

**JD 003 - JOB DESCRIPTION FOR ASSISTANT MANAGER, QUALITY ASSURANCE –
CHEMICAL - HEAD OFFICE NAIROBI**

Job Title	Assistant Manager, Quality Assurance
Grade	KS 5
Corporation/Organization	Kenya Bureau of Standards
Directorate	Quality Assurance & Inspection
Department	Quality Assurance
Division	Civil and Electrical, Mechanical and Textile, Chemical, Food, Agriculture and Beverage
Section / Unit	Agriculture and Beverage, Chemical, Food, Electrical, Mechanical, Textile and Civil
Location / Work Stations	a) KEBS Head Office, Popo Road, Off Mombasa Road b) Lake Region, Kisumu, on Kibos road (KEBS Complex) c) Coast Region, Mombasa, Nkurumah road (KEBS Complex) d) Mt. Kenya Region, Meru Office
Reporting Relationships	
Reports to	Manager, Quality Assurance
Direct Reports	Principal Quality Assurance Officers
Indirect Reports	Senior Quality Assurance Officers

Job Purpose
Coordinates and is accountable for implementation of conformity assessment systems based on approved specifications in inspection and certification of locally manufactured and imported products in specific sectors within the section including but not limited to: Mechanical, Civil, Building & Construction, Textile & Leather, Electrotechnical engineering; chemical, petrochemical, food and agriculture. This is to facilitate local, regional and international trade and ease of doing business while safeguarding consumer health and safety, protection of environment in line with Articles 42, 43(a, b, c & d), 46 (a, b & c) of the Constitution of Kenya and the Standards Act (Cap 496 Laws of Kenya); and entrenchment of a culture of quality for the realization of Kenya’s vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.
Key Responsibilities / Duties / Tasks
I. Managerial / Supervisory Responsibilities
<ul style="list-style-type: none"> a. Coordinates and is responsible for implementation, monitoring and evaluation of conformity assessment systems based on Kenya Standard or approved specifications for the purpose of realization of sustainable development goals, Kenya vision 2030 and African Union Agenda 2063 and promote market access of Kenyan products; b. Reviews and is responsible for promoting development of over 2,000 products in Kenya through implementation of standards within specific sectors in the section which are key to the achievement of the Agenda 2063, Kenya Vision 2030 and the Sustainable Development Goals; c. Coordinates development, implementation and monitoring of the conformity assessment systems and legal requirements to safeguard health and safety of consumers and protection of environment;

- d. Coordinates monitoring and evaluation of compliance of locally manufactured products with regulatory and statutory requirements within specific sectors in the section;
- e. Manages implementation of the resource mobilization strategies to increase revenue base and ensure financial sustainability within specific sectors in the section;
- f. Coordinates development, cascading and monitoring sectional performance targets in line with strategic plan to ensure realization of organizational objectives within the section;
- g. Coordinates execution of contractual services requested by industry to ensure compliance of products to relevant standards within the section;
- h. Coordinates establishment, implementation, maintenance, monitoring & evaluation and improvement of Management systems adopted by KEBS for the purpose of ensuring efficiency and sustained customer satisfaction within the section; and
- i. Articulates matters relating to product certification status and sectional performance in departmental meetings.

II. Operational Responsibilities / Tasks

- a) Coordinates the development and implementation of workplans, medium term expenditure framework, and procurement plans within the section;
- b) Coordinates development, implementation, monitoring and evaluation of product certification schemes of supervision and control in the section in order to facilitate manufacturing, trade, protect environment and health and safety of the consumers;
- c) Plans for inspection, organizes logistics, inspects and assesses factories for product compliance and gives feedback to the manufacturers and guides in implementation of corrective actions by manufacturers whose products fail to comply with the requirements of relevant standards within the section;
- d) Reviews factory inspection reports, prepares summaries for consideration by Manager Quality Assurance;
- e) Provides sector specific data for use in the review of Standards in the National and Regional standard development process in order to address emerging issues;
- f) Coordinates and is responsible for preparation of justifications for firms seeking certification to Diamond Mark and submits to the Manager, Quality Assurance for consideration;
- g) Coordinates risk profiling and analysis of locally manufactured products within specific sectors in the section and advises on the implementation of strategies for the safeguarding of the health and safety of consumers;
- h) Participates in interagency activities to enhance efficiency in operations within various Government agencies;
- i) Liaises with other KEBS departments on issues pertaining to local manufacturing of products to ensure it is carried out efficiently for trade facilitation and protection of consumers;
- j) Coordinates tracking of payments of Product Certification and Testing fees to ensure all payments due to KEBS are collected;
- k) Reviews sectional performance targets, monitors implementation, submits reports to the Manager Quality Assurance;
- l) Coordinates monitoring of product certification risks, updates sectional risk register, and submits reports for consideration by Manager Quality Assurance;
- m) Coordinates development of staff competencies in the section through formal training programs, mentorship, coaching and on-the-job training to deliver divisional objectives; and
- n) Allocates duties and approves leave for direct reports.

Job Dimensions:
I. Financial Responsibility
Generates revenue of approximately KES.15 Million per annum
II. Responsibility for Physical Assets
Responsible for the following physical assets in the Section: Laptops and desktop computers, Office furniture, Desk telephones, Printers, Photocopiers
III. Decision Making / Job Influence
Makes operational decisions in the Section.
IV. Working Conditions
<ul style="list-style-type: none"> a) The job is predominantly office based but involves travelling within and outside the country for Product Certification functions, industry engagements forums and meetings. b) Occasional hostile working environment especially in the field and factory visits, occasional exposure to hazardous materials
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in Science, Technology, Engineering and mathematics (STEM).
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> a) Registration with any of the following Professional bodies e.g.: <ul style="list-style-type: none"> i. Engineers Board of Kenya; ii. Chemical society of Kenya; iii. Physics society of Kenya; iv. Food Nutrition and Dietetics Board; v. Computer Society of Kenya; vi. Kenya Institute of Management; vii. National Quality Institute or any other relevant body; and viii. Any other relevant professional body. b) Gazetted Inspector
Previous relevant work experience required.
At least 7 years work experience in conformity assessment field out of which 3 years must have been in a supervisory role.
Functional Skills, Behavioral Competencies/Attributes:
Functional Skills and competence
<ul style="list-style-type: none"> a) Quality Inspection and Systems auditing Skills; b) Skills to apply Statistical quality control tools; c) Negotiation skills; d) Prosecution skills; e) Project management skills; f) Financial management skills; g) Management skills; h) Information, communication, and technology skills; i) Leadership skills; j) Presentation skills;

- k) Report writing; and
- l) Analytical skills.

Behavioural

- a) Counselling skills;
- b) Problem solving skills;
- c) Time management skills;
- d) Communication skills; and
- e) Interpersonal skills.