

KENYA LEATHER DEVELOPMENT COUNCIL (KLDC)

1. MANAGER, QUALITY ASSURANCE AND COMPLIANCE, JOB GRADE KLDC 3 (1 position) Job Ref No.: KLDC/001/2020

(a) Job Description

Duties and Responsibilities will entail:

- (i) Inspection and verification of leather and related products imports and exports;
- (ii) Initiate development and review of leather standards and guidelines;
- (iii) Initiate the development, review and implementation of leather standards in the sector in collaboration with KEBs and other stakeholders;
- (iv) Registration of leather industry players, (Tanneries, exporters/importers, manufacturers, accessories chemical suppliers and service providers);
- (v) Monitor quality of raw materials and inputs;
- (vi) Carry out capacity building/training in leather value chain;
- (vii) Participate in development and revision of training curriculum and materials;
- (viii) Inspection, verification and certification of imports and exports (impex);
- (ix) Develop and implement quality assurance management system; and
- (x) Ensure appropriate environmental management systems are in place.

(b) Job Specifications

For appointment to this grade, a candidate must have:

- (i) A minimum period of six (6) years relevant work experience, three (3) of which should be in a management position in the Public Service or Private Sector.
- (ii) Have a Bachelor's Degree in leather related field from a recognized institution.
- (iii) Possession of a Masters Degree in leather related field is an added advantage.
- (iv) Have a certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (v) Professional qualification and membership to a professional body, where applicable.
- (vi) Be proficient in computer applications.
- (vii) Fulfill the requirements of Chapter Six of the Constitution.
- (viii) Demonstrate competence in work performance.

2. MANAGER, HUMAN RESOURCE & ADMINISTRATION, JOB GRADE KLDC 3 (1 position) Job Ref No.: KLDC/002/2020

(a) Job Descriptions

Duties and responsibilities at this level will entail:

- (i) Forecasting and planning on human resource needs of the Council.
- (ii) Initiating best practices in the management of human resource function.
- (iii) Championing change management programmes in the Council.
- (iv) Managing succession plans of the Council.
- (v) Monitoring and evaluating the effectiveness of training and development programmes.

- (vi) Leading the Council in formulating and implementing efficient Performance Management Systems.
- (vii) Formulating and reviewing administrative policies, strategies, procedures and systems.
- (viii) Managing service contracts and service level agreements for outsourced services.
- (ix) Forecasting Council's needs for equipment, security and cleaning services.
- (x) Overseeing the process of acquiring new service providers related to all outsourced services falling under administration section.
- (xi) Coordinating renewal of general insurance covers for vehicles, buildings and equipment.
- (xii) Ensuring efficient provision of transport, security and cleaning services in the Council.
- (xiii) Safeguarding the Council's assets.
- (xiv) Facilitating Board and staff functions.
- (xv) Facilitating travel clearance, visas and other necessary travel documents for the Board of Directors and all staff travelling out of the Country on official duties.
- (xvi) Initiating the identification and acquisition of the Council's assets for repair, maintenance and disposal.
- (xvii) Developing budget plans for Administration section.
- (xviii) Overseeing the provision of efficient records management and information services in the Council.
- (xix) Coordinating the preparation of periodic progress reports.

(b) Job Specifications

For appointment to this grade, an officer must: -

- (i) Have a minimum period of ten (10) years relevant work experience, at least three (3) of which should be in a management position in the Public Service or Private Sector.
- (ii) Have a Bachelors Degree in any of the following disciplines:- Public Administration, Business Administration, Human Resource Management, Human Resource Development, Industrial Relations or its qualifications from a recognized institution.
- (iii) Have a Bachelor's Degree in any of the following disciplines:- Public Administration, Business Administration or its qualifications from a recognized institution and Diploma in any of the following disciplines:- Human Resource Management, Human Resource Development, Industrial Relations, Business Administration or any equivalent qualifications from a recognized institution;
- (iv) Possession of a Masters Degree in any of the following disciplines:- Public Administration, Business Administration, Human Resource Management, Human Resource Development, Industrial Relations or its qualifications from a recognized institution is an added advantage.
- (v) Have a certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Be a Member of the Institute of Human Resource Management.
- (vii) Be proficient in computer applications.
- (viii) Fulfill the requirements of Chapter Six of the Constitution.

3. MANAGER, PROMOTIONS & MARKETING, JOB GRADE KLDC 3 (1 Position)
Job Ref No.: KLDC/003/2020

(a) Job Descriptions

- (i) Initiate development and review of promotion and marketing leather policies, standards and guidelines.
- (ii) Develop and implement promotion and market programmes.
- (iii) Collaborate with stakeholders for optimal facilitation of business in leather sector.
- (iv) Conduct market research to identify new markets, emerging demands and customer preferences.
- (v) Assess the impact of promotion and marketing on MSMES productivity.
- (vi) Promote product development and branding.
- (vii) Promote market linkages and access.
- (viii) Market leather parks and centres to attract investment.
- (ix) Demonstrate competence in work performance.

(b) Job Specifications

For appointment to this grade, an officer must:-

- (i) Have a minimum period of six (6) years relevant work experience, three (3) of which should be in a management position in the Public Service or Private Sector.
- (ii) Have 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) Possession of a 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 is an added advantage.
- (iv) Have a certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (v) Professional qualification and membership to a professional body, where applicable.
- (vi) Be proficient in computer applications.
- (vii) Fulfill the requirements of Chapter Six of the Constitution.
- (viii) Demonstrate competence in work performance.

4. PRINCIPAL LEATHER INDUSTRIAL DEVELOPMENT OFFICER, JOB GRADE KLDC 4 (1 position) Job Ref No.: KLDC/004/2020

(a) Job Description

Duties and Responsibilities will entail:

- (i) Promoting production of quality hides and skins.
- (ii) Carrying out sensitization on standards on leather products.
- (iii) Carrying out training needs assessment in leather value chain.

- (iv) Identification/recruitment of MSMEs to be trained in production of leather and leather products.
- (v) Undertaking research on Leather production and marketing activities.
- (vi) Analyzing Leather sector data.
- (vii) Carrying out inspection and verification of imports and exports.
- (viii) Updating the Leather databank.
- (ix) Promoting appropriate environmental management in the leather sector in collaboration with NEMA.

(b) Job Specifications

For appointment to this grade, a candidate must:-

- (i) Have a minimum period of four (4) years relevant work experience.
- (ii) Have a Bachelor's Degree in any of the following disciplines: Leather Technology, Leather Science/Manufacture, or its equivalent qualification from a recognized institution.
- (iii) Have a certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Be proficient in computer applications.
- (v) Fulfill the requirements of Chapter Six of the Constitution.
- (vi) Demonstrate competence in work performance.

**5. SENIOR LEATHER INDUSTRIAL DEVELOPMENT OFFICER, JOB GRADE
KLDC 5 (2 positions) Job Ref No.: KLDC/005/2020**

(a) Job Description

Duties and Responsibilities will entail:-

- (i) Promoting production of quality hides and skins.
- (ii) Carrying out sensitization on standards on leather products.
- (iii) Carrying out training needs assessment in leather value chain.
- (iv) Identifying and recruiting MSMEs to be trained in production of leather and leather products.
- (v) Analyzing Leather sector data.
- (vi) Carrying out inspection, verification of imports and exports.
- (vii) Updating the Leather databank.
- (viii) Promoting appropriate environmental management in the leather sector in collaboration with NEMA.

(b) Job Specification

For appointment to this grade a candidate must have:-

- (i) A minimum period of three (3) years relevant work experience.
- (ii) Bachelor's degree in any of the following disciplines: Leather Technology, Leather Science/Manufacture or its equivalent qualification from a recognized institution.
- (iii) Proficiency in computer applications.
- (iv) Fulfilled the requirements of Chapter six of the Constitution.
- (v) Demonstrate competence in work performance.