



JOB DESCRIPTION FOR MANAGER, ORGANIC CHEMISTRY LABORATORY

Job Reference: KEBS/HR/INT/DEC24_05

Job Title	Manager, Organic Chemistry laboratory
Grade	KS4
Corporation/Organization	Kenya Bureau of Standards
Directorate	Metrology and Testing
Department	Testing services
Division	Organic Chemistry Laboratory,
Section / Unit	N/A
Location / Work Station	KEBS Head Office, Popo Road, Off Mombasa Road
Reporting Relationships	
Reports to	Chief Manager, Testing
Direct Reports	Assistant Managers (3)
Indirect Reports	Principal Laboratory Analysts (6)
Job Purpose	
<p>Coordinates provision of testing services for commodities, material or substance in the assigned division for conformity assessment purposes of supporting the manufacturing industry. 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.</p> <p>Articulates Kenya's position in the regional Testing subcommittee forums for harmonization of the administration of testing protocols to facilitate ease of doing business across borders</p>	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<p>a) Coordinates formulation and implementation of Testing services policies and strategies in the assigned division 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;</p> <p>b) Coordinates implementation of testing protocols in the assigned division based on international measurement best practices for safer and sustainable products, innovation and product development while safeguarding consumer health and safety, protection of the environment,</p>	

reduction of technical barriers to trade and enhance competitiveness of Kenyan products and services;

- c) Manages the maintenance of linkages and partnerships with National, Regional and International organizations to promote measurements and facilitate regional and international trade;
- d) Provides technical advice to the Chief Manager Testing Services on testing matters that have economic impact in Kenya;
- e) Manages the realization of International Systems Units (SI) of measurement in the assigned division for amount of substance/matter (Mole) through the development and maintenance of standards of measurement, reference materials and reference techniques;
- f) Oversees identification and provision of division's resources both human and physical needs for effective implementation and achievement of strategic objectives;
- g) Coordinates the development, submission, achievement and maintenance of Calibration and Measurement Capabilities (CMCs) in the International Bureau of Weights and Measures (BIPM) Key Comparison Databases in the assigned division for International recognition to facilitate international trade; safeguarding consumer health and safety;
- h) Articulates 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 facilitating comparison of measurements in the assigned division in order to enhance access to regional and international markets by Kenyan products;
- i) Coordinates establishment, implementation, monitoring, evaluation and improvement of the Management Systems adopted by KEBS in the assigned division for the purpose of ensuring efficiency, effectiveness and sustained customer satisfaction;
- j) Coordinates implementation of the Risk Management Framework in the division to ensure mitigation against the negative effects of risks and take advantage of opportunities;
- k) Coordinates development and implementation of business continuity strategies to ensure resilience and sustainability of division's processes, products and services;
- l) Oversees identification, provision, verification and management of division's resources both human and physical needs for effective implementation and achievement of strategic objectives;
- m) Oversees the formulation and implementation of research concepts, business and funding proposal and provision of specialized testing solutions for the promotion of innovation and upgrading of measurement systems to contribute to national development agenda;
- n) Coordinates the division's participation in international key comparisons of candidate certified reference materials (CRMs), interlaboratory comparisons, proficiency testing schemes and production of reference materials to achieve international equivalence of measurements and quality controls;

II. Operational Responsibilities / Tasks

- a) Coordinates the development and implementation of work plans, budget, medium expenditure framework and procurement plans in the division;
- b) Provides leadership in development, verification, adoption of test methods and interpretation of test results in the division, to support testing nationally and regionally for promotion of trade, safeguarding consumer health and safety and protection of the environment
- c) Coordinates establishment and implementation of laboratory test equipment calibration programs to establish and maintain the required measurement accuracy and metrological traceability to International System of units (SI).

- d) Provides training on measurements to Industry, academia and other National Standards bodies to promote best practices in measurement sciences in the assigned fields and enhance local and international trade;
- e) Coordinates management of submitted samples through receiving, identification, dispatch, storage and disposal in the division in line with applicable international standard and regulatory requirements to maintain integrity and reliability of test results;
- f) Evaluates and advises on client test requests with an objective to meet customer requirements and fulfilment of departmental/institutional objectives
- g) Coordinates development and implementation of laboratory safety programs through customization of national guidelines, supervision of implementation of safety policy to ensure a safe work environment and workforce.
- h) Develops protocols for undertaking specialized tests and transfers the skill to laboratory analysts to address emerging complex testing issues;
- i) Manages maintenance, storage and improvement of the database for measurement results, identifies and reviews access rights to authorized personnel;
- j) Provides advice to legal department and gives testimony in court, tribunals and legal committees as expert witness on measurement and testing matters;
- k) Collaborates with standards development, market surveillance and quality assurance and inspection directorates to enhance operational efficiencies and effectiveness of service delivery;
- l) Manages and executes technical assessment and audits in the division in line with international standard requirements and guidelines
- m) Reviews and approves sectional performance targets, monitors implementation, submits reports, and recommends performance rewards to the Chief Manager Testing Services;
- n) Coordinates development of staff competencies in the division through formal training programs, mentorship, coaching and on-the-job training to deliver departmental objectives;
- o) Approves divisional expenditure; and
- p) Assigns duties to direct reports and approves leave.

Job Dimensions:

I. Financial Responsibility

- a) Generates revenue approximately KES 10 million per annum
- b) Accountable for division's expenditure estimated at KES 40 million per annum.
- c) Oversees formulation and implementation of costs minimization and resource mobilization strategies

II. Responsibility for Physical Assets

- a) Responsible for Testing Services department physical assets (testing equipment, reference materials/standards, reference samples, office equipment) of approximate value **KES 200 Million.**

III. Decision Making / Job Influence

- a) Operational decisions
- b) Financial decisions

IV. Working Conditions

- a) Works predominantly within the office and occasionally in the laboratory with exposure to chemical, electrical, mechanical, radiation and biological hazards;
- b) Expected travels within and outside the country

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

- a) Professional qualifications
 - i. Laboratory Assessor;
 - ii. Auditor certification;
- b) Registration with any of the following Professional bodies e.g.:
 - i. Engineers Board of Kenya;
 - ii. Kenya Chemical society;
 - iii. Physical Society of Kenya;
 - iv. Food Nutrition and Dietetics Board;
 - v. Kenya Institute of Management;
 - vi. Kenya Engineering Technology Registration Board; and
 - vii. National Quality Institute;

Previous relevant work experience required.

A minimum period of 8 years of relevant work experience out of which 3 years must have been in a management level

Functional Skills, Behavioral Competencies/Attributes:

Functional

- a) Measurement skills
- b) Test Method development skills
- c) Evaluation of Uncertainty of Measurement skills
- d) Statistical Analysis skills
- e) Investigation skills
- f) Auditing /Assessor Skills
- g) Negotiation skills
- h) Project management skills
- i) Financial management skills
- j) Management skills
- k) Information, communication, and technology skills
- l) Leadership skills
- m) Presentation skills
- n) Report writing
- o) Analytical skills

Behavioural

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