

JD 020 JOB DESCRIPTION FOR ASSISTANT MANAGER, METROLOGY

PHOTOMETRY & RADIOMETRY – HEAD OFFICE NAIROBI

Job Title	Assistant Manager, Metrology
Grade	KS 5
Corporation/Organization	Kenya Bureau of Standards
Directorate	Metrology and Testing
Department	Metrology
Division	Mass, Pressure, Length, Volume and Flow, Density & Viscosity, Force, Temperature, AC/DC, Dosimetry, Acoustics and Vibration, Time and Frequency, Energy and Transformer, Photometry Engineering Services, Measurement Technology and Solutions, High (Radio) Frequency.
Section / Unit	Volume, Flow, Viscosity, Density, Time, Frequency, Torque, Force, Mass, Pressure, Length, Humidity, Temperature, Alternating Current Low frequency, Direct Current, Dosimetry, Diagnostic, Radiotherapy, Medical, High Radio Frequency Acoustics, Vibration, Energy, Transformer, Photometry, Engineering workshop, Instrumentation workshop.
Location / Work station	KEBS Headquarters – Nairobi,

Reporting Relationships	
Reports to	Manager, Metrology
Direct reports	Principal Officers, Principal Technicians
Indirect Reports:	N/A

Job Purpose

Coordinates provision of facilities for testing and calibration of precision instruments, gauges and scientific apparatus, determination of their degrees of accuracy by comparison with international standards; conduct scientific research on emerging measurement technology and dissemination of new measurement units and methods for traceability the assigned section. This is to promote comparability of measurements and related activities with the view of facilitating 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 metrology policies and strategies in the assigned sections 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 measurement framework in the assigned section based on international measurement best practices for safer 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 maintenance of traceability of national measurement to International System of Units (SI) in the assigned sections to ensure international recognition of measurement results;
- d) Coordinates development and adoption of the International System of Units (SI) and additional units of measurement in the assigned sections to facilitate trade, protect human health and environment;
- e) Manages linkages and partnerships with National, Regional and International organizations such as International Bureau of Weights and Measures (BIPM), Intra-Africa Metrology System (AFRIMETS), Asia-pacific Metrology Programme (APMP), East Africa Metrology Body (EAMET/EAC-TTC) and International Measurement Confederation (IMEKO) in the assigned section, to promote measurements and facilitate regional and international trade;
- f) Supervises the development, submission 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 international comparisons of primary standards, measurement standards and certified reference materials (CRMs) to achieve international equivalence;
- h) Coordinates the identification of equipment and infrastructure needs in the section for the realization of organization's mandate;
- i) Develops and leads in implementation of business continuity strategies to ensure resilience and sustainability of section's processes, products and services;
- j) Oversees identification and provision of section's resources both human and physical needs for effective implementation and achievement of strategic objectives; and
- k) Manages calibration of sectional measurement standards which are used to calibrate industrial and scientific equipment to ensure accuracy and linkage to the international system of unit.

Operational Responsibilities / Tasks:

- a) Coordinates the development and implementation of work plans, budget, and procurement plans in the section;
- b) Coordinates the provision of internationally recognized calibration services to industry, scientific organizations and government through measurement comparisons of physical, chemical and biological quantities for product quality and production process improvement within the assigned section;
- c) Provides training on measurements to Industry, academia and other National Metrology Institutes/National Standards bodies to promote best practices in measurement sciences in the assigned fields and enhance local and international trade;
- d) Plans and coordinates realization, maintenance and traceability of units of measurement to the International System of Units (SI) in the assigned section;
- e) Maintains and is responsible for the custody of the National Measurement Standards in the assigned fields for purpose of establishing the Kenya measurement system in carrying out scientific metrology and maintaining primary national standards;

- f) Develops calibration and measurement methods for national and international industry to ensure accuracy of measurements to facilitate fair trade practices;
- g) Formulates research concepts, business and funding proposals for the promotion of innovation and upgrading of measurement systems;
- h) Participates in Technical Committees and Working Groups at national, regional and international fora on specialized measurement fields to promote global comparability of measurements;
- i) Leads in 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;
- j) Reviews sectional performance targets, monitors implementation, submits reports to the Manager Metrology;
- k) Monitors Risks related to Metrology processes, updates the risk register, and submits reports for consideration by Manager Metrology;
- l) 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
- m) Allocates duties and approves leave for direct reports.

Job Dimensions:

I. Financial Responsibility:

- a) Oversees generation of revenue of approximately KES 8 Million per annum; and
- b) Recommends sectional expenditure.

II. Responsibility for Physical/Information/HR/Intangible Assets

Responsible for physical assets (National Measurement Standards, National Reference, equipment, state-of-the-art Research & Development facilities.)

III. Decision Making/Job Influence

Makes:

- a) Operation decisions; and
- b) Financial decisions.

IV. Working Conditions

- a) Works predominantly within the office,
- b) Make occasional visits to the laboratories within Metrology department with exposure to radiation, chemicals, vibration among other hazards, and
- c) Expected travels locally and internationally.

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

Registration with any of the following Professional bodies e.g.:

- a) Engineers Board of Kenya;
- b) Kenya Chemical society;
- c) Physical Society of Kenya;
- d) Kenya Institute of Management;
- e) Kenya Engineering Technology Registration Board;
- f) Kenya Medical Laboratory Technicians and Technologists Board;
- g) National Quality Institute.

Previous relevant work experience required

At least 8 years of relevant work experience out of which 3 years must have been in supervisory capacity.

Functional Skills, Behaviour Competencies/Attributes

Functional Skills:

- a) Measurement skills;
- b) Analytical skills;
- c) Investigation skills;
- d) Auditing /Assessor skills;
- e) Negotiation skills;
- f) Project management skills;
- g) Financial management skills;
- h) Management skills;
- i) Information, communication, and technology skills;
- j) Leadership skills;
- k) Presentation skills; and
- l) Report writing

Behavioural:

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