

## JD 014 JOB DESCRIPTION FOR ASSISTANT MANAGER, TESTING

### PETROLEUM – HEAD OFFICE NAIROBI

<b>Job Title</b>	Assistant Manager, Testing
<b>Grade</b>	KS 5
<b>Corporation/Organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Metrology and Testing
<b>Department</b>	a) Engineering Testing b) Bio-Chemical Testing
<b>Division</b>	a) Electrical Laboratory, b) Textile Laboratory, c) Mechanical Laboratory, d) Civil Laboratory, e) Polymers Laboratory, f) Microbiology Laboratory, g) Food Laboratory, h) Agriculture Laboratory, i) Organic Chemistry Laboratory, j) Inorganic Chemistry Laboratory,
<b>Section / Unit</b>	Electrical, Textile, Mechanical, Civil, Non-Destructive, Polymer, Microbiology, Molecular Biology, Food, Agriculture, Organic, Petroleum, Inorganic, Gas
<b>Location / Work Station</b>	a) KEBS Head Office, Popo Road, Off Mombasa Road b) Lake Region, Kisumu, on Kibos road (KEBS Complex)
<b>Reporting Relationships</b>	
<b>Reports to</b>	Manager, Testing
<b>Direct Reports</b>	Principal Laboratory Analysts
<b>Indirect Reports</b>	Senior Laboratory Analysts Laboratory Analysts Senior Technician Technician Assistant Technician Laboratory Analysts Laboratory Assistant Artisan
<b>Job Purpose</b>	

Coordinates provision of testing services for commodities, material or substance in the assigned section for conformity assessment purposes of supporting the manufacturing industry. 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**

- a) Coordinates implementation of Testing services policies and strategies in the assigned section in order to safeguard health and safety of over 50 Million consumers in Kenya; protection of the environment; entrenchment of a culture of quality in the country for delivery of KEBS mandate, realization of Kenya Vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals;
- b) Coordinates implementation of testing protocols in the assigned section based on international measurement best practices for safer and sustainable products, innovation and product development while safeguarding consumer health and safety, protection of the environment, reduction of technical barriers to trade and enhance competitiveness of Kenyan products and services;
- c) Coordinates the maintenance of linkages and partnerships with National, Regional and International organizations in the assigned section to promote measurements and facilitate regional and international trade;
- d) Coordinates the realization of International Systems Units (SI) of measurement in the assigned section for amount of substance/matter (Mole) through the development and maintenance of standards of measurement, reference materials and reference techniques;
- e) Oversees identification and provision of section's resources both human and physical needs for effective implementation and achievement of strategic objectives
- f) Supervises the development, submission, achievement and maintenance of Calibration and Measurement Capabilities (CMCs) in the International Bureau of Weights and Measures (BIPM) Key Comparison Databases in the assigned section for International recognition to facilitate international trade; safeguarding consumer health and safety;
- g) Supervises the section's participation in international key comparisons of candidate certified reference materials (CRMs), interlaboratory comparisons, proficiency testing schemes and production of reference materials to achieve international equivalence of measurements and quality controls;
- h) Coordinates implementation, monitoring, evaluation and improvement of the Management Systems adopted by KEBS in the assigned section for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction.
- i) Coordinates implementation of the Risk Management Framework in the section to ensure mitigation against the negative effects of risks and take advantage of opportunities.
- j) Supervises implementation of business continuity strategies to ensure resilience and sustainability of section's processes, products and services.

- k) Manages the identification, provision, verification and management of section's resources both human and physical needs for effective implementation and achievement of strategic objectives;
- l) Supervises the implementation of research concepts, business and funding proposals and provision of specialized testing solutions for the promotion of innovation and upgrading of measurement systems to contribute to national development agenda;

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

- a) Supervises the development and implementation of work plans, budget, medium expenditure framework and procurement plans in the section;
- b) Coordinates in development, verification, adoption of test methods and interpretation of test results in the section, to support testing nationally and regionally for promotion of trade, safeguarding consumer health and safety and protection of the environment;
- c) Coordinates establishment and implementation of laboratory test equipment calibration programs in the section to establish and maintain the required measurement accuracy and metrological traceability to International System of units (SI);
- d) Provides training on measurements to Industry, academia and other National Standards bodies to promote best practices in measurement sciences in the assigned fields and enhance local and international trade;
- e) Supervises management of submitted samples through receiving, identification, dispatch, storage and disposal in the section in line with applicable international standard and regulatory requirements to maintain integrity and reliability of test results;
- f) Evaluates and advises on client test requests with an objective to meet customer requirements and fulfilment of departmental/institutional objectives;
- g) Oversees development, maintenance, storage and improvement of the database for measurement results and authorizes provision of access rights to databases;
- h) Supervises implementation of laboratory safety programs through customization of national guidelines, supervision of implementation of safety policy to ensure a safe work environment and workforce in the section;
- i) Implements protocols for undertaking specialized tests and transfers the skill to laboratory analysts to address emerging complex testing issues in the section;
- j) Provides advice to legal department and gives testimony in court, tribunals and legal committees as expert witness on measurement and testing matters;
- k) Collaborates with standards development, market surveillance, quality assurance and inspection directorates to enhance operational efficiencies and effectiveness of service delivery;
- l) Supervises the execution of the technical assessment and audits in the section in line with international standard requirements and guidelines;
- m) Reviews performance targets, monitors implementation, submits reports, and recommends performance rewards to the Manager Testing Services for the section;
- n) Coordinates identification of skills gaps and develops staff competencies in the section through formal training programs, mentorship, coaching and on-the-job training to deliver divisional objectives; and
- o) Allocates duties and approves leave for direct reports;

<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
) Generates revenue approximately KES 5 million per annum ) Recommends sectional expenditure
<b>II. Responsibility for Physical Assets</b>
) Responsible for Testing Services department physical assets (testing equipment, reference materials/standards, reference samples, office equipment) of approximate value <b>KES 50 Million</b> .
<b>III. Decision Making / Job Influence</b>
) Operational decisions
<b>IV. Working Conditions</b>
) Works predominantly within the office and occasionally in the laboratory with exposure to chemical, electrical, mechanical, radiation and biological hazards; ) Expected travels within and outside the country
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's Degree in Science, Technology, Engineering and Mathematics (STEM).
<b>Professional Qualifications / Membership to professional bodies</b>
a) Professional qualifications i. Laboratory Assessor; ii. Auditor certification; b) Registration with any of the following Professional bodies e.g.: i. Engineers Board of Kenya; ii. Kenya Chemical society; iii. Physical Society of Kenya; iv. Food Nutrition and Dietetics Board; v. Kenya Institute of Management; vi. Kenya Engineering Technology Registration Board; and vii. National Quality Institute;
<b>Previous relevant work experience required.</b>
At least 8 years' relevant experience out of which 3 years must have been in supervisory level.
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<b>Functional</b> a) Measurement skills b) Test Method development skills c) Evaluation of Uncertainty of Measurement skills d) Statistical Analysis skills e) Investigation skills f) Auditing /Assessor Skills

- g) Negotiation skills
- h) Project management skills
- i) Financial management skills
- j) Management skills
- k) Information, communication, and technology skills
- l) Leadership skills
- m) Presentation skills
- n) Report writing
- o) Analytical skills

**Behavioural**

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