



Kenya Leather Development Council

VACANCIES (REPLACEMENTS) – FEBRUARY 2025

OPENING DATE: 4TH MARCH 2025

CLOSING DATE: 25TH MARCH 2025

1. DIRECTOR, TECHNICAL SERVICES

GROSS SALARY KSHS. KSH. 312,427

TERMS OF EMPLOYMENT – THREE (3 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 Principal Leather Industrial Development Officer Clerk of works Administrative Officer
Indirect Reports	All other positions in the technical department
Job Purpose	
Directs, coordinates and oversees 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 daily activities of the directorate	
2. Coordinating the development of long- term strategies, business plans, annual operating budgets, procurement plans and policies of technical directorate and recommending to the CEO for approval;	
3. Coordinating regular monitoring and evaluation of the leather industry for purposes of developing a comprehensive database for planning purposes and presenting advisory	

reports the CEO. This will be used to engineer necessary interventions for growth of the leather sector as per the Council's mandate
4. Overseeing 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. Initiating and coordinates the development and review of policies and regulations in the leather sector, to improve the business environment of 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 on 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 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 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 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 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 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 Have a Masters Degree in a leather related field from a recognized institution Have a Bachelors Degree in a leather related field from a recognized institution
Professional Qualifications / Membership to 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 minimum period of twelve (12) years' work experience, five (5) 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.	Counselling skills

2. MANAGER, CAPACITY BUILDING

GROSS SALARY KSHS. 236,030

TERMS OF EMPLOYMENT – THREE (3 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 Technical Services in coordinating and managing all the activities under the Training and Production Department through 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 Centres physical and human resource to maximize sustainable returns.	

Key Responsibilities/ Duties / Tasks
1. Carrying out public education on the standards for optimum industry productivity
2. Carrying out 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 of curricula for training in hides, skins, leather, leather products & related products
5. Undertaking internship for leather and related trainees
6. Undertaking training outreach programs for MSMEs Under take test and certification of professionals both local and foreign experts working in the country
7. Carrying out training needs assessment in 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 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; and
14. Ensuring appropriate environmental management systems is in place.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Have a Masters Degree in a leather related field from a recognized institution Have a Bachelors Degree in a leather related field from a recognized institution
Professional Qualifications / Membership to 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 minimum period of ten (10) years' work experience, three (3) of which should have been in Senior Management of a public or private institution.
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 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

3. MANAGER, COMMON MANUFACTURING FACILITIES

GROSS SALARY KSHS. 236,030

TERMS OF EMPLOYMENT – THREE (3 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 development and implementation of policies, strategies,	

<p>projects/programmes and plans to realize the council's core mandate. The manager ensures the effective management of the Facilities' physical and human resource to maximize sustainable returns.</p>
<p>Key Responsibilities/ Duties / Tasks</p>
<p>1. Overseeing daily activities of the facilities;</p>
<p>2. Initiating the development and review of strategies/plan, programs and policies in the facilities to improve the service delivery to the manufacturers</p>
<p>3. Undertaking regular monitoring, evaluation, learning and reporting for purposes of planning and improving efficiency</p>
<p>4. Advising the director on matters pertaining establishment and management of the Common Manufacturing Facilities</p>
<p>5. Implementing quality assurance and compliance framework within the operations of the facilities</p>
<p>6. Undertaking Training Needs Assessment (TNA) for leather product manufacturing clusters</p>
<p>7. Tracking the progress of the projects under common manufacturing facilities</p>
<p>8. Promoting skills development and technology transfer through training of MSMEs at the CMFs.</p>
<p>9. Promoting green manufacturing at the CMFs;</p>
<p>10. Ensuring efficient delivery of quality services and products at the CMFs</p>
<p>11. Initiating the development of frameworks for research programmes and local collaborations, and an enabling environment to encourage innovations at the CMFs;</p>
<p>12. Undertaking the development of market strategies and linkages to promote growth of the CMFs.</p>
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>
<p>Academic qualifications</p> <p>Have a Masters Degree in a leather related field from a recognized institution</p> <p>Have a Bachelors Degree in a leather related field from a recognized institution</p>
<p>Professional Qualifications / Membership to professional bodies</p>
<p>1. Be a member in good standing of a relevant professional body where applicable</p> <p>2. Have a management course lasting not less than four (4) weeks from a recognized institution</p> <p>3. Proficiency in Computer Applications</p>
<p>Previous relevant work experience required.</p>
<p>Have minimum period of ten (10) years' work experience, three (3) of which should have been in Senior Management of a public or private institution</p>

Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 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

4. MANAGER, QUALITY ASSURANCE & COMPLIANCE

GROSS SALARY KSHS. 236,030

TERMS OF EMPLOYMENT – THREE (3 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	Senior 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 of 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 review leather sector policies;
6. Creating, maintaining and periodically update 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 of market linkages and access; and
11. Ensuring appropriate environmental management systems is in place.
Job Dimensions:
I. Financial Responsibility
Proposing department's budget and procurement plans
II. Responsibility for Physical Assets
Responsible for the management of the Councils assets as provided by the relevant laws. These includes-
1. Office furniture and fixtures
2. Office equipment including computers, printers, kitchen equipment under the department
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Have a Masters Degree in a leather related field from a recognized institution
Have a Bachelors Degree in a leather related field from a recognized institution

Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 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 minimum period of ten (10) years' work experience, three (3) of which should have been in Senior Management of a public or private institution
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 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

5. PRINCIPAL ICT OFFICER, SYSTEMS DEVELOPMENT

GROSS SALARY KSHS. 171,016

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Principal ICT Officer, Systems Development
Grade	4
Directorate	Corporate Services
Department	ICT
Location / Work Station	Headquarters – Nairobi

Reporting Relationships	
Reports to	Director Corporate Services
Direct Reports	Senior ICT Officer
Indirect Reports	ICT Officer
Job Purpose	
Responsible for formulating and implementing KLDC's ICT policies and strategies; developing information technology systems security; developing and implementing of ICT objectives, policies, strategies and operational plans in relation to KLDC's strategic Plan.	
Key Responsibilities/ Duties / Tasks	
1. Overseeing implementation of a secure Enterprise Resource Planning (ERP) System, security back-up and disaster recovery measures for all information, technology and systems in the Council	
2. Overseeing the development and implementation of ICT solutions' backup and business disaster management	
3. Writing, testing, debugging/troubleshooting and maintaining the source code of software	
4. Conducting unit and integration testing to ensure quality implementation	
5. Coding and unit testing solutions using all tools and coding languages used in the Council, primarily PHP and python	
6. Integrating software components and third-party programs	
7. Leading software development resources on architecture improvement projects, customizing internal systems with off-the shelf software	
8. Providing support in resolution of escalated issues raised by users	
9. Ensuring adequate backup and recovery strategies and systems are in place and reviewed regularly	
10. Creating storage and archiving processes to facilitate for the systems to function optimally	
11. Designing, creating and maintaining customized database reports and perform data analysis using Business Intelligence (BI) tools	
12. Overseeing the development, implementation and maintenance of Council's automated processes	
13. Coordinating research on ICT solutions for Business functions;	
14. Overseeing the development and implementation of ICT user training programs and materials in liaison with the Department of Human Resource Management as well as the ICT Authority to ensure technical staff have the right skills and service knowledge and end-users have the digital skills required to promote and accelerate the implementation of the Council's Digital Strategy	
15. Ensuring adherence to established ICT standards	

16. Administering and maintaining mission critical web and database server's configuration
17. Creating and administering network users' control, rights and permissions
18. Ensuring systems are backed up
19. Ensuring the security of server data from unauthorized access
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Masters Degree in Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution
Bachelors Degree in any of the following fields: - Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 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
Previous relevant work experience required.
<ol style="list-style-type: none"> 1. Have minimum period of eight (8) years' work experience, three (3) of which should have been in senior officer level of a public or private institution 2. Knowledge/experience working in System Administration, Network, Administration, Datacenter Services or ICT Project Management 3. ERP deployment and support 4. Working knowledge of programming (including SQL, Unified Modeling, Language – UML, web-based technologies) 5. Experience taking software projects through the entire software lifecycle (requirements analysis, design, implementation, deployment, post deployment support)
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> i. Computing skills, ii. Communication skills, iii. Leadership skills, iv. negotiation skills, v. problem solving skills, vi. analytical skills, vii. Supervisory skills, viii. Ability to work under pressure ix. High standards of personal integrity

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|-------|--------------------------------|
| x. | Well- regarded demeanor |
| xi. | Team player |
| xii. | Results/goal orientated |
| xiii. | Ability to work under pressure |
| xiv. | Ability to multi-task |
| xv. | Attention to detail |

6. INTERNAL AUDITOR

GROSS SALARY KSHS. 100,047

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Internal Auditor
Grade	KLDC 6
Directorate	Office of the CEO
Department	Internal Audit
Location / Work Station	Headquarters – Nairobi
Reporting Relationships	
Reports to	Principal, Internal Auditor
Direct Reports	None
Indirect Reports	None
Job Purpose	
This is the entry and training grade for this cadre for graduate employees. An officer at this level will work under guidance and supervision of a senior officer.	
Key Responsibilities/ Duties / Tasks	
1. Undertaking audit assignments in line with the approved audit work plan to confirm the adequacy and effectiveness of governance, risk management and control	
2. Performing substantive and compliance testing of accountable records and documents and prepare working papers;	
3. Providing input in preparation of audit reports for audit engagements executed	
4. Assisting in evaluating progress and effectiveness of action taken to implement audit recommendations received from internal and external audits.	
5. Assisting in preparing draft audit test procedures, draft notifications and request for information Memos;	
6. Carrying out audit tests on internal controls in accounting, administration and operational procedures	
7. Assisting in ensuring that the audit working and paper files are complete and well referenced.	

8. Reviewing prepared audit test procedures, drafts notifications and request for information Memos;
9. Preparing draft audit reports;
10. Preparing draft risk-based audit plans, programmes and schedules;
11. Assisting in examining and evaluating the Council's internal controls to ascertain their adequacy and make recommendations for improvement.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Have a Bachelors degree in any of the following:- Business related field (Accounting or Finance option) or other relevant and equivalent qualifications from a recognized institution;
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1. Be a Certified Public Accountant Part II or any other related and recognized qualification. 2. Be a member in good standing of a professional body–Institute of Certified Public Accountant of Kenya (ICPAK) and or Institute of Internal Auditors of Kenya (IIA-Kenya);
Previous relevant work experience required.
Experience in Audit function will be an added advantage
Functional Skills, Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> i. Communication skills ii. Organizational skills iii. Result oriented iv. Innovation and creativity v. Integrity vi. Professionalism vii. Attention to details viii. Team player

7. LEATHER TECHNICIAN (2 Positions)

GROSS SALARY KSHS. 54,507

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Leather Technician
Grade	Grade 9
Directorate	Technical Services
Location / Work Station	Training and Production Centre for Shoe Industry (TPCSI), Thika and Kariokor Common Manufacturing Facility (KCMF)

Reporting Relationships	
Reports to	Leather Industrial Development Officer (LIDO)
Direct Reports	None
Indirect Reports	None
Job Purpose	
This is the entry level for technicians into this cadre. An officer at this level will work under the guidance of a Senior Officer.	
Key Responsibilities/ Duties / Tasks	
1. Undertaking training in footwear and leather goods manufacturing;	
2. Preparing training materials;	
3. Participating in continuous evaluation of the trained artisans/entrepreneurs;	
4. Carrying out production operations processes;	
5. Carrying out service and minor maintenance works for the machines;	
6. Reporting on service, maintenance and safety incidences.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications / Professional Qualifications	
Have a Certificate in Leather Craft or Trade Test from a recognized institution	
Functional Skills, Behavioral Competencies/Attributes:	
<ul style="list-style-type: none"> i. Demonstrate hands-on-skills in leather works ii. Problem solving skills iii. Decision making skills iv. Communication skills v. Creativity and innovation vi. Integrity 	

8. OFFICE ASSISTANT

GROSS SALARY KSHS. 43,547

TERMS OF EMPLOYMENT – PERMANENT & PENSIONABLE

Job Title	Office Assistant
Grade	Grade 10
Directorate	Technical Services
Location / Work Station	Headquarters – Nairobi

Reporting Relationships	
Reports to	Manager, Human Resource & Administration
Direct Reports	None
Indirect Reports	None
Job Purpose	
This is the entry level for Office Assistants into this cadre. An officer at this level will work under the guidance of a Senior Officer.	
Key Responsibilities/ Duties / Tasks	
1. Cleaning offices, machines/ equipment/apparatus	
2. Collecting and disposing waste	
3. Dusting offices and ensuring habitable office conditions	
4. Moving or carrying office equipment, furniture and ensuring orderly arrangement	
5. Dispatching letters	
6. Arranging for meeting venues professionally and timely	
7. Keeping inventory of kitchen equipment	
8. Preparing and serving office tea	
9. Performing office and messengerial duties.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications / Professional Qualifications	
Have a Kenya Certificate of Secondary Education (KCSE) mean Grade D+ or its equivalent qualification Be proficient in computer applications	
Functional Skills, Behavioral Competencies/Attributes:	
<ul style="list-style-type: none"> i. Interpersonal Skills ii. Communication skills iii. Organizational skills iv. Result oriented v. Innovation and creativity vi. Integrity vii. Professionalism viii. Attention to details ix. Team player 	