

JD 027_JOB DESCRIPTION FOR THE ASSISTANT MANAGER, PUBLISHING AND EDITORIAL – STANDARDS DEVELOPMENT - HEAD OFFICE NAIROBI

Job Title	Assistant Manager, Publishing and Editorial
Grade	KS 5
Corporation/Organization	Kenya Bureau of Standards
Directorate	Standards Development
Department	Standards Development
Division:	Standards Information Centre & Documentation
Section / Unit	Publishing and Editorial
Location / Work station:	Kenya Bureau of Standards, Head Office – Nairobi, Popo Road, off Mombasa Road

Reporting Relationships

Reports to	Manager, Standards Information Centre & Documentation
Direct reports	Principal Editor Principal Printer
Indirect Reports	a) Senior Editor (2) b) Senior Printer c) Senior Draughtsman (1) d) Senior Graphic Designer (1)

Job Purpose

The job coordinates printing of international and national standards, editing, publishing and dissemination of national standards to facilitate use of standards in Kenyan Industries and designing and printing information, education and communication (IEC) materials for KEBS operations to support business processes for efficient and effective service delivery to ensure protection of consumer health & safety and environment in accordance with Article 42, 43, 46 (a, b & c) of the Constitution of Kenya 2010 and the Standards Act Cap 496 Laws of Kenya and entrenchment of a culture of quality for the realization of Kenya vision 2030, African Union Agenda 2063 and United Nations Sustainable Development Goals.

Key Responsibilities / Duties / Tasks

I. Managerial / Supervisory Responsibilities

- a) Provides leadership in publishing and editorial of publications, standards and standard-related documents ensuring system improvement on editorial quality as per corporate editorial guidelines and directives in achievement of Corporate Strategic Objectives;

- b) Provide leadership to publishing and printing quality in print production of KEBS stationery and accountable documents to ensure customer specifications are met in achievement of Corporate Strategic Objectives;
- c) Coordinate performance management and productivity improvement in the Publishing and Editorial division through monitoring and evaluation of performance to achieve strategic objective;
- d) Provides leadership and is responsible for development and implementation of the Publishing and Editorial annual budget, medium expenditure framework, procurement plans and workplan;
- e) Coordinate accessibility to full-text standards by technical officers in all divisions for the purpose of delivering KEBS vision of becoming a global leader in provision of standard based solutions;
- f) Coordinate implementation of performance management and productivity improvement in Publishing and Editorial through monitoring and evaluation of performance to ensure business continuity and sustainability;
- g) Coordinate implementation of quality management system adopted by KEBS, addressing corrective and preventive actions to improve performance and efficiency in Publishing, editorial and printing system;
- h) Provides leadership in Standards Projects Committee in convening and conducting approval of new work standardization project for the purposes of effective standards development process; and
- i) Coordinate response to enquiries on Standards related matters, ensuring publishing of standards related notifications to stakeholders for providing synergy to KEBS strategic objectives.

II. Operational Responsibilities / Tasks

- a. Develops guides on formatting of adopted regional and international standards in accordance with Editorial Guide and ISO/IEC guidelines of adopting international standards;
- b. Maintains and is accountable for protection of Kenya Standards Catalogue and other international standards from unauthorized access, deletion or loss;
- c. Advices at regional level on editorial process to foster regional trade within the EAC region through harmonization of standards;
- d. Advices on uploading and withdrawal of full-text in KEBS Webstore repository to ensure stakeholders access up-to-date information;
- e. Coordinates editorial of standards and standards-related publications to achieve KEBS strategic objective as specifies in standards Act CAP 496 Laws of Kenya;
- f. Coordinates staff competencies development in the section through formal training, mentorship, coaching and on-the-job learning for the delivery of divisional objectives;
- g. Coordinates capacity building of Technical Committee managers on the use of Editorial Guide, Kenya Standards template and ISO/IEC directives for development of quality standards;
- h. Guides development and implementation of annual budget, medium term expenditure framework, procurement plans and workplan at the sectional level;
- i. Coordinate verification of editorial changes to typeset standards, proofread and edited
- j. Provides rapporteuring services at KEBS organized seminars, workshops and meetings;
- k. Coordinates the development of staff competencies in the section through formal training programmes, mentorship, coaching, hands on learning to be able to deliver the sectional objectives; and
- l. Assigns duties to direct reports.

Job Dimensions:	
I.	Financial Responsibility
	<ul style="list-style-type: none"> a) Implements sectional budget and estimates; b) Supervise expenditures within the section. c) Implements resource mobilization strategy within the section
II.	Responsibility for Physical Assets
	<ul style="list-style-type: none"> a) Responsible for ICT equipment assigned to direct and indirect reports b) Responsible for printing production, office equipment and space assigned to the direct report and indirect reports <p>Responsible for information management to ensure Confidentiality, Integrity and Availability;</p>
III.	Decision Making/Job Influence
	<ul style="list-style-type: none"> a) Operational decision for the section, b) Financial decision for the section.
IV.	Working Conditions
	<ul style="list-style-type: none"> a) Works predominantly within the office.

Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic Qualifications
Bachelor's Degree in either; Information Science, Library Science, Archival, Records
Professional Qualifications / Membership to professional bodies
<p>Registration with relevant professional bodies:</p> <ul style="list-style-type: none"> i. Kenya Library Association ii. Kenya Publishers Association iii. Kenya Institute of Management
Previous relevant work experience required
A minimum of seven (7) years' of relevant work experience out of which three (3) years' experience must have been at supervisory level.
Functional Skills, Behavioural Competencies/Attributes
<p>Functional Skills</p> <ul style="list-style-type: none"> a. Negotiation skills b. Project management skills c. Financial management skills d. Management skills e. Information, communication, and technology skills f. Leadership skills g. Presentation skills

- h. Report writing
- i. Analytical skills
- j. Auditing Skills

Behavioural

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