



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

VACANT POSITION IN THE PUBLIC SERVICE

Applications are invited from qualified persons for the position shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful applicants will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present fake certificates/documents.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 14th March, 2025 (Latest 5 pm East African Time).**

VACANCY IN THE MINISTRY OF COOPERATIVE AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT)

**MANAGING DIRECTOR, KENYA INDUSTRIAL ESTATES - ONE (1) POST
V/No. 2/2025**

Terms of Service: Three (3) years contract (renewable once subject to a favourable preformation evaluation)
Remuneration: Shall be determined in accordance with Section 5(3) of the State Corporations Act.

For appointment to this grade, a person must:

- (i) have served for a minimum period of fifteen (15) years relevant experience in the public service or in a large and high performing organization in the private sector, ten (10) of which should have been in senior management position;
- (ii) possess a Bachelor degree in any of the following fields: Social Sciences, Economics, Strategic Management, Business Management, Commerce or related field from a university recognized in Kenya;
- (iii) possess a Master degree in any of the following fields: Social Sciences, Economics, Business Administration/Management or related field from a university recognized in Kenya;
- (iv) possess leadership experience and knowledge of strategic management;
- (v) be a member to a relevant professional body (where applicable); and
- (vi) meets the requirement of Chapter Six of the Constitution.

Note:

Possess of a certificate in Strategic Leadership course lasting not less than four (4) weeks from a recognized institution will be added advantage.

Critical Competences for success

- (i) possess hands-on experience on direct responsibility for developing and implementing strategic plans, generating substantive revenues and delivering positive cash flows and profits;
- (ii) the person should be capable of promoting the growth and sustainability of Micro, Small and Medium Enterprises (MSMEs) and demonstrate a clear understanding of the Bottom-Up Economic Transformation Agenda (BETA) and Vision 2030;
- (iii) seasoned turnaround in a similar complex environment;

- (iv) strategic thinker with a commercial acumen;
- (v) proven capability to formulate business strategies in essential;
- (vi) an established track record and reputation for outstanding performance preferably from the financial services sector; and
- (vii) excellent communication and strong interpersonal networking skills.

Duties and Responsibilities

The Managing Director, will report directly to the Board and will be responsible for overseeing the strategic, operational and financial performance perspective of the organization through effective management of the executive leadership team.

Duties and responsibilities will include:

- (i) being responsible for the day-to-day operations of the organization;
- (ii) providing leadership to senior management and staff;
- (iii) preparing annual budgets and establish proper internal controls;
- (iv) being responsible for the communication and execution of the strategies decisions and policies;
- (v) developing and recommending to the Board the annual business plans for the organization;
- (vi) ensuring that the organization has an effective management structure including succession plans;
- (vii) ensuring that all Board papers are accurately written, are relevant and are availed to the members in good time;
- (viii) serving as the link between the Board and the Management;
- (ix) being responsible for the achievement of the objectives of the organization;
- (x) putting in place effective administrative structures, processes and systems;
- (xi) providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters;
- (xii) being responsible for stakeholder management and the enhancement of the corporate image of the organization;
- (xiii) overseeing and ensuring implementation of corporate governance policies and programs;
- (xiv) working with the Board to provide coherent leadership of the organization, conveying and executing the vision, mission and strategic intent of the organization;
- (xv) developing and recommending to the Board the short, medium and long term strategies, business plans and annual operating budgets;
- (xvi) ensuring the organization has risk management framework that foster adequate systems and processes of accountability, risk management, internal controls and business continuity;

- (xvii) ensuring continuous achievement of the organization's financial and operating goals and objectives;
- (xviii) ensuring compliance to all legal and regulatory framework and statutory requirements; and
- (xix) ensuring continuous improvement in the quality and value of services and products offered.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION