

## JOB DESCRIPTION FOR DIRECTOR, STANDARDS DEVELOPMENT

<b>Job Title</b>	<b>Director, Standards Development</b>
<b>Grade</b>	KS 2
<b>Corporation/organization</b>	Kenya Bureau of Standards
<b>Directorate</b>	Standards Development
<b>Department</b>	N/A
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Work station</b>	KEBS Headquarters-Nairobi

<b>Reporting Relationships</b>	
<b>Reports to:</b>	Managing Director
<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>a) Chief Manager, Standards Development and Trade</li> <li>b) Chief Manager, National Quality Institute</li> <li>c) Chief Manager, Certification Body</li> </ul>
<b>Indirect Reports:</b>	<ul style="list-style-type: none"> <li>a) Managers - Standards Development and Trade (10)</li> <li>b) Managers - National Quality Institute (2)</li> <li>c) Managers - Certification Body (4)</li> </ul>

<b>Job Purpose</b>
<p>Provides strategic leadership for development of standards, education in standardization and systems certification in support of the manufacturing industry with a business volume of approximately KES 4.3 Trillion<sup>1</sup>. This is to promote standardization and elimination of technical barriers to trade 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 &amp; d), 46 (a, b &amp; 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.</p> <p>Articulates Kenya’s position in Standardization, Metrology and Conformity Assessment (SMCA) and negotiates on behalf of Kenya at regional and international level to enhance access to regional and international markets by Kenyan products.</p>

<b>Key Responsibilities / Duties / Tasks</b>
<b>I. Managerial / Supervisory Responsibilities</b>

<sup>1</sup> Source KNBS Economic Survey 2020

- a) Provides strategic leadership and is accountable for the development and implementation of policies, strategies, and programmes with regard to development of standards, education in standardization and systems certification 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) Provides strategic leadership in the implementation of National Quality Infrastructure framework on development and maintenance of standards, education in standardization and system certification to promote 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) Provides leadership in articulation of Kenya's position in Standardization, Metrology and Conformity Assessment (SMCA) and negotiates on behalf of Kenya at regional and international level with the aim of eliminating of technical barriers to trade through harmonization of standards to promote access to regional and international markets by Kenyan products;
- d) Oversees the preparation and submission of Board papers in relation to Directorate to the Managing Director for approval;
- e) Promotes Standardization Metrology Conformity Assessment (SMCA) issues in industry to build, support and sustain a culture of quality;
- f) Oversees analysis of the business environment and advises on the competitive strategies for development of market driven standards, education in standardisation programmes and applicable system certifications for achievement of KEBS strategic objectives and the National Industrialization Strategy;
- g) Provides strategic leadership and is accountable for acquisition and dissemination of international standards; publication of national standards; and management of ISO global directory to facilitate online participation in international standards development process; promoting use of standards;
- h) Provides leadership in monitoring the implementation of agreement on Technical Barriers to Trade (TBT), operations of National Enquiry Point (NEP) and TBT National Consultative committee to ensure Kenya's interests are considered in bilateral and multilateral trade agreements;
- i) Oversees the implementation of NSC resolutions in relation to standards development, Education in Standardization and System Certification to fulfil KEBS mandate as per standards Act CAP 496 Laws of Kenya;
- j) Oversees performance management and productivity improvement in the directorate and is responsible and accountable for the directorate's performance;
- k) Provides leadership in the establishment, implementation, monitoring, evaluation, and improvement of Management systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness, and sustained customer satisfaction.
- l) Oversees development and implementation of the Risk Management Framework in the Directorate to ensure mitigation against the negative effects of risks and take advantage of opportunities;
- m) Oversees the development and implementation of business continuity strategies to ensure resilience and sustainability of directorate's processes, products and services; and
- n) Oversees identification and provision of directorate resources both human and physical needs for effective implementation and achievement of strategic objectives.

**II. Operational Responsibilities / Tasks**

- a) Provides leadership in the development and implementation of the Directorates workplans, budget and medium expenditure framework and procurement plan for prudent use of resources.
- b) Oversees the development and implementation of regional and national standardization plans;
- c) Oversees development and implementation of trainings in standardization to promote best practices in Standards, Metrology and Conformity Assessment in order to entrench a culture of quality in the Kenyan Society;
- d) Oversees development and implementation of systems and personnel certification schemes based on international standards to accelerate business productivity, increase sustainability and promote international recognition of certified entities and persons;
- e) Oversees development, maintenance and improvement of the database for standards development processes and outputs;
- f) Liaises with corporation secretary for declaration of approved standards in the Kenya gazette;
- g) Approves directorate expenditure
- h) Collaborates with market surveillance quality assurance and inspection, metrology and testing directorates to enhance operational efficiencies and effectiveness of service delivery
- i) Oversees setting of targets, reviews and approves directorate performance targets, monitors implementation and submits performance reports to the Managing Director;
- j) Assigns duties and approves leave for direct reports.

<b>Job Dimensions:</b>
<b>I. Financial Responsibility:</b>
<ul style="list-style-type: none"> <li>a) Generates revenue of approximately KES (Kenya Shillings) 250 M per annum</li> <li>b) Controls directorate budget of approximately KES 400 M per annum</li> <li>c) Oversees implementation of resource mobilization strategies</li> </ul>
<b>II. Responsibility for Physical Assets</b>
Responsible for physical assets in the directorate.
<b>III. Decision Making:</b>
<ul style="list-style-type: none"> <li>a) Makes strategic,</li> <li>b) operational and</li> <li>c) financial decisions</li> </ul>
<b>IV. Working Conditions:</b>
<ul style="list-style-type: none"> <li>a) Works predominantly within the office.</li> <li>b) Expected travels within and outside the country</li> </ul>

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic Qualifications</b>
<ul style="list-style-type: none"> <li>a) Master's Degree in Science, Technology, Engineering, and mathematics (STEM).</li> <li>b) Bachelor's Degree in Science, Technology, Engineering, and mathematics (STEM).</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>

Registration with relevant professional bodies:

- a) Engineers Board of Kenya,
- b) Chemistry society of Kenya
- c) Physics society of Kenya
- d) Food Nutrition and Dietetics Board
- e) Computer Society of Kenya
- f) Kenya Institute of Management
- g) National Quality Institute

**Previous relevant work experience required.**

At least 12 years' relevant experience out of which 5 years must have been in a senior management level.

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

**Functional Skills**

- a) Investigation skills
- b) Prosecution Skills
- c) Auditing /Assessor Skills
- d) Negotiation 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
- l) Analytical skills

**Behavioural**

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