



The Kenya Film Classification Board is a State Corporation established by the Film and Stage Plays Act Cap 222 Laws of Kenya to regulate the creation, broadcast, possession, distribution and exhibition of film and broadcast content in the country.

The Board invites applications from suitable candidates and qualified persons to fill the following positions:-

### **1. MANAGER, SUPPLY CHAIN MANAGEMENT OFFICER JOB GRADE KFCB 3**

#### **Duties and responsibilities will entail:-**

- i. Formulating and implementing strategies and policies for procurement of goods and services;
- ii. Providing advisory services on procurement matters to the Chief Executive Officer;
- iii. Ensuring compliance with the public procurement and disposal act and regulations;
- iv. Developing long-term and short-term procurement plans in liaison with users and as per the board's material requirements;
- v. Preparing consolidated procurement and disposal plans;
- vi. Coordinating procurement of quality materials and services to support the board's operations;
- vii. Coordinating internal monitoring and evaluation of the supply chain function of the board;
- viii. Preparing bidding and prequalification documents for expression of interest for the board;
- ix. Ensuring goods and services procured by board meet tender specifications;
- x. Identifying, evaluating, selecting and negotiating contractual terms and prices with third party providers including suppliers;
- xi. Participating in development of detailed service level agreements for third party providers outlining the key performance areas critical to the board;
- xii. Monitoring third party providers' performance to assess ability to meet quality and delivery requirements;
- xiii. Convening and providing secretarial services to procurement committees;
- xiv. Ensuring maintenance of updated suppliers list; and
- xv. Ensuring that planned stock levels will meet forecasted demand by monitoring stocks to identify changes and determining re-order levels.

## **Job Requirements**

For appointment to this grade, an officer must: -

- i. Have ten (10) years relevant work experience three (3) of which should be in management;
- ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management, Economics, Commerce, Procurement and Supplies Management, Business Administration, Logistics or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Supply Chain Management, Economics, Commerce, Procurement and Supplies Management, Business Administration, Logistics or equivalent qualification from a recognized institution;
- iv. Diploma in Supplies Management or equivalent qualification from a recognized Institution;
- v. Registration with Kenya Institute of Supplies Management or its relevant equivalent;
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Demonstrated managerial, administrative and professional competence in work performance; and
- ix. Must fulfill the requirements of Chapter Six of the Constitution of Kenya 2010.

## **2. MANAGER INFORMATION COMMUNICATION TECHNOLOGY KFCB GRADE 3**

**Duties and responsibilities will entail:-**

- i. Initiating the development, reviewing and implementation Information Communication Technology policies, strategies and programmes;
- ii. Overseeing systems analysis, design and systems specifications;
- iii. Monitoring implementation and maintenance of Information Communication Technology systems;
- iv. Monitoring the implementation of security standards in the Board;
- v. Overseeing overall systems documentation;
- vi. Initiate the development and maintenance Information Communication Technology standards;
- vii. Overseeing all Information Communication Technology projects in the Board;
- viii. Preparing departmental annual work plans, budget and procurement plan;
- ix. Coordinating the designing of Local Area Network (LAN) and Wide Area Network (WAN); and
- x. Conducting performance appraisal to Officers under him/her.

## **Job Requirements**

For appointment to this grade, an officer must:

- i. Have ten(10) years relevant work experience and three (3) years in management;
- ii. Have Bachelor's degree in Computer Science, Information Science, Information Communication Technology, Business Management and Information Technology or equivalent and relevant qualifications from a recognized institution;
- iii. Have Master's degree in Computer Science, Information Science, Information Communication Technology, Business Management and Information Technology or equivalent qualifications from a recognized institution;
- iv. Have Certificate in networking, systems audit, information systems security from a recognized institution;
- v. Certificate in Management Course lasting not less than four(4) weeks from a recognized institution;
- vi. Have Shown outstanding ability and professional competence in managing Information Communication Technology;
- vii. Have Shown merit and ability as reflected in work performance and results; and
- viii. Have fulfilled the requirements of Chapter Six of the Constitution.

### **3. MANAGER LICENSING, JOB GRADE KFCB 3**

#### **Duties and responsibilities will entail:-**

- i. Initiating, developing, reviewing and implementing Film Registration guidelines, policies, strategies and programmes;
- ii. Liaising with other Government Agencies in executing the Board's mandate ;
- iii. Coordinating the registration of film agents, distributors and exhibitors;
- iv. Coordinating the Board's corporate services in the region office;
- v. Preparing budgets and procurement plans for the department;
- vi. Preparing Departments annual work plan and ensuring it is implemented;
- vii. Overseeing the operations of the department and office management;
- viii. Participating in review of the department technical procedures;
- ix. Creating Board's visibility and branding; and
- x. Carrying our media relations at the regional level.

#### **Job Requirements**

For appointment to this grade an officer must:-

- i. Have ten (10) years relevant work experience three (3) years should be in management
- ii. Have Bachelor's degree in Information Studies/Science, Journalism, Public Relations, Mass Communication, Broadcast Production (Film/TV/Radio), Sociology, Psychology, Counselling, Criminology, Law, Religion and Education or equivalent qualification from a recognized Institution;

- iii. Have Master's Degree in any of the following fields; Information Studies/ Science, Journalism, Public Relations, Mass Communication, Communication & media Studies, Broadcast Production (Film/TV/Radio), Sociology or equivalent qualification from a recognized Institution;
- iv. Have a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
- v. Have fulfilled the requirements of Chapter six of the constitution.

Interested candidates should submit their applications, indicating their 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 **30<sup>th</sup> April 2019.**

**Chief Executive Officer  
Kenya Film Classification Board  
P.O. Box 44226 – 00100  
NAIROBI**

Only shortlisted candidates will be contacted.

*Kenya Film Classification Board is an Equal Opportunity Employer. Women, persons living with disabilities and those from marginalised areas are encouraged to apply. Only shortlisted candidates will be contacted and any form of canvassing shall lead to automatic disqualification.*



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- 2. MANAGER, INFORMATION COMMUNICATION TECHNOLOGY KFCB GRADE 3**
- 3. MANAGER, LICENSING, JOB GRADE KFCB 3**

For a detailed job description, qualifications and requirements and mode of application, please visit the employment page on our website: [www.kfcb.co.ke/about/careers](http://www.kfcb.co.ke/about/careers).

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Applications can be send to: **info@kfcb.co.ke**

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