



JKUAT Enterprises Limited (JKUATES) is a Private Limited Company 100% owned by JKUAT. Our activities include: production of propagation materials and convenience foods, training for SMEs, consultancy and ICT solutions. In line with this, applications are invited for the following posts:

JOB VACANCIES

1. Senior General Manager - Products

Job Purpose

Conception, analysis, research, implementation and monitoring of new business lines, ideas, products and services, as well as communication and liaison with business partners, customers and suppliers.

Job Competencies (Knowledge, Experience, Skills and Attributes) Required

Academic: Bachelors Degree in Business Management, MBA an additional advantage

Behavioural: Leadership skills, strategic planning skills

Functional: IT proficiency, management proficiency, financial planning and budgeting skills, proven project management skills

Experience: At least ten years with proven ability to deliver on large projects

Reports to:

The Managing Director

Reported to directly by

Managers in several factories and diverse production units

Reported to indirectly by

Managers, technicians, supervisors and staff in all the above factories and production units

Key managerial responsibilities and duties

1. Assign accountabilities
2. Plan monitor and appraise job results
3. Establish plans, budgets and measure results
4. Ensure that production and profitability targets are met

Key operational tasks

Recruit, select, orient, train, coach counsel and discipline managers, communicate values, strategies and objectives, develop incentives, develop a conducive climate for exchange of information, review subordinates progress, mid-course corrections, enforce quality standards, coordinate procurement, production, marketing, field and technical service policies and practice

Job dimension

Financial responsibility: development and implementation of budgets, revenue decisions, decisions on salaries and wages

Physical Assets: provide oversight for all physical assets

Decision making/job influence: strategic, operational, financial, plan work of subordinates, assign work to subordinates, monitor subordinates work performance, appraise/evaluate subordinates performance.

2. Senior General Manager - Commercial and Central Services

Job Purpose

Conception, analysis, research, implementation and monitoring of new business lines, ideas, products and services, as well as communication and liaison with business partners, customers and suppliers.

Job Competencies (Knowledge, Experience, Skills and Attributes)

Academic: Bachelors Degree in Business Management, MBA an additional advantage

Behavioural: Leadership skills, strategic planning skills

Functional: IT proficiency, management proficiency, financial planning and budgeting skills, proven project management skills

Experience: At least seven years with proven ability to deliver on large projects

Reports to

The Managing Director

Reported to directly by

Managers in ICT, consultancy, training, HR, and Administration

Reported to indirectly by

Administration managers, middle managers and staff in all the above

Key managerial responsibilities and duties

1. Assign accountabilities
2. Plan monitor and appraise job results
3. Establish plans, budgets and measure results
4. Ensure that productivity and profitability targets are met

Key operational tasks

Recruit, select, orient, train, coach counsel and discipline managers, communicate values, strategies and objectives, develop incentives, develop a conducive climate for exchange of information, review subordinates progress, mid-course corrections, enforce quality standards, coordinate procurement, production, marketing, field and technical service policies and practice

Job dimension

Financial responsibility: development and implementation of budgets, revenue decisions, decisions on salaries and wages

Physical Assets: provide oversight for all physical assets

Decision making/job influence: strategic, operational, financial, plan work of subordinates, assign work to subordinates, monitor subordinates work performance, appraise/evaluate subordinates performance

Finance Manager

Job purpose

Sourcing, use and accounting for all financial resources. The job holder is also responsible for planning, organizing, directing and controlling all financial activities in the company.

Job competencies (Knowledge, Experience, Skills and Attributes)

Academic: Bachelors Degree in Business Management (Accounts or Finance Option)

Professional: CPAK

Behavioural: Leadership skills, analytical skills, interpersonal skills

Functional: IT proficiency, financial planning and budgeting skills, accounting skills

Experience: At least ten years with proven ability to deliver

Reports to

The Managing Director

Reported to directly by

Deputy Finance Manager, accountants and accounts assistants

Reported to indirectly by

The job holder has the responsibility of ensuring that all senior, middle and support staff adhere to required financial and accounting standards.

Key managerial responsibilities and duties

1. Provide financial advice and guidance to the company's management to enable them to achieve objectives
2. Manage the company's funds in line with best practices and standards
3. Develop and control the overall company budget with the line divisions to ensure that all financial targets are met, and financial and statutory regulations complied with
4. Prepare financial accounts in line with international standards

5. Provide advice and guidance on financial strategy in line with the company's objectives
6. Analyze and classify risk and investments to determine their potential impact on the company
7. Develop and implement all necessary systems, policies and procedures to ensure effective and efficient financial management within the company
8. Direct and control finance staff to ensure that they are appropriately motivated and that they carry out their duties to required standards

Key operational tasks

Develop and analyze information to assess the current and future financial status of the company, carry out all necessary actions to ensure that the company meets its financial and legal obligations, recruit, select, orient, train, coach counsel and discipline finance staff

Job dimension

Financial responsibility: budget approvals and monitoring, credit approvals, credit management

Physical Assets: responsible for all physical assets provided by the company, oversight

Decision making/job influence: strategic and financial decisions for all divisions, plan work of subordinates, assign work to subordinates, evaluate work performance of subordinates

Procurement manager

Job purpose

Procurement, usage and disposal of physical assets, raw materials, operational items, and commercial and professional services. The job holder is also responsible for development and implementation of procurement and supply chain policies, regulations, regulations, strategies and procedures.

Job competencies (Knowledge, Experience, Skills and Attributes)

Academic: Bachelors Degree in Business Management plus Diploma or Masters Degree in Procurement

Professional: CPSP-K

Behavioural: Leadership skills, analytical skills, interpersonal skills, Procurement Act, integrity

Functional: IT proficiency, financial planning and budgeting skills, accounting skills

Membership: Kenya Institute of Supplies Management (KISM) and/or Chartered Institute of Purchasing and Supplies

Experience: At least ten years with proven ability to deliver

Reports to

The Managing Director

Reported to directly by

Deputy Procurement Manager, procurement officers and procurement assistants

Reported to indirectly by

The job holder has the responsibility of ensuring that all senior, middle and support staff adhere to required procurement laws.

Key managerial responsibilities and duties

1. Develop and coordinate preparation of strategic procurement plans, and tender specifications in close consultation with various departments
2. Coordinate development of procurement plans and budgets
3. Prepare, publish and distribute procurement and disposal opportunities including invitation to tender, prequalification documents, and invitations for expressions of interest
4. Propose membership of evaluation committees to the MD for approval
5. Recommend negotiating teams for the MD to approve
6. Carry out periodic market surveys to inform the placing of orders and adjudication by relevant award committees
7. Ensure proper and timely preparation of procurement documents, estimates of expenditure processing contracts of goods and services, and payment documents
8. Monitor and ensure compliance will all legal statutory requirements under the mandate of the Authority.

Key operational tasks

Develop and analyze information to ensure that procurement and disposal is timely, organized and compliant, carry out all necessary actions to ensure that the company meets its legal procurement obligations, recruit, select, orient, train, coach counsel and discipline procurement staff.

Job dimension

Financial responsibility: development of procurement plan and budgets,

Physical Assets: responsible for all physical assets provided by the company, oversight

Decision making/job influence: standard operating procedures, plan work of subordinates, assign work to subordinates, evaluate work performance of subordinates

If interested, please forward your application by 9th November, 2018 to:

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