interpersonal skills; and</li> <li>10. Expertise in risk management.</li> </ol>
11. Project management skills;

1. Leadership Skills;
2. Ability to analyze complex legal issues;
3. Strong communication skills;
4. Excellent Legal drafting skills;
5. Strong problem-solving skills;
6. High ethical standards and integrity;
7. Proficiency in contract negotiations;
8. Effective dispute resolution;
9. Excellent Interpersonal skills; and
10. Expertise in risk management.

11. Project management skills;

## **E. PRINCIPAL ACCOUNTANT, KUCCPS 5**

<b>Job Title</b>	Principal Accountant
<b>Grade</b>	Grade 5
<b>Corporation/Organization</b>	Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	Finance, Accounts & Debt Management
<b>Department</b>	N/A
<b>Division</b>	Finance & Accounts
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Assistant Director, Finance & Accounts
<b>Direct Reports</b>	Senior Accountant
<b>Indirect Reports</b>	Accountant I
<b>Job Purpose</b>	
To coordinate all matters relating to efficient, effective and sustainable engagement, mobilization and utilization of the Placement Service financial resources	

<b>Key Responsibilities/ Duties / Tasks</b>
<b>I. Managerial / Supervisory Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Coordinate preparation of budgets, procurement plans and work plans for the Placement Service;</li> <li>2. Coordinate timely submission of statutory deductions;</li> <li>3. Provide input in formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Service's performance targets and strategic plan;</li> <li>4. Provide technical input to ensure continuous improvement of business processes and controls in the Division and develop mechanisms for corporate consultations;</li> <li>5. Supervise execution of risk management policy and strategies that ensure the Division has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management;</li> <li>6. Contribute to a corporate culture that promotes ethical practices and good citizenship;</li> <li>7. Supervise implementation of a robust performance management system through monitoring on the delivery of the annual performance contract and the strategic plan;</li> <li>8. Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives; and</li> <li>9. Conduct supervision, coaching, and mentoring staff to ensure an effective and motivated team.</li> </ol>
<b>II. Operational Responsibilities / Tasks</b>
<ol style="list-style-type: none"> <li>1. Maintain up-to-date books of accounts;</li> <li>2. Prepare responses to audit queries;</li> <li>3. Prepare quarterly and annual financial statements for the Placement Service;</li> <li>4. Prepare and ensure approval of bank reconciliation statements;</li> <li>5. Interpret regulations of the Placement Service pertaining to financial control and management;</li> <li>6. Provide accurate, timely and reliable financial information;</li> <li>7. Submit annual financial statements of accounts;</li> <li>8. Interpret financial policies for sound accounting principles, practices, control and management of statutory deductions;</li> <li>9. Implement and adhere to the Customer Service Charter to meet customer requirements;</li> <li>10. Review developed reports; and</li> <li>11. Implement good governance, quality and risk management policies and strategies of the Placement Service.</li> </ol>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
Participate in development of budgets, procurement plans and work plans.
<b>II. Responsibility for Physical Assets</b>

Responsible for assigned physical assets and records.

### **III. Decision Making / Job Influence**

1. Managerial Decisions.
2. Operational Decisions.
3. Analytical Decisions.
4. Tactical Decisions.

### **IV. Working Conditions**

The role is performed in an office setting with regular field assignments

### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

#### **Academic qualifications**

Bachelor's Degree in Commerce, Business Management, Business Administration (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution

#### **Professional Qualifications / Membership to professional bodies**

1. Certified Public Accountants (CPA)-K;
2. Membership in good standing of the Institute of Certified Public Accountants of Kenya (ICPAK);
3. Management course lasting not less than our (4) weeks from a recognized institution;
4. Proficiency certificate in computer application; and
5. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.

#### **Previous relevant work experience required**

Served for a cumulative period of nine (9) years' with relevant work experience three (3) of which must have been in the grade of Senior Accountant or in a comparable position

#### **Functional Skills, Behavioral Competencies/Attributes:**

1. Managerial skills;
2. Problem solving skills
3. Supervisory skills
4. Analytical skills
5. Project management skills
6. Team building skills
7. Creativity and Innovative skills;
8. Conceptual thinking skills;
9. Planning and Organizing skills;
10. Interpersonal skills;
11. Coaching and Mentoring skills;
12. Presentation skills;
13. Conflict resolution skills; and
14. Computing skills.
15. Networking skills.
16. Report writing and presentation skills;
17. Communication skills;

18. Time management skills

**F. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, KUCCPS 6**

<b>Job Title</b>	Senior Supply Chain Management Officer
<b>Grade</b>	KUCCPS 6
<b>Corporation/Organization</b>	Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	N/A
<b>Department</b>	N/A
<b>Division</b>	Supply Chain Management
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Supply Chain Management Officer
<b>Direct Reports</b>	Supply Chain Management Officer I
<b>Indirect Reports</b>	Supply Chain Management Officer II
<b>Job Purpose</b>	
To support the administration of the supply chain management functions to ensure effective and efficient delivery of Procurement services in compliance with the Public Procurement legislations.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>II. Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"> <li>1) Process purchase order documentations to ensure compliance with the set regulatory guidelines;</li> <li>2) Provide input in the implementation of processes and procedures as guided by the various technical manuals to safeguard the integrity of the procurement processes of the Placement Service;</li> <li>3) Participate in the disposal of unserviceable and obsolete stores;</li> <li>4) Prepare quotations for competitive bids for goods and services as directed by the Placement Service;</li> </ol>	

<p>5) Prepare all relevant documents and forward them to Finance &amp; Accounts division to facilitate payments of services rendered to the Placement Service;</p> <p>6) Coordinate distribution of tender documents, request for quotation/proposal documents and registration of supplier's documents to suppliers;</p> <p>7) Compile budget estimates to inform the divisional planning process and works in- line with divisional work plan;</p> <p>8) Evaluates supplier performance;</p> <p>9) Generate local purchase orders (LPO) and local service orders (LSO) from the ERP system;</p> <p>10) Track orders to ensure timely delivery of good and services to ensure seamless operations within the Placement Service;</p> <p>11) Inspect purchased products to ensure they meet the required specifications;</p> <p>12) Enter order details into internal database/ERP system;</p> <p>13) Compile asset disposal reports;</p> <p>14) Prepare tender and contract documents; reviewing tender advertising notices;</p> <p>15) Participate in the compilation and evaluation of tenders;</p> <p>16) Participate in opening of quotations and tenders;</p> <p>17) Participate in drafting of tender notices;</p> <p>18) Generate Goods Received Notes (GRN) and monitor the movement of stores inventory;</p> <p>19) Maintain and update a list of prequalified suppliers;</p> <p>20) Undertake market surveys to ensure the Placement Service obtains value for money in procurement of goods and services; and</p> <p>21) File and safeguard all procurement proceedings and records.</p>
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**Job Dimensions:**

**I. Financial Responsibility**

N/A

**II. Responsibility for Physical Assets**

Responsible for physical assets assigned to them.

**III. Decision Making / Job Influence**

1) Operational decision.

2) Analytical decision

#### **IV. Working Conditions**

The role is performed in an office setting at the Head Office, Nairobi with occasional field travel.

#### **Job Competencies (Knowledge, Experience and Attributes / Skills).**

##### **Academic qualifications**

Bachelor's Degree in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution;

##### **Professional Qualifications / Membership to professional bodies**

- 1) Be a member of Kenya Institute of Supplies Management (KISM) or Certified Institution of Purchasing and Supplies (CIPS) and in good standing;
- 2) Proficiency certificate in computer application; and
- 3) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.

##### **Previous relevant work experience required.**

Served for a cumulative period of six (6) years relevant work experience three (3) of which must have been in the grade of Supply Chain Management Officer I or in a comparable position

##### **Functional Skills, Behavioural Competencies/Attributes:**

- 1) Creativity and innovativeness;
- 2) Self-driven;
- 3) Result oriented;
- 4) Emotional intelligence;
- 5) Team building skills;
- 6) Integrity and professionalism; and
- 7) Equity and respect for diversity

#### **G. SENIOR PLANNING & QUALITY ASSURANCE OFFICER, KUCCPS 6**

<b>Job Title</b>	Senior Planning & Quality Assurance Officer
<b>Grade</b>	Grade 6
<b>Corporation/Organization</b>	Kenya Universities and Colleges Central Placement Service

<b>Directorate</b>	Planning, Research & Compliance
<b>Department</b>	N/A
<b>Division</b>	Planning & Quality Assurance
<b>Section / Unit</b>	N/A
<b>Location / Workstation</b>	Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Planning & Quality Assurance Officer
<b>Direct Reports</b>	Planning & Quality Assurance Officer I Planning & Quality Assurance Officer II
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
To undertake planning, risk and quality assurance of all Placement Service programmes and activities	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Coach, mentor, train and develop staff to ensure an effective and motivated team; and</li> <li>2. Supervises and appraises staff.</li> </ol>	
<b>II. Operational Responsibilities / Tasks</b>	
<ol style="list-style-type: none"> <li>1. Implement quality assurance policies and procedures for Placement and Career Guidance programmes;</li> <li>2. Collect and collate statistical data on the planned programmes and projects;</li> <li>3. Monitor and evaluate completed works;</li> <li>4. Participate in assessment of technical and operation risks and advising on mitigation measures for works under the Placement Service;</li> <li>5. Analyze data on the planned programmes and projects;</li> <li>6. Monitor timely reporting of risk incidents and analyzing trends for reporting;</li> <li>7. Prepare draft risk reports;</li> <li>8. Identify key risk indicators within the Placement Service</li> <li>9. Collect and collate statistical data on the planned programmes and projects;</li> <li>10. Prepare and review Placement Service strategic plan.</li> </ol>	

<p>11. Collect, analyze and interpret data on the performance of Agency's processes and convert it into information for decision making;</p> <p>12. Compile reports, charts, and tables based on established statistical methods and communicate the information to users;</p> <p>13. Implement the performance management and evaluation tools to ensure that they are effectively utilized by staff;</p> <p>14. Implement quality management systems, risk management strategies and corruption prevention and mitigation strategies i;</p> <p>15. Prepare and submit monthly, quarterly, and annual reports on strategy and planning;</p> <p>16. Implement departmental service delivery charter</p>
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<b>Job Dimensions:</b>
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<b>I. Financial Responsibility</b>
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Participate in development of budgets and procurement plans.
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<b>II. Responsibility for Physical Assets</b>
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Responsible for assigned physical assets and records
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<b>III. Decision Making / Job Influence</b>
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<ol style="list-style-type: none"> <li>1. Managerial Decisions.</li> <li>2. Operational Decisions.</li> </ol>
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<b>IV. Working Conditions</b>
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The role is performed in an office setting with regular field assignments
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<b>Job Competencies (Knowledge, Experience and Attributes / Skills)</b>
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<b>Academic qualifications</b>
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Bachelor's degree in any of the following disciplines: Economics, Statistics/Mathematics, Project Management, Monitoring and Evaluation or its equivalent qualification from a recognized University
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<b>Professional Qualifications / Membership to professional bodies</b>
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Membership to a relevant professional body where applicable
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<b>Previous relevant work experience required.</b>
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Served for a cumulative period of six (6) years relevant work experience three (3) of which must have been in the grade of Planning, Risk and Quality Assurance Officer I or in a comparable position
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### Functional Skills, Behavioral Competencies/Attributes:

1. Supervisory skills
2. Problem solving skills
3. Analytical skills
4. Project management skills
5. Team building skills
6. Creativity and Innovative skills;
7. Conceptual thinking skills;
8. Planning and Organizing skills;
9. Interpersonal skills;
10. Coaching and Mentoring skills;
11. Presentation skills;
12. Conflict resolution skills; and
13. Computing skills.
14. Networking skills.
15. Creativity and Innovation.
16. Report writing and presentation skills;
17. Communication skills;
18. Time management skills

### DRIVERS, KUCCPS 11

#### Job Description

<b>Job Title</b>	Driver III
<b>Grade</b>	KUCCPS 11
<b>Corporation/Organization</b>	The Kenya Universities and Colleges Central Placement Service
<b>Directorate</b>	Human Resource Management and Administration
<b>Department</b>	N/A
<b>Division</b>	Administration
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Head Office, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Driver
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	

Provides driving services, safe and timely movement of staff and maintenance of assigned vehicles to support realization of Placement Service mandate in accordance with the policies and in compliance with the Traffic Act and regulations.

### **Key Responsibilities/ Duties / Tasks**

#### **I. Managerial / Supervisory Responsibilities**

N/A

#### **II. Operational Responsibilities / Tasks**

1. Implement transport policies, strategies, standards and procedure;
2. Drive the Placement Service vehicles as authorized;
3. Drive members of staff to undertake official duties;
4. Carrying out routine checks on the assigned vehicles and report any malfunction of vehicles and other occurrences;
5. Carry out basic vehicle maintenance checks;
6. Transport and deliver goods, materials and parcels as authorized;
7. Maintain and organize travel schedule;
8. Ensure that vehicles have sufficient fuel and are always ready for use;
9. Arrange for vehicle repairs when necessary;
10. Maintenance of work ticket(s) for vehicle(s) assigned;
11. Ensure security and safety of the vehicle on and off the road;
12. Ensure safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s);
13. Adjust the route to avoid heavy traffic or road constructions, as needed;
14. Ensure the vehicle interior and exterior is clean and comfortable for all passengers;
15. Ensure the Driving Licence is up-to-date;
16. Maintain and update records of mileage returns and movement of work tickets for vehicles assigned;
17. Develop and implement Individual annual work plan; and
18. Develop periodic individual performance reports.

### **Job Dimensions:**

#### **I. Financial Responsibility**

N/A
<b>II. Responsibility for Physical Assets</b>
Assigned vehicle, vehicle maintenance accessories, computer and computer accessories and fuel cards.
<b>III. Decision Making / Job Influence</b>
Operational decisions.
<b>IV. Working Conditions</b>
Office and outdoor environment
<b>Job Competencies (Knowledge, Experience and Attributes / Skills)</b>
<b>Academic qualifications</b>
<ol style="list-style-type: none"> <li>1. Kenya Certificate of Secondary Education qualification (KCSE D Plain) or equivalent; and</li> <li>2. A valid driver's license.</li> </ol>
<b>Professional Qualifications /Membership to professional bodies</b>
<ol style="list-style-type: none"> <li>1. Proficiency certificate in computer application; and</li> <li>2. Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya</li> </ol>
<b>Previous relevant work experience required</b>
<ol style="list-style-type: none"> <li>1. At least two years driving experience</li> <li>2. Valid driving license free from any current endorsements;</li> <li>3. First-Aid Certificate Course lasting not less than one (1) week from a recognized Institution;</li> <li>4. Valid Certificate of Good Conduct from the Kenya police;</li> <li>5. Meets the requirements of Chapter Six (6) of the Constitution of Kenya; and</li> <li>6. Proficiency in computer applications.</li> </ol>
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1. Time Management;</li> <li>2. Good Verbal Communication;</li> <li>3. Problem Solving;</li> <li>4. Attention to detail;</li> <li>5. Fulfils the requirement of Chapter Six (6) of the Constitution.</li> </ol>

6. Self-motivated; and
7. Positive attitude to work.