



**Kenya Bureau of
Standards**
Standards for quality life

**JOB DESCRIPTION FOR THE CHIEF MANAGER – STANDARDS DEVELOPMENT AND
TRADE.**

Job Reference: KEBS/HR/EXT/DEC-25/02

Job Title	Chief Manager, Standards Development and Trade
Grade	KS 3
Corporation/organization	Kenya Bureau of Standards
Directorate	Standards Development
Department	Standards Development and Trade
Division	N/A
Section / Unit	N/A
Location / Work station	KEBS Headquarters-Nairobi

Reporting Relationships	
Reports to:	Director, Standards Development
Direct reports:	<p>Managers</p> <ul style="list-style-type: none">a. Manager, Mechanical standardsb. Manager, Civil, Building & Construction standardsc. Manager, Textile & Leather Standardsd. Manager, Electro technical Standardse. Manager, ICT standardsf. Manager, EAC/COMESAg. Manager, Trade/WTO/NEP Officeh. Manager, NCCP Officei. Manager, Mechanical Engineering standardsj. Manager, Civil, Building & Construction Engineering standardsk. Manager, Textile & Leather Standardsl. Manager, Electrotechnical Engineering Standardsm. Manager, ICT standards

	<ul style="list-style-type: none"> n. Manager, Chemical Standards o. Manager, Environmental Standards p. Manager, Petrochemical Standards q. Manager, Food standards r. Manager, Agriculture Standards s. Manager, Services Standards
Indirect Reports:	<p>Assistant Managers</p> <ul style="list-style-type: none"> a. Assistant Manager Mechanical Standards b. Assistant Manager Civil, Building and Construction Standards c. Assistant Manager Textile Standards d. Assistant Manager Leather Standards e. Assistant Manager Electrical Standards f. Assistant Manager Metrology Standards g. Assistant Manager ICT Standards h. Assistant Manager, EAC/COMESA Office i. Assistant Manager, Trade Affairs j. Assistant Manager, WTO/NEP Office k. Assistant Manager, IEC Office

Job Purpose

Provides strategic leadership in the Development of standards in the various sectors of industry including but not limited to Mechanical, Civil, Building & Construction, Textile & Leather, Electrotechnical engineering; Metrology and ICT, chemical, environmental, petrochemical, food, agriculture and services for the purpose of facilitating local, regional, and international trade; regional Standards harmonization activities (EAC/COMESA/ARSO/AFSEC), National Enquiry Point (NEP) & Trade Affairs, National Codex Contact Point (NCCP) activities and the National Committee of the International Electrotechnical Commission (KNCIEC) activities; promoting innovation in Kenyan Industries, protection of consumer health and 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.

Articulates Kenya's strategy 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

- a. Provides leadership and is accountable for the development and implementation of policies, strategies, and programmes with regard to development of National, Regional and International Standards in the sectors of Kenya's industry for the delivery of KEBS mandate, realization of KEBS vision of becoming a global leader in provision of standard-based solutions, Kenya Vision 2030, African Union Agenda 2063 and the United Nations Sustainable Development Goals (SDGs);
- b. Provides leadership and is accountable for implementation of the National Quality Infrastructure in relation to standardization in order to facilitate industrialization and fair trade while safeguarding health & safety of consumers and protecting the environment;
- c. Provides Leadership and is accountable for the development of National, Regional and International Standards for the purpose of supporting, facilitating and promoting local, regional and international trade, competitiveness of locally manufactured products, promoting innovation and quality life while safeguarding health & safety of consumers and protecting the environment;
- d. Provides leadership and is accountable for the analysis of the business environment and advises on the competitive strategies for development of market driven standards for achievement of United Nations Sustainable Development Goals;
- e. Articulates Kenya's position in regional and international meetings with the aim of influencing Standards related policies;
- f. Provides leadership in engaging Government agencies and other stakeholders in adoption of Standards to inform policy decisions;
- g. Spearheads creation of linkages and partnership with strategic local and foreign partners and implementation of the provisions in Agreements to enhance synergy in delivery of KEBS objectives;
- h. Leads in preparation of the Draft Kenya standards and submits to Director, Standards Development for review;
- i. Oversees the Standards development processes and dissemination of Standards documents in line with National Standardization Plan (NSP) and Regional Standardization Plan (RSP) to ensure that Standards are developed and disseminated within set service charter timelines;
- j. Chairs committees on evaluation and prioritization of standards development requests through their analysis in the Standards Projects Committee (SPC) for approval towards development of market driven standards;
- k. Provides leadership and is accountable for East African Community (EAC), Common Market for Eastern and Southern Africa (COMESA), African Organization for Standardization (ARSO) and the African Electrotechnical Standardization Commission (AFSEC) standards harmonization activities for the delivery of KEBS mandate,;
- l. Provides leadership and is accountable for World Trade Organization (WTO), National Enquiry Point (NEP) and Trade Affairs activities for the purpose of articulating Kenya's position in multilateral and bilateral trade negotiations an agreement in order to facilitate trade for Kenya's products;
- m. Provides leadership and is accountable for the National Codex Contact Point (NCCP) activities for the purpose of securing Kenya's food products and produce competitiveness in international markets;
- n. Provides leadership and is accountable for the Kenya National Committee of the International Electrotechnical Commission (KNCIEC) activities for the purpose of promoting adoption of IEC International standards as the basis for Kenya standards to facilitate easy access of electrotechnical products to the Kenyan market and adoption of IEC Internationally accepted Conformity Assessment Schemes for the purpose of certification;

- o. Oversees implementation of departmental performance management and productivity improvement strategies, policies, and tools to ensure effective monitoring and evaluation of departmental processes, products, and services;
- p. Provides leadership in establishment, implementation, maintenance, monitoring, evaluation and improvement of Management systems adopted by KEBS for the purpose of ensuring efficiency, effectiveness, risk management and sustained customer satisfaction;
- q. Oversees the development and implementation of business continuity strategies to ensure resilience and sustainability of department's processes, products, and services; and
- r. Provides leadership in identification and provision of human and physical resources needs in the department and ensures proper utilization of existing resources to meet corporate objectives.

Operational Responsibilities / Tasks

- a. Oversees preparation of notifications to the World Trade Organization (WTO) for draft Standards and other related text for the purpose of compliance with the WTO agreement on Technical Barriers to Trade (TBT);
- b. Oversees preparation and submission of Kenya's position on Draft Regional and International Standards for the purpose of influencing technical contents of Regional and international Standards;
- c. Spearheads development and implementation of Budgets, Medium-Term Expenditure Framework (MTEF), departmental workplans and procurement plans to ensure compliance to government guidelines and policies;
- d. Oversees development, review and submission of departmental monthly, quarterly and annual performance reports for consideration by the Director;
- e. Coordinates staff competencies development in the Department through formal training, mentorship, coaching and on-the-job learning for the delivery of departmental objectives;
- f. Oversees analysis of trade flows between Kenya and other EAC Partner States, COMESA Member States with a view to establishing current or potential technical barriers to trade and means of overcoming them.
- g. Oversees preparation of Kenya's position by the secretariat to the National Codex Committee for articulation at codex meetings for the purpose of incorporating Kenya's interests in codex standards and other publications to ensure Kenya's food products/produce are competitive at the international markets.
- h. Oversees the resolution of trade disputes emanating from standards between Kenya and other trade partners in the EAC and COMESA.
- i. Coordinates preparation of standardization policies and strategies to guide in performance of the Liaison and Trade Affairs function.
- j. Oversees preparation of board papers in relation to department's functions and submits to the Director, Standards Development consideration;
- k. Leads in implementation of Board Resolutions;
- l. Oversees provision of resources on prioritized Standardization activities including meetings for the purpose of articulating country positions and influencing Regional and International Standardization strategies.
- m. Reviews, approves and recommends departmental expenditures
- n. Chairs departmental committees and meetings.

- o. Assigns duties to the direct reports

Job Dimensions:

Financial Responsibility:

- a. Generates revenue of approximately KES (Kenya Shillings) 52 M per annum
- b. Controls and is accountable for the departmental budget of approximately KES. 260 M per annum
- c. Oversees implementation of cost minimization strategies and resource mobilization strategies

Responsibility for Physical Assets

Responsible for physical assets in the department

Decision Making:

- a. Makes Independent strategic decisions for the department
- b. Makes Operational Independent decisions for the department
- c. Makes Financial Independent decisions for the department

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

- i. Bachelor's Degree in Science, Technology, Engineering, and Mathematics (STEM), Humanities and Social Sciences as applicable.
- ii. Relevant Master's Degree.
- iii. Supervisory course lasting not less than two (2) weeks from a recognized institution.
- iv. Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Leadership Course lasting not less than four (4) weeks from a recognized institution.

Professional Qualifications / Membership to professional bodies

Registration with relevant professional bodies such as;

- a) Engineers Board of Kenya,
- b) Chemical 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
- h) IHRM

- i) ICPAK
- j) CPSK
- k) Any other relevant professional bodies

Previous relevant work experience required.

A minimum of ten (10) years' relevant work experience out of which five (5) years in a managerial level.

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills

- 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