

KENYA FILM CLASSIFICATION BOARD



VACANCY ANNOUNCEMENT

The Kenya Film Classification Board (KFCB) is a State Corporation established under the Film and Stage Plays Act Cap 222 Laws of Kenya to regulate the creation, broadcast, distribution and exhibition of film and broadcast content to conform to national aspirations, values, culture and morality. Further, the Kenya Information and Communications Act (KICA) empowers KFCB to impose age restrictions on programmes to protect children and minors from exposure to harmful content.

The Board invites applications from suitable and qualified persons to fill the position below:

1. ASSISTANT MANAGER, SUPPLY CHAIN MANAGEMENT OFFICER JOB GRADE KFCB 3 REF: KFCB/RE-ADVERTISING/1/2018(1 POST)

Reporting to the Chief Executive Officer, duties and responsibilities at this level will entail;

This is the highest grade in this cadre. Specific duties and responsibilities at this grade will entail:

- (i) Formulating procurement plans, strategies, procedures, policies and guidelines;
- (ii) Interpreting policies, rules and regulations related to procurement;
- (iii) Negotiating on matters pertaining to Supply Chain Management;
- (iv) Advising the Accounting Officer and management on Supply Chain Management matters and interpreting other laws and statutes that impact on Supply Chain Management matters;
- (v) Preparing Supply Chain Management budgets and work plans;
- (vi) Formulating and implementing Supply Chain Management structures and systems;
- (vii) Advising on outsourcing of the procurement and disposal function and other goods and services;

- (viii) Providing overall guidance on contracts design and management in liaison with the legal department;
- (ix) Developing and preparing specific procurement and inventory manuals;
- (x) providing guidelines on safety and security in storage;
- (xi) Ensuring timely disclosure of information on procurement opportunities and awarded contracts;
- (xii) Ensuring cordial supplier relationships;
- (xiii) Developing and reviewing performance targets and agreements;
- (xiv) Participating in negotiations with suppliers of goods, works and services;
- (xv) Maintaining professional standards and practices in the procurement function, dissemination of market and financial information;
- (xvi) Participating in project design and implementation;
- (xvii) Designing training programmes for Supply Chain Management personnel;
- (xviii) Advising on quality assurance on goods, works and services;
- (xix) Appraising officers in the unit;
- (xx) Advising the Chief executive Officer on composition of statutory committees and matters relating to procurement in accordance with the Public Procurement and Asset Disposal Act 2015 and other legislations;
- (xxi) Coordinating the activities of various statutory procurement committees; and
- (xxii) Preparing reports to the Board.

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Principal Supply Chain Management Officer or in a comparable and relevant position in the Public Service or private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields;-Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or their equivalent qualification from a recognized institution;
- (iii) Master's degree in any of the following fields;-Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or

- their equivalent qualification from a recognized institution;
- (iv) Membership to Kenya Institute of Supplies Management or its relevant equivalent;
- (v) Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- (vi) Certificate in Leadership/corporate course from a recognized institution;
- (vii) Certificate in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

**2. HUMAN RESOURCE AND ADMINISTRATION MANAGER: KFCB GRADE 2
REF: KFCB/AD/1/2018(1 POST)**

Reporting to the Chief Executive Officer, duties and responsibilities at this level will entail:

- (i) Formulating and Implementing human resources and administration policies, strategies, programmes, rules and regulations;
- (ii) Undertaking Workload analysis, job evaluation and review of the organizational and remuneration structures in consultation with other Government institutions;
- (iii) Analyzing the utilization of the human resources in the Board and advising on proper deployment;
- (iv) Formulating the human resource succession management plans;
- (v) Analyzing the impact of the human resource policies, rules and regulations;
- (vi) Analyzing staff performance and career progression and making appropriate recommendations;
- (vii) Ensuring correct interpretation and implementation of human resource and administration policies, rules and regulations;
- (viii) Managing disaster and emergency response activities;
- (ix) Managing recruitment, selection and development of Human Resources;
- (x) Managing staff welfare matters;
- (xi) Coordinating medical insurance and pension schemes;
- (xii) Organizing for training Needs and Training Impact Assessment (TNA);
- (xiii) Managing library and general office services;
- (xiv) Facilitating the carrying out, of employees satisfaction and work environment surveys in liaison with Research Unit;

- (xv) Implementing survey recommendations;
- (xvi) Deployment of staff;
- (xvii) Dealing with security and safety matters;
- (xviii) Managing transport;
- (xix) Coordinating disability and gender mainstreaming;
- (xx) Coordinating the implementation of prevention of Alcohol and drug abuse;
- (xxi) Coordinating the implementation HIV and AIDS policy in the workplace;
- (xxii) Managing employee payroll;
- (xxiii) Managing all record centres in the Board;
- (xxiv) Being the secretary to the Performance Management Committee;
- (xxv) Coordinating training and development of staff;
- (xxvi) Coordinating corruption prevention, ethics and integrity issues;
- (xxvii) Preparing annual departmental work plans, budget and procurement plan;
- (xxviii) Implementing the Public Officer Ethics Act/Code of Conduct; and
- (xxix) Coordinating Performance Appraisal in liaison with other departments.

For appointment to this grade, an applicant must have:

- (i) Served in the grade of Assistant Manager Human Resource or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in the following fields: Human Resource Management, Industrial Relations, Business Administration or any other relevant qualification from a recognized institution; **OR** Bachelor's degree in Social Sciences with a Diploma in human Resource Management from a recognized institution;
- (iii) Master's degree in Social Sciences, Human Resource Management, Industrial Relations, Business Administration or any other relevant qualification from a recognized institution;
- (iv) Certificate in Leadership/ corporate governance course from a reputable Institution;
- (v) Valid membership to a relevant professional body;
- (vi) Certificate in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

3. HUMAN RESOURCE MANAGEMENT OFFICER I, KFCB 7

REF:KFCB/AD/2/2018 (1 POST)

Specific duties and responsibilities at this level will entail:

- (i) Preparing documents relating to recruitment, appointment and transfers;
- (ii) Maintenance of Human Resource Management records and complement control;
- (iii) Reconciliation and updating of staff Establishment;
- (iv) Drafting the agenda for the Board's Human Resource Advisory and Training Committee;
- (v) Preparing staff Pension and other terminal benefits;
- (vi) Taking minutes for the Human Resource Advisory and Training committee;
- (vii) Implementing of human resource management decisions thereof;
- (viii) Supervising and guiding the staff under him/her;
- (ix) Advising on proper staff deployment;
- (x) Capturing data in the payroll;
- (xi) Compiling of quarterly and annual HR reports;
- (xii) Compiling data on performance appraisal for the Performance Management Committee;
and
- (xiii) Computation of leave.

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Human Resource Management officer II or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in the following fields: Human Resource Management, Industrial Relations, Business Administration or any other equivalent qualification from a recognized institution;

Or

Bachelor's degree in Social Sciences with a Diploma in Human Resource Management from a recognized institution;

- (iii) Certificate in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and results.

4. COMMUNICATION OFFICER-KFCB GRADE 8 REF: KFCB/AD/3/2018 (2POST)

This is the entry and training grade for this cadre and an officer will work under the supervision of a senior officer. Specific duties and responsibilities at this level will entail:

- (i) Gathering information on existing programmes, significant events and monitoring the impact on internal and external customers for dissemination;
- (ii) Receiving and filing/recording internal and external customer feedback;
- (iii) Verifying authenticity and editing information for dissemination to the public and media; and
- (iv) Coordinating meetings and communication channels including handling of letters, memos, suggestion box and notice-board for effective and efficient information flow.

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following fields: Mass Communication, Communication Studies, Journalism, Public Relations, International Relations or any other equivalent qualification from a recognized institution; OR Bachelor's degree in Social Sciences with a Diploma in any of the following fields: Journalism, Mass Communication, Communication Studies, International Relations, Public Relations or any other equivalent qualification from a recognized Institution;
- (ii) Good oral and written communication skills in both English and Kiswahili; and
- (iii) Certificate in computer applications.

5. LEGAL OFFICER-KFCB GRADE 8 REF: KFCB/AD/4/2018(1 POST)

This will be the entry and training grade for this cadre and an officer will work under the supervision of a senior officer. Specific duties and responsibilities at this level will entail:

- (i) Undertaking research on assigned legal issues;
- (ii) Collecting and collating legal research data;
- (iii) Participating in preparing draft legislation for implementing the Board policies and strategies; and
- (iv) Maintaining of registers and filing of all documents in the unit.

For appointment to this grade, a candidate must have: -

- (i) Bachelor of Laws (LL.B) degree from a recognized institution;

- (ii) Postgraduate Diploma in Legal Studies from the Council of Legal Education or its equivalent from a recognized institution;
- (iii) Admitted as an advocate of the High Court; and
- (iv) Certificate in computer applications.

6. ICT OFFICER –KFCB GRADE 8 REF: KFCB/AD/5/2018(1POST)

This will be the entry and training grade for this cadre. Specific duties and responsibilities at this level will entail:

- i. Writing and testing simple computer programs according to instructions and specifications;
- ii. Assisting in the implementation of the computer systems;
- iii. Providing user support;
- iv. Repairing and maintaining ICT equipment and associated peripherals; and
- v. Reporting any faults for further action.

For appointment to this grade a candidate must have:

Bachelor's degree in Computer Science, Information Science, Information Communication Technology, Business Management and Information Technology or any other equivalent and relevant qualifications from a recognized institution.

7. SUPPLY CHAIN MANAGEMENT OFFICER II –KFCB GRADE 8 REF: KFCB/AD/6/2018(1POST)

Duties and responsibilities at this level will entail:

- i. Providing guidance and advice in areas pertaining to Supply Chain;
- ii. Participating in preparing of procurement plans, market survey and research;
- iii. Participating in disposing of stores and equipment in accordance to the laid down regulations and procedures; and
- iv. Preparing periodic and annual Supply Chain Management reports/returns.

For appointment to this grade, an officer must have:-

- (i) Bachelor's degree in any of the following;-Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer applications; and
- (iii) Shown merit and ability as reflected in work performance and results.

Interested candidates should submit their applications, enclosing day time telephone contacts, names and contacts of three referees and certified copies of the National Identity card and both academic and professional certificates to reach the undersigned not later than **28th March, 2018**

Chief Executive Officer

Kenya Film Classification Board

P. O. Box 44226 – 00100

Uchumi House

NAIROBI