



JOB DESCRIPTION FOR MANAGER QUALITY ASSURANCE CIVIL & ELECTRICAL

Job Reference: KEBS/HR/INT/DEC24_04

Job Title:	Manager, Quality Assurance Civil & Electrical
Grade:	KS 4
Corporation/Organization:	Kenya Bureau of Standards
Directorate:	Quality Assurance & Inspection
Department:	Quality Assurance
Division:	Civil and Electrical
Section / Unit:	Civil and Electrical
Location / Workstation:	KEBS Head Office, Popo Road, Off Mombasa Road

Reporting Relationships	
Reports to:	Chief Manager-Quality Assurance
Direct reports:	Assistant Managers
Indirect Reports:	Principal Quality Assurance Officers

Job Purpose
Coordinates and is accountable for designing and implementation of conformity assessment systems based on approved specifications in inspection and certification of locally manufactured and imported products in various sectors including but not limited to: Mechanical, Civil, Building & Construction, Textile & Leather, Electrotechnical engineering; chemical, petrochemical, food and agriculture. 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.
Key Responsibilities / Duties / Tasks
I. Managerial / Supervisory Responsibilities:
a) Coordinates and is responsible for designing and implementation, monitoring and evaluation of conformity assessment systems based on Kenya Standard 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) Reviews and is responsible for promoting development of over 8,000 products in Kenya through implementation of standards which are key to the achievement of the Agenda 2063, Kenya Vision 2030 and the Sustainable Development Goals;
c) Manages and is accountable for development, implementation and monitoring of the conformity assessment systems and legal requirements to safeguard health and safety of consumers and protection of environment;
d) Coordinates monitoring and evaluation of compliance of locally manufactured products with regulatory and statutory requirements;

- e) Coordinates risk profiling and analysis of locally manufactured products and advises on the implementation of strategies for the safeguarding of the health and safety of consumers;
- f) Coordinates implementation of the resource mobilization strategies to increase revenue base and ensure financial sustainability;
- g) Guides and is responsible for developing, cascading and monitoring divisional performance targets in line with strategic plan to ensure realization of organizational objectives;
- h) Guides in providing data for use in the review of Standards in the National and Regional standard development process in order to address emerging issues;
- i) Coordinates execution of contractual services requested by industry to ensure compliance of products to relevant standards;
- j) Coordinates establishment, implementation, maintenance, monitoring & evaluation and improvement of Management systems adopted by KEBS for the purpose of ensuring efficiency and sustained customer satisfaction;
- k) Articulates matters relating to product certification status and divisional performance in departmental meetings; and
- l) Leads in interagency activities to enhance efficiency in operations within various Government agencies.

II. Operational Responsibilities / Tasks:

- a) Coordinates the development and implementation of workplans, medium term expenditure framework, and procurement plans;
- b) Coordinates development, implementation, monitoring and evaluation of product certification schemes of supervision and control in the division in order to facilitate manufacturing, trade, protect environment and health and safety of the consumers;
- c) Plans for inspection, organizes logistics, inspects and assesses factories for product compliance and gives feedback to the manufacturers and guides in implementation of corrective actions by manufacturers whose products fail to comply with the requirements of relevant standards;
- d) Reviews sectional factory inspection reports, prepares summaries for consideration by the Product standardization committee;
- e) Coordinates and is responsible for preparation of justifications for firms seeking certification to Diamond Mark and submits to the Chief Manager Quality Assurance for consideration and appointment of independent assessors;
- f) Liaises with other KEBS departments and Government Agencies on issues pertaining to local manufacturing of products to ensure it is carried out efficiently for trade facilitation and protection of consumers;
- g) Coordinates tracking of payments of Product Certification and Testing fees to ensure all payments due to KEBS are collected;
- h) Reviews and approves sectional performance targets, monitors implementation, submits reports, and recommends performance rewards to the Chief Manager Quality Assurance;
- i) Coordinates monitoring of product certification risks, updates the risk register, and submits reports for consideration by Chief Manager Quality Assurance;
- j) Coordinates development of staff competencies in the division through formal training programs, mentorship, coaching and on-the-job training to deliver departmental objectives; and
- k) Allocates duties and approves leave for direct reports.

Job Dimensions:

I. Financial Responsibility:

<ul style="list-style-type: none"> a) Generates revenue of approximately KES.40 Million per annum; b) Develops divisional budget and estimates; c) Manage expenditures within the division; and d) Develops resource mobilization strategy within the division.
<p>II. Responsibility for Physical Assets</p> <p>Responsible for the following physical assets in the Division: Laptops and desktop computers, Office furniture, Desk telephones, Printers, Photocopiers</p>
<p>III. Decision Making/ Job Influence :</p> <p>Makes:</p> <ul style="list-style-type: none"> a) Operational decisions for the division; and b) Financial decisions for the division;
<p>IV. Working Conditions:</p> <ul style="list-style-type: none"> a) The job is predominantly office based but involves travelling within and outside the country for oversight of the Product Certification functions, industry engagements forums and meetings. b) Occasional hostile/exposed working environment especially in the field and factory visits, occasional exposure to hazardous materials

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
<ul style="list-style-type: none"> a) Registration with any of the following Professional bodies e.g.: <ul style="list-style-type: none"> i. Engineers Board of Kenya; ii. Chemical society of Kenya; iii. Physics society of Kenya; iv. Food Nutrition and Dietetics Board; v. Computer Society of Kenya; vi. Kenya Institute of Management; vii. National Quality Institute or any other relevant body; and viii. Any other relevant professional body b) Gazetted Inspector
Previous relevant work experience required.
At least 8 years work experience in conformity assessment field with 3 years in managerial position.

Functional Skills, Behavioural Competencies/Attributes:
<p>Functional Skills and competence</p> <ul style="list-style-type: none"> a) Quality Inspection and Systems auditing Skills; b) Skills to apply Statistical quality control tools; c) Negotiation skills; d) Prosecution 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; and l) Analytical skills. <p>Behavioural</p>

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