



JOB DESCRIPTION FOR CHIEF MANAGER – CERTIFICATION BODY

Job Reference: KEBS/HR/EXT/DEC24_01

Job Title	Chief Manager, Certification Body
Grade	KS 3
Corporation/organization	Kenya Bureau of Standards
Directorate	Standards Development
Department	Certification
Division	N/A
Section / Unit	N/A
Location / Work Station	KEBS Headquarters, Popo Road, Nairobi
Reporting Relationships	
Reports to:	Director, Standards Development
Direct reports:	<ul style="list-style-type: none"> a) Manager Certification, Quality Management Systems b) Manager Certification, Food Safety Management Systems c) Manager Certification, Environmental Management System/ Occupation Health & Safety Management Systems/ Information Security Management System d) Manager Certification, Personnel Certification
Indirect Reports:	<ul style="list-style-type: none"> a. Assistant Manager Certification, Quality Management Systems (3) b. Assistant Manager Certification, Food Safety Management Systems (2) c. Assistant Manager Certification, Environmental Management System/Occupation Health & Safety Management Systems (1) d. Assistant Manager Certification, Personnel Certification (2) e. Assistant Manager Certification, Information Security Management System (1) f. Assistant Manager Certification, Systems Management, Competence & Business Development
Job Purpose	
<p>The job provides strategic leadership and is accountable for overseeing development and implementation of Management Systems based on adopted international standards which include but not limited to ISO9001 quality management systems, ISO 14001, EMS, ISO 22000 Food Safety Management System, (FSMS). This is for the purpose of certifying national, regional and international organization to these systems in accordance with international best practices to facilitate trade at national, regional and international level, protection of consumer health, safety and environment in line with Articles 42, 43 and 46 (a, b and c) of the Constitution of Kenya 2010 and the Standards Act CAP 496 of the Laws of Kenya, and entrenchment of a culture of quality towards the realization of United Nations Sustainable Development goals, Kenya vision 2030 and African Union Agenda 2063.</p>	

Articulates Kenya's position in Standardization, Metrology and Conformity Assessment (SMCA) in regional and international fora to promote innovation, trade, and quality life.
Key Responsibilities / Duties / Tasks
Managerial / Supervisory Responsibilities
<ul style="list-style-type: none"> a. Oversees development and implementation of identified Conformity Assessment Schemes, aimed at promoting industry (services/products) competitiveness and increasing efficiency and effectiveness of the operations of the industry by providing internationally recognized conformity assessment services both nationally and in the African Region; b. Provides leadership in the analysis of the business environment and advises on competitive strategies for development of market driven certification schemes and increase uptake for achievement of sustainable development goals and KEBS Strategic objectives; c. Provides leadership in the development and implementation of certification strategies towards the achievement of KEBS Corporate Strategic Objectives; d. Oversees system accreditation to adopted international standards - <i>KS ISO/IEC 17021 Conformity assessment - requirements for bodies providing audit and certification of management systems, KS ISO/TS 22003 food safety management systems – requirements for bodies providing audit and certification of food safety management systems and KS ISO/IEC 17024 Conformity assessment — requirements for bodies operating certification of persons</i>, for compliance purposes and improved international recognition; e. Articulates Kenya's position regionally and internationally in ISO committees on Standards, Metrology and Conformity Assessment to facilitate trade; f. Promotes the uptakes of management systems certification issues in public and private institutions to build, support and sustain the national quality culture; g. Chairs certification committees on management system certification, personnel registration and communicates final decisions to applicants; h. Leads in analysis of portfolio, development and implementation of resource mobilization strategies to increase revenue base for financial sustainability; i. Oversees performance management and productivity improvement in the department to increase the certifications market share; j. Oversees monitoring of departmental risks and submits reports for considerations by the Director Standards Development; k. Provides leadership in establishment, implementation, maintenance, monitoring, evaluation and improvement of Management systems certifications adopted by KEBS for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction; l. Oversees establishment and implementation of business continuity strategies to ensure resilience and sustainability of department's processes, products and services; m. Spearheads development and implementation of Budgets, Medium-Term Expenditure Framework (MTEF) and procurement plans at the department to ensure compliance to government guidelines and policies;
Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a. Directs in identification, provision and management of departmental human and physical resources to maximize contribution to the overall strategy of Kenya Bureau of Standards; b. Spearheads in formulation of policies on personnel certification scheme and the establishment management system schemes to guide in performance of department's functions; c. Leads in evaluation and decision making for certification of audit personnel;

- d. Oversees evaluation and decision making for certification of client's management system;
- e. Oversees the Development departmental of work plans, monitors and evaluates their performance effectiveness through implementation and submit reports to Director Standards Development;
- f. Promotes the uptake of the Foundation for Food Safety System Certification FSSC 22000 requirement's in the industry in order to maintain and enhance food safety and security;
- g. Leads in the Coordination of staff competencies development in the department through formal training programmes, mentorship coaching, on-the-job training to be able to deliver the departmental objectives;
- h. Reviews, approves and recommends departmental expenditures and;
- i. Assigns duties and approves leave to the direct reports.

Job Dimensions:

Financial Responsibility:

- a. Generates revenue of approximately KES 120 M per annum
- b. Controls departmental budget of approximately KES 45M per annum
- c. Recommends departmental expenditure
- d. Oversees the development and Implementation of resource mobilization strategies

Responsibility for Physical Assets

- a. Ensures prudent utilization of physical assets (Conference facilities, Computer, workstation, phones, office Furniture's and Equipment) in the department.

Decision Making:

- a. Strategic decisions such as partnerships and collaboration,
- b. Operational decisions and
- c. Financial decisions

Working Conditions:

- a. Works predominantly within the office.
- b. Expected travels within and outside the country

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

Masters Degree

Bachelor's Degree in Science, Technology, Engineering and mathematics (STEM), Humanities and Social sciences.

Professional Qualifications / Membership to professional bodies

Registration with relevant professional body e.g.

- a. International register for certification auditors. - IRCA
- b. Engineers Board of Kenya
- c. Chemical society of Kenya.
- d. Kenya Institute of Management
- e. Kenya Nutritionists and Dieticians Institute - KNDI
- f. KEBS – Personnel Certification scheme,
- g. National Quality Institute membership

Previous relevant work experience required.

A minimum period of ten (10) years relevant work with at least five (5) years' experience in a Managerial capacity.

Functional Skills, Behavioral Competencies/Attributes:

Functional

- a. Knowledge on management systems.
- b. International standards development Skills
- c. Information security management skills
- d. Proficient in utilization management systems software
- e. Presentation skills
- f. Financial management
- g. Leadership skills
- h. Project management skills
- i. Report writing
- j. Analytical skills

Behavioural

- a. Leadership skills
- b. Conflict resolution skills
- c. Counselling skills.
- d. Problem solving skills
- e. Time management skills
- f. Communication skills
- g. Interpersonal skills
- h. Negotiation skills