



Kenya Leather Development Council

VACANCIES (REPLACEMENTS) – SEPTEMBER, 2024

OPENING DATE: 3RD SEPTEMBER 2024

CLOSING DATE: 17TH SEPTEMBER 2024

1. PRINCIPAL, INTERNAL AUDITOR

GROSS SALARY KSHS. 156,016 (MIN) – KSHS. 196,002 (MAX)

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Principal, Internal Auditor
Grade	KLDC 4
Department	Internal Audit
Location / Work Station	Nairobi, Headquarters
Reporting Relationships	
Reports to	The Board through the Audit Committee functionally; and the CEO administratively
Direct Reports	Senior / Internal Auditor
Indirect Reports	All other officers in the Internal Audit Department
Job Purpose	
To perform risk-based audits, provide assurance, provide reports on the effectiveness of controls to manage key risks to achieving the Council’s mandate and to ascertain the Council’s compliance with the relevant Internal Audit statutes, policies, administrative government circulars and guidelines; audit governance mechanisms and systems of the Council.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Coordinating the day to day running of the Audit Department;	
2. Spearheading the preparation of risk based annual audit plan for approval by the Board;	

3. Interrogating and analyzing key Council financial and systems, and identifying potential areas of concern thus providing assurance on the management of high risk/cost and sensitive areas
4. Managing the risk register.
5. Developing and maintaining the Internal Audit procedures to ensure that the Council adheres to the best practices.
6. Developing internal control systems to manage risk maps to support the staff in implementation of their activities;
7. Presenting the audit report to the management audit committee highlighting any areas of concern and the resultant action plan;
8. Verifying existence of assets administered by the Council
9. Providing advice and training to KLDC staff on internal controls procedures
10. Ascertaining the Council's compliance with the relevant Internal Audit statutes, policies, administrative government circulars and guidelines; audit governance mechanisms and systems.
11. Assessing compliance with applicable laws, regulations, policies and procedures.
12. Overseeing the reviewing of internal controls and documenting on their effectiveness and adequacy.
II. Operational Responsibilities / Tasks
1. Providing secretarial services to the Board's Audit Committee during its meetings;
2. Providing professional advisory services on matter related to Audit in the Council;
3. Developing and implement the internal audit charter;
4. Ensuring that the internal audit systems, procedures and guidelines are prepared for approval;
5. Coordinating the implementation of the internal audit systems, procedures and guidelines;
6. Coordinating the implementation of internal audit work plan/programmes to ensure that audits are planned and well managed;
7. Developing periodic individual performance reports;
8. Implementing risk mitigation measures;
9. Reviewing effectiveness of financial and non-financial performance management systems and present the audit report to the management and audit committee highlighting any areas of concern and the resultant action plan;
10. Following up the implementation of internal audit recommendations;
11. Facilitating the audit by external auditors and follow-up to ensure implementation of the recommendations;

Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic qualifications
<ul style="list-style-type: none"> • Have a Master’s Degree in any of the following: Business Administration, Finance or equivalent qualifications from a recognized Institution. • Have a Bachelor’s Degree in Commerce, Finance, Business Administration/Business Management (Accounting/Finance Option) or equivalent qualifications from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> • Professional Qualification: Be in possession of any of the following: - CPA (K), CISA, CFE, CIA or any other relevant qualification • Membership to a professional body: Be a member of a relevant professional body; Institute of Certified Public Accountant of Kenya (ICPAK), and or Institute of Internal Auditors of Kenya (IIA-Kenya) or Information Systems Audit and Control Association (ISACA), in good standing. • Have a management course lasting not less than four (4) weeks from a recognized institution • Proficiency in Computer Applications
Previous relevant work experience required
Have a minimum of eight (8) years relevant work experience, three (3) of which must have been at a supervisory level in Audit function.
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1. Transparency and accountability 2. Ethics and Integrity 3. Leadership Skills 4. Financial Management Skills 5. Organization and Planning Skills 6. Negotiation Skills 7. Dispute Resolution Skills 8. Counseling Skills 9. Team player 10. Creativity and innovation 11. Emotional intelligence 12. Resilience 13. Independence 14. Ability to work under pressure 15. Ability to multi-task 16. Attention to detail 17. Decision Making Skills 18. Interpersonal Skills 19. Communication Skills 20. Analytical Skills 21. Supervisory skills

2. SENIOR ACCOUNTANT

GROSS SALARY KSHS. 120,298 (MIN) – KSHS. 147,665 (MAX)

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Senior Accountant
Grade	KLDC 5
Department	Finance & Accounts
Location / Work Station	Nairobi, Headquarters
Reporting Relationships	
Reports to	Manager Finance & Accounts
Direct Reports	Accountants
Indirect Reports	N/A
Key Responsibilities/ Duties / Tasks	
1. Monitoring expenditures of projects and programmes based on approved budgets on a periodic basis	
2. Reviewing of bank reconciliation statements	
3. Ensuring safe custody of KLDC's financial records and assets	
4. Managing KLDC cash flows	
5. Ensuring security of cheques and cheque books and other accountable documents	
6. Preparing annual budgets and provide technical support to technical departments during the budget making process by providing reliable up to date financial information	
7. Preparing monthly, quarterly and annual financial reports to the management	
8. Managing the commitments and Expenditures within available budgetary provisions	
9. Preparing fiscal reports and follow up disbursement of funds from National treasury and other financing agencies	
10. Participating in Resource Mobilization initiatives of KLDC by developing donor budgets and accounting for donor funds	

Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic qualifications
Have a Bachelor’s Degree in Commerce, Finance, Business Administration/Business Management (Accounting/Finance Option) or equivalent qualifications from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> • Professional Qualification: Passed Part III or Advanced level of the Certified Public Accountant (CPA) or any other relevant qualification • Membership to a professional body: Be a member of a relevant professional body; Institute of Certified Public Accountant of Kenya (ICPAK) or any other recognized professional body. • Have a certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution. • Proficiency in Computer Applications
Work experience required
Have a minimum of four (4) years relevant work experience
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1. Planning skills. 2. Ethical and integrity. 3. Analytical skills. 4. Communication and reporting skills. 5. Ethical and integrity. 6. Transparency and accountability 7. Ethics and Integrity 8. Leadership Skills 9. Financial Management Skills 10. Organization and Planning Skills

3. LEATHER INDUSTRIAL DEVELOPMENT OFFICER

GROSS SALARY KSHS. 100,047 (MIN) – KSHS. 114,432 (MAX)

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Leather Industrial Development Officer
Grade	KLDC 6
Directorate	Technical Services
Location / Work Station	Nairobi, Head Quarters
Reporting Relationships	
Reports to	Principal / Senior Leather Industrial Development Officer
Direct Reports	N/A
Indirect Reports	1. Senior Leather Technicians 2. Leather Technicians
Job Purpose	
Implementation of activities under the relevant Sections within the Directorate of Technical Services in accordance with the work plans for Capacity Building, Common Manufacturing Facilities, Quality Assurance & Compliance and management of Leather Parks and Centers in furtherance of the realization of the Council's mandate.	
Key Responsibilities/ Duties / Tasks	
1. Undertaking training of hides and skins quality improvement, compliance to standards, marketing of leather and leather products along the value chain	
2. Undertaking inspection and verification of leather and related products (imports and exports)	
3. Carrying out leather sector training needs assessment.	
4. Collating leather sector data.	
5. Preparing sectional reports from the activities on Monitoring and Evaluation of quality of raw materials, inputs, leather and finished leather products and any other reports from specific programs of the Section.	
6. Assisting in operationalization of components of the Council's projects.	
7. Carrying out quarterly, and annual reports of the respective Section.	

8. Executing activities of the Section as assigned.
9. Providing technical support to stakeholders.
10. Advising the in-charge on matters pertaining the Section.
11. Drafting administrative and operational documents of the respective Sections.
12. Implementing promotion and marketing activities.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic Qualifications
Have a Bachelor's Degree in a leather related field or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> • Proficiency in Computer Applications • Be a member of a relevant professional body if any;
Work experience required.
Previous work experience will be an added advantage

Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1. Team player 2. Communication skills 3. Organizational skills 4. Result oriented 5. Innovation and creativity 6. Integrity 7. Professionalism 8. Attention to details

4. SUPPLY CHAIN MANAGEMENT OFFICER

GROSS SALARY KSHS. 100,047 (MIN) – KSHS. 114,432 (MAX)

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Supply Chain Management Officer
Grade	KLDC 6
Department	Supply Chain Management
Location / Work Station	Nairobi, Head Quarters
Reporting Relationships	
Reports to	Principal Supply Chain Management Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for implementation of efficient and effective systems of acquisition of goods, works and services, as well as disposal of assets.	
Key Responsibilities/ Duties / Tasks	
1. Sourcing for goods, works and services as per the procurement law	
2. Raising purchase orders for goods and services for approval	
3. Liaising with suppliers to ensure timely delivery of goods and services;	
4. Maintaining and update a list of prequalified suppliers;	
5. Assisting in undertaking market surveys to ensure the Board obtains value for money;	
6. Ensuring safe custody of all procurement's records	
7. Participating in the opening and evaluation of tenders/quotations	
8. Preparing statutory reports to the National Treasury, PPRA and other Government Agencies	

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelors Degree in Procurement & Supplies Management, Business Administration, or other relevant field from a recognized institution
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> • Member of professional body either Kenya Institute of Supplies Management (KISM) or Chartered Institute of Procurement and Supplies (CIPS) in good standing • Proficiency in Computer Applications
Work experience required.
Previous experience in similar role will be an added advantage
Functional Skills, Behavioral Competencies/Attributes:
<p>The Key skills/Competences required for the job as follows: -.</p> <ol style="list-style-type: none"> 1. Computing skills, 2. Planning skills. 3. Ethical and integrity. 4. Analytical skills. 5. Communication and reporting skills. 6. Ethical and integrity.

5. PLANNING & STRATEGY OFFICER

GROSS SALARY KSHS. 100,047 (MIN) – KSHS. 114,432 (MAX)

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Planning and Strategy Officer
Grade	KLDC 6
Department	Planning and Strategy
Location / Work Station	Nairobi, Headquarters
Reporting Relationships	
Reports to	Principal Planning and Strategy Officer
Direct Reports	<i>N/A</i>
Indirect Reports	<i>N/A</i>
Job Purpose	
Responsible for coordinating and formulating the Council's development strategies, policies and programmes; coordinating Monitoring and Evaluation of the Council's policies, programmes and projects; and overall performance management of the Council.	
Key Responsibilities/ Duties / Tasks	
1. Assisting in preparation of departmental and Council's budget	
2. Assisting in preparation of annual corporate and departmental performance contracts;	
3. Assisting in preparation of Council's performance Contract progress reports	
4. Assisting in development of monitoring and Evaluation tools and progress reports;	
5. Assisting in preparation of research tools and frameworks and collecting, collating	
6. Analyzing statistical data on the planned programmes	

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelors Degree in any of the following disciplines:-Economics, Mathematics, Statistics, Project Management, Governance, Public Administration, Demography or equivalent qualification from a recognized institution
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> • Be a member of a relevant professional body • Proficiency in Computer Applications
Work experience required.
Previous experience in similar role will be an added advantage
Functional Skills, Behavioral Competencies/Attributes:
<p>The Key skills/Competences required for the job as follows: -.</p> <ol style="list-style-type: none"> 1. Research skills 2. Data Analysis 3. Computing skills, 4. Communication skills, 5. Presentation