

## JD 021 JOB DESCRIPTION FOR ASSISTANT MANAGER, QUALITY INSPECTION

### ICDN - NAIROBI

<b>Job Title</b>	<b>Assistant Manager, Quality Inspection</b>
<b>Grade</b>	KS5
<b>Corporation/organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Quality Assurance and Inspection
<b>Department</b>	Quality Inspection
<b>Division</b>	N/A
<b>Section / Unit</b>	a) Entry Point – Inland Container Depot Embakasi (ICDN),
<b>Location / Work station</b>	a) ICDN

#### **Reporting Relationships**

<b>Reports to:</b>	Manager, Quality Inspection
<b>Direct reports:</b>	a) Principal Officers, Quality Inspection b) Principal Technicians, Quality Inspection
<b>Indirect Reports:</b>	a) Senior Officers, Quality Inspection b) Officers, Quality Inspection c) Senior Technicians, Quality Inspection d) Technicians, Quality Inspection e) Assistant Technicians, Quality Inspection

#### **Job Purpose**

Coordinates implementation of conformity assessment systems at the assigned Ports of Entry/section based on approved specifications in import inspection through Pre-export Verification of Conformity (PVoC) programmes in the countries of origin, inspection at the ports of entry and certification of imported products. 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. Articulates Kenya's position in regional conformity assessment fora for harmonization import inspection policies and procedures to facilitate ease of doing business across borders

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

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

- a) Coordinates implementation of conformity assessment systems at the assigned Port of Entry/Section through Pre-Export Verification of Conformity (PVoC) programmes in the countries of origin, inspection at the ports of entry and certification of imported products based relevant Kenya Standards 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) Coordinates implementation of the import inspection operating procedures at the assigned Port of Entry/Section to ensure that they are carried out as per International standard requirements based on ISO 17020 *Conformity Assessment — Requirements for the operation of various types of bodies performing inspection*;
- c) Coordinates and is responsible for risk profiling and analysis of imported products at the assigned Port of Entry/Section and advises the Manager Quality inspection on the implementation of the strategies in the department for safeguarding the health and safety of Kenyans;
- d) Coordinates inspection of targeted products at the assigned Port of Entry/Section in accordance with the approved departmental risk profiling framework to ensure that products with impact on health, safety and environment meet the standard requirements before release into the Kenyan market;
- e) Manages the activities for gathering, receiving, analyzing and sharing intelligence on substandard and counterfeit products with other stakeholders at the assigned Port of Entry/Section to prevent entry of substandard and counterfeit goods into the Kenyan market;
- f) Monitors the processing of Import Standardization Mark applications at the assigned Port of Entry/Section in order to give assurance to consumers that imported products that have a bearing on health and safety, being sold in the Kenyan market have been certified by KEBS through the PVOC program;
- g) Disseminates information on imported products at the assigned Port of Entry/Section through public notices, workshops and seminars in order to enhance public awareness and participation on the import inspection activities in the country.
- h) Liaises with other departments in the organization on issues pertaining to import inspection services to ensure efficient trade facilitation;
- i) Coordinates the implementation of the National Action Plan to Combat Illicit Trade in liaison with other KEBS departments and border management control teams at the assigned Port of Entry/Section to promote fair trade;
- j) Manages implementation of Risk Management Framework at the assigned Port of Entry/Section to mitigate risks that affect the realization of business objectives.
- k) Manages implementation, maintenance, monitoring & evaluation and improvement of Management systems adopted by KEBS at the assigned Port of Entry/Section for the purpose of ensuring efficiency and sustained customer satisfaction.

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

- a) Develops and coordinates implementation, monitoring and evaluation of workplans/schedules at the assigned Port of Entry/Section;
- b) Supervises implementation, monitoring and evaluation of conformity assessment systems at the assigned Port of Entry/Section in order to facilitate trade, safeguard the health and safety of consumers and protect the environment;
- c) Guides on the targeting of imported consignments for inspection at the assigned Port of Entry/Section based on risk profiling framework to prevent importation of substandard, banned and concealed products from entering the Kenyan Market;
- d) Plans for inspection, organizes logistics, inspects and assesses consignments at the assigned Port of Entry/Section for product compliance and gives feedback to the importers and guides in implementation of corrective actions by importers whose products fail to comply with the requirements of relevant standards;
- e) Organizes implementation of enforcement of corrective action at the assigned Port of Entry/Section by ensuring that goods that fail to comply with the requirements of standards and other regulatory requirements are dealt with in accordance with published Legal notices and applicable procedures;
- f) Manages the use of KEBS quality marks and recommends actions on misuse of the quality marks to safeguard health and safety of consumers at the assigned Port of Entry/Section;

- g) Provides technical expertise and professional advice on Import inspection matters;
- h) Reviews import inspection reports at the assigned Port of Entry/Section and, prepares summaries for consideration by Manager, Quality Inspection;
- i) Coordinates tracking of payments of requisite fees for import inspection at the assigned Port of Entry/Section;
- j) Approves work schedules at the assigned Port of Entry/Section to ensure suitability for implementation and monitor implementation of the work plans to establish progress in achievement of the sectional objectives;
- k) Reviews and approves sectional performance targets at the assigned Port of Entry/Section, monitors implementation, submits reports, and recommends performance rewards to the Manager, Quality Inspection;
- l) Coordinates development, review and submission of monthly, quarterly and annual reports to the Manager, Quality Inspection;
- m) 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.
- n) Assigns duties to staff at the station and approves leave

<b>Job Dimensions:</b>
<b>Financial Responsibility:</b>
<ul style="list-style-type: none"> <li>a) Responsible for generation of revenue approximately <b>KES 60 Million</b>;</li> <li>b) Recommends and approves expenditure at the assigned Ports of Entry/Section as applicable;</li> <li>c) Implementation of cost minimization and resources optimization strategies in the department.</li> </ul>
<b>Responsibility for Physical Assets</b>
a) Responsible for physical assets in the Division; including but not limited to the field test Equipment, Motor Vehicles, ICT Equipment, Office Furniture and Entry points office space.
<b>Decision Making:</b>
<ul style="list-style-type: none"> <li>a) Operational decisions</li> <li>b) Financial decisions</li> </ul>
<b>Working Conditions:</b>
<ul style="list-style-type: none"> <li>a) The job is predominantly office based but involves travelling within and outside the country for import inspection activities, stakeholders' engagements forums and meetings.</li> <li>b) Occasional exposure to hazardous materials and hostile working environment especially at the Ports of Entry</li> </ul>

<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) Registration with following professional bodies,
  - a) Engineers Board of Kenya,
  - b) Kenya Chemical society
  - c) Physical society of Kenya
  - d) Food Nutrition and Dietetics Board
  - e) Computer Society of Kenya
  - f) Kenya Institute of Management
  - g) National Quality Institute
- b) Gazetted Inspector

**Previous relevant work experience required.**

At least 8 years' relevant work experience out of which 3 years' must be in supervisory position.

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

**Functional Skills**

- a) Quality Inspection and Auditing Skills
- b) Petroleum testing skills
- c) Prosecution Skills
- d) Project management skills
- e) Financial management skills
- f) Management skills
- g) Information, communication, and technology skills
- h) Presentation skills
- i) Report writing
- j) Negotiation skills
- k) Analytical skills

**Behavioural**

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