



Kenya Leather Development Council

VACANCIES (REPLACEMENTS)

PENING DATE: 19TH AUGUST 2025

CLOSING DATE: 9TH SEPTEMBER 2025

DIRECTOR, TECHNICAL SERVICES

GROSS SALARY: Kshs. 335,552

TERMS OF EMPLOYMENT: FIVE (5) YEARS RENEWABLE CONTRACT

Job Title	Director Technical Services
Grade	KLDC 2
Directorate	Technical Services
Location / Work Station	Headquarters – Nairobi
Reporting Relationships	
Reports to	CEO
Direct Reports	Manager Capacity Building Manager Common Manufacturing Facilities, Manager Quality Assurance and Compliance, Manager Leather Parks and Centres Superintendent Engineer Administrative Officer
Indirect Reports	All other positions in the technical department
Job Purpose	
Directs, coordinates, and overseas operations in the Directorate of Technical Services by providing strategic leadership and management to ensure the directorate delivers on the Council's mandate towards the development of the leather sector and promotion of the leather value chain in the country.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Overseeing the daily activities of the directorate	
2. Coordinating the development of long-term strategies, business plans, annual operating budgets, procurement plans, and policies of the technical directorate and recommending them to the CEO for approval;	
3. Coordinating regular monitoring and evaluation of the leather industry for the purposes of developing a comprehensive database for planning purposes and presenting advisory services	

4. Overseeing the development of a consolidated, harmonized licensing legal framework in the leather sector for fair trading practices, quality assurance, and compliance
5. Coordinating the development and implementation of a framework to drive quality assurance and compliance with the national and international regulations and standards in the leather sector
6. Initiates and coordinates the development and review of policies and regulations in the leather sector, to improve the business environment of the industry for faster development
7. Conceptualization of new and innovative programmes and projects that the Council may undertake for the development of the leather sector
8. Supervising the implementation and tracking the progress of ongoing projects and management of the leather industrial parks, MSE leather parks, and leather products production service centres;
9. Directing the development of a framework for capacity building for the leather sector and promotion of the leather value chain;
10. Spearheading efficient delivery of quality services and products provided to the industry;
11. Overseeing provision of a conducive work environment within the directorate to foster good governance and corporate culture that promotes ethical practices;
12. Leading the development of a framework for collaboration linkages with the Ministries, Department, and Agencies (MDAs), County Governments, and the leather industry private sector players
13. Ensuring the development of a framework for strategic partnerships with development partners and relevant national, regional, and international organizations to enhance investments in the leather sector
14. Developing and coordinating frameworks for research programmes and local/ international collaborations, and an enabling environment to encourage innovations along the value chain
15. Spearheading the development of market strategies and linkages to promote growth in the leather sector;
16. Spearheading the development of publications for the leather sector, including leather sector magazines, brochures, and catalogues
17. Coordinating the development and implementation of environmental protection strategies and technologies across the value chain for sustainable development
18. Coordinating the development of a framework for the promotion of investments in the leather sector
19. Ensuring prudent management of the directorate's resources in line with the Council's policies
20. Overall supervision, management, and implementation of HR functions in the directorate

II. Operational Responsibilities / Tasks
1. Supervising the implementation of activities of the directorate as per the approved work plan
2. Reviewing and recommending all administrative and operational documents of the directorate for approval
3. Advising the CEO on all technical matters pertaining to the leather sector
4. Chairing the Technical Departmental meetings
5. Signing and implementing the Directorate's Performance Contract with the CEO
6. Stakeholder engagement /management /liaison and provision of technical advice to the industry players
7. Supervising the implementation of the Performance Management and Procedures Manual of the Council in the directorate
8. Cascading and supervising activities of the directorate to the respective divisions
9. A member of the Senior Management Committee, Budget Implementation Committee, Corruption Prevention Committee and other ad hoc committees of the Council
10. Inspecting the Council's projects
11. Preparing draft Board papers for the Technical and Strategy Committee of the Board
12. Reviewing and consolidating budget and procurement proposals for the directorate
Job Competencies (Knowledge, Experience, and Attributes / Skills).
Academic qualifications <ol style="list-style-type: none"> Bachelor's Degree in any of the following disciplines:-Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution. Master's Degree in any of the following disciplines:-Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution
Professional Qualifications / Membership in professional bodies <ol style="list-style-type: none"> Be a member in good standing of a relevant professional body where applicable Have a management course lasting not less than four (4) weeks from a recognized institution Proficiency in Computer Applications
Previous relevant work experience required. <p>Have a minimum period of twelve (12) years' work experience, five (5) of which should have been in Senior Management of a public or private institution.</p>

Functional Skills, Behavioral Competencies/Attributes:	
i.	Leadership skills
ii.	Governance and managerial skills
iii.	Communication skills
iv.	Problem-solving skills
v.	Result-oriented
vi.	Analytical skills
vii.	Risk management skills
viii.	Conflict resolution skills
ix.	Negotiation skills
x.	Decision-making skills
xi.	Innovation and creativity
xii.	Ability to work under pressure
xiii.	Integrity
xiv.	Emotional Intelligence
xv.	Professionalism
xvi.	Attention to details
xvii.	Counselling skills

MANAGER, CAPACITY BUILDING

GROSS SALARY: Kshs. 246,030

TERMS OF EMPLOYMENT: FIVE (5) YEARS RENEWABLE CONTRACT

Job Title	Manager Capacity Building
Grade	KLDC 3
Directorate	Technical Services
Location / Work Station	Training & Production Centre for Shoe Industry (TPCSI), Thika
Reporting Relationships	
Reports to	Director Technical Services
Direct Reports	Senior Leather Industrial Development Officer
Indirect Reports	All other positions at TPCSI
Job Purpose	
The manager is responsible to the Director of Technical Services in coordinating and managing all the activities under the Training and Production Department through the development and implementation of policies, strategies, projects/ programmes, and plans to realize the council's core mandate. The manager ensures the effective management of the Centre's physical and human resources to maximize sustainable returns.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Carrying out public education on the standards for optimum industry productivity	
2. Carrying out a continuous industry skills need assessment	
3. Undertaking industry skills development through the Training and Production Centre for Shoe Industry	
4. Undertaking training across the training and technology transfer Centres, Collaboration with other training institutions in reviewing curricula for training in hides, skins, leather, and leather products products & related products	
5. Undertaking an internship for leather and related trainees	
6. Undertaking training outreach programs for MSMEs. Under the Undertake test and certification of professionals, both local and foreign experts, working in the country	
7. Carrying out training needs assessment in the leather value chain;	
8. Ensuring the training Centres are operational and well-maintained;	
9. Carrying out the identification/recruitment of MSMEs to be trained in the production of leather and leather products;	
10. Advising on development and revision of training curriculum and materials;	
11. Coordinating trainings across the Centres;	
12. Ensuring a register of trained MSMEs is maintained;	
13. Coordinating follow-up and assessment of training impacts on MSMEs' productivity;	
14. Ensuring appropriate environmental management systems are in place.	

Job Competencies (Knowledge, Experience, and Attributes / Skills).
Academic qualifications (i) Bachelor's Degree in any of the following disciplines: - Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution. (ii) Master's Degree in any of the following disciplines:- Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution
Professional Qualifications / Membership in professional bodies
1. Be a member in good standing of a relevant professional body where applicable 2. Have a management course lasting not less than four (4) weeks from a recognized institution 3. Proficiency in Computer Applications
Previous relevant work experience required.
Have a minimum period of ten (10) years' work experience, four (4) of which should have been in Senior Management of a public or private institution.
Functional Skills, Behavioral Competencies/Attributes:
i. Leadership skills ii. Governance and managerial skills iii. Communication skills iv. Problem-solving skills v. Result-oriented vi. Analytical skills vii. Risk management skills viii. Conflict resolution skills ix. Negotiation skills x. Decision-making skills xi. Innovation and creativity xii. Ability to work under pressure xiii. Integrity xiv. Emotional Intelligence xv. Professionalism xvi. Attention to details xvii. Team player

MANAGER, COMMON MANUFACTURING FACILITIES

GROSS SALARY: Kshs. 246,030

TERMS OF EMPLOYMENT: FIVE (5) YEARS RENEWABLE CONTRACT

Job Title	Manager Common Manufacturing Facilities
Grade	KLDC 3
Directorate	Technical Services
Location / Work Station	Kariokor Common Manufacturing Facilities (KCMF), Nairobi
Reporting Relationships	
Reports to	Director Technical Services
Direct Reports	Senior Leather Industrial Development Officer
Indirect Reports	All other positions at KCMF
Job Purpose	
The Manager, Common Manufacturing Facilities is responsible to the Director, Technical Services in coordinating and managing all the activities under the Common Manufacturing Facilities Department, through the development and implementation of policies, strategies, projects/ programmes and plans to realize the council's core mandate. The manager ensures the effective management of the Facilities' physical and human resources to maximize sustainable returns.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Overseeing daily activities of the facilities;	
2. Initiating the development and review of strategies/plans, programs, and policies in the facilities to improve the service delivery to the manufacturers	
3. Undertaking regular monitoring, evaluation, learning, and reporting for purposes of planning and improving efficiency	
4. Advising the director on matters pertaining establishment and management of the Common Manufacturing Facilities	
5. Implementing a quality assurance and compliance framework within the operations of the facilities	
6. Undertaking Training Needs Assessment (TNA) for leather product manufacturing clusters	
7. Tracking the progress of the projects under common manufacturing facilities	
8. Promoting skills development and technology transfer through training of MSMEs at the CMFs.	
9. Promoting green manufacturing at the CMFs;	
10. Ensuring efficient delivery of quality services and products at the CMFs	
11. Initiating the development of frameworks for research programmes and local collaborations, and an enabling environment to encourage innovations at the CMFs;	

12. Undertaking the development of market strategies and linkages to promote the growth of the CMFs.
Job Competencies (Knowledge, Experience, and Attributes / Skills).
Academic qualifications (i) Bachelor's Degree in any of the following disciplines:- Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution. (ii) Master's Degree in any of the following disciplines:-Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution
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MANAGER, QUALITY ASSURANCE & COMPLIANCE

GROSS SALARY: Kshs. 246,030

TERMS OF EMPLOYMENT: FIVE (5) YEARS RENEWABLE CONTRACT

Job Title	Manager, Quality Assurance & Compliance
Grade	KLDC 3
Directorate	Technical Services
Location / Work Station	Headquarters – Nairobi
Reporting Relationships	
Reports to	Director Technical Services
Direct Reports	Principal Leather Industrial Development Officer
Indirect Reports	All other positions in the department
Job Purpose	
The Manager, Quality Assurance and Compliance is responsible to the Director, Technical Services in managing and implementing all activities under the Quality Assurance and Compliance Department through the development, review, implementation, and maintenance of quality management systems and compliance to standards across different segments of the leather value chain.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Identifying, developing, and managing MSMEs' leather clusters;	
2. Developing and revision standards in the leather sector in collaboration with KeBS;	
3. Sensitizing standards implementation and compliance;	
4. Promoting innovation, product development, and branding;	
5. Initiating and periodically reviewing the leather sector policies;	
6. Creating, maintaining, and periodically updating the leather sector databank;	
7. Collaborating with County Governments and other Agencies on hides and skins quality improvement;	
8. Registration of leather sector players (Tanneries, exporters/importers, manufacturers, accessories, and chemical suppliers);	
9. Inspecting and verifying of imports and exports;	
10. Developing market linkages and access; and	
11. Ensuring appropriate environmental management systems are in place.	

Job Competencies (Knowledge, Experience, and Attributes / Skills).
Academic qualifications (i) Bachelor's Degree in any of the following disciplines:- Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution. (iii) Master's Degree in any of the following disciplines:-Leather Technology, Leather Science, Animal Science, Manufacture Science, Material Science or equivalent qualification from a recognized institution
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