

## VACANCIES

National Industrial Training Authority (NITA) is a State Corporation established under the Industrial Training Act of 2011. The Authority's mission is to enhance skills development, productivity and employability through effective regulation of demand driven training at all levels of industry.

The Authority therefore wishes to recruit result oriented Kenyans to fill the following vacancies in the Authority: -

S/No	Job Title	NITA Job Grade	No. of Vacancies	Location	Reference Number
1.	Corporation Secretary and Director Legal Services	2	1	HQ	NITA/CS/1/09/2025
2.	Director Internal Audit	2	1	HQ	NITA/CS/2/09/2025
3.	Manager Industrial Training Centre	3	1	Centers	NITA/CS/3/09/2025
4.	Manager Industrial Training Research & Curriculum Development	3	1	HQ	NITA/CS/4/09/2025
5.	Manager Industrial Training Development	3	1	HQ	NITA/CS/5/09/2025
6.	Manager Industrial Training Standards and Quality Assurance	3	1	HQ	NITA/CS/6/09/2025
7.	Manager Industrial Training Accreditation and Registration	3	1	HQ	NITA/CS/7/09/2025
8.	Manager Assessment and Certification	3	1	HQ	NITA/CS/8/09/2025
9.	Manager Planning & Risk Management Coordination	3	1	HQ	NITA/CS/9/09/2025
10.	Manager Industrial Training Levy Administration	3	1	HQ	NITA/CS/10/09/2025
11.	Manager Corporate Communications	3	1	HQ	NITA/CS/11/09/2025
12.	Manager Resource Mobilization and Enterprise Development	3	1	HQ	NITA/CS/12/09/2025

### INTERESTED CANDIDATES SHOULD NOTE THE FOLLOWING:

1. Shortlisted candidates must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and submit valid and current copies of the following documents during interviews:
  - a) National Identity Card
  - b) Academic and professional certificates together with transcripts
  - c) Any other supporting documents and testimonials; and
  - d) Current Clearance Certificates from the following bodies;

- i. Tax Compliance Certificate from Kenya Revenue Authority
  - ii. Clearance Certificate from Higher Education Loans Board
  - iii. Clearance Certificate from Ethics and Anti-Corruption Commission
  - iv. Report from any of the registered Credit Reference Bureaus (CRB); and
  - v. A Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI).
- e) Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign universities; and
- f) Recommendations from the relevant professional bodies (where applicable).
- 2. Officers in NITA Grade 2&3 shall be appointed on a contract of five (5) years renewable subject to performance.
- 3. **HOW TO APPLY**  
Interested candidates should submit their applications which should include:
  - a) A detailed Curriculum Vitae
  - b) Certified Copies of Academic and Professional Certificates
  - c) A cover letter demonstrating suitability for the position applied for
  - d) Contacts of at least three professional referees
  - e) Visit NITA website at [www.nita.go.ke](http://www.nita.go.ke) for detailed job description and specifications and download and duly fill the **NITA APPLICATION FOR EMPLOYMENT FORM REF. NO. NITA /HR & ADM/HRP/01**
  - f) Applications should be addressed to:

**The Chairman**  
**National Industrial Training Authority**  
**Commercial Street, Industrial Area**  
**P.O Box 74494 - 00200**  
**Nairobi.**

- g) Applications can also be submitted online in a single file in pdf format to [recruitment25@nita.go.ke](mailto:recruitment25@nita.go.ke) or physically delivered to NITA Headquarters Chairman's office, clearly marking the position applied for on the envelope.
- 4. **Deadline:** All applications should reach the Authority on or before **22<sup>nd</sup> September 2025, 05:00PM** (East African Time).
- 5. Canvassing will lead to automatic disqualification.
- 6. Only shortlisted candidates shall be contacted.

**NITA is an Equal Opportunity Employer Committed to Diversity, Inclusivity and Gender Equality.**

## **JOB DESCRIPTION AND SPECIFICATIONS**

### **1. Corporation Secretary and Director Legal Services (Grade 2) NITA/CS/1/09/2025- 1 post**

The Corporation Secretary and Director Legal Services will be reporting to the Director General and will provide Board's Secretariat and Legal Services to the Authority.

#### **Job Description**

The Corporation Secretary and Director Legal Services will be responsible for the following:

- i. Providing guidance to the Board members individually on their duties, responsibilities and powers and how these should be exercised in the best interests of the Authority;
- ii. Ensuring that the Board procedures are followed and reviewed regularly, and that the Board complies with the Law, rules and regulations;
- iii. Assisting the Chairperson in organizing Board activities, including providing information, preparing agenda, issuing notices and preparing for meetings, board evaluation and board development programs;
- iv. Providing secretarial services to the Board including ensuring that the Board work plan is prepared and adhered to, circulating board papers in advance to the meeting, maintaining and updating conflict of interest register, maintaining the Board attendance register, keeping record of attendance at meetings, keeping safe custody of the seal and a record of its usage;
- v. Assisting the Board in carrying out; Board induction and training, Updating the Board and Committee charters, Preparation of Board work plans, Board evaluation, Governance audit, Implementation of the Code of Conduct and Ethics;
- vi. Ensuring that the minutes of the Board and Board committees are promptly prepared and circulated;
- vii. Keeping the Board abreast of and informed on, current governance thinking and practice;
- viii. Advising the Authority on legal matters and monitoring compliance of the Authority with applicable laws, regulations, policies and procedures;
- ix. Initiating policy, strategy and programs for legal services;
- x. Providing timely legal advice to assist the Authority in making informed decision; and
- i. Attending to all legal matters of the Authority including advising, vetting and drafting of legal agreements in relation to the Authority's operations.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. At least fifteen (15) years in relevant work experience and at least five (5) years in senior management in the Public or Private Sector;
- ii. Bachelors of Laws degree from a recognized institution;
- iii. Master's Degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- iv. Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- v. Admitted as an Advocate of the High Court of Kenya and in good standing;
- vi. Must be Certified Public Secretary and a member of Institute Certified Secretaries in good standing;
- vii. Management course lasting not less than Four (4) weeks from a recognized institution;
- viii. Leadership course lasting not less than Four (4) weeks from a recognized institution and;
- ix. Proficiency in computer applications.

### **2. Director Internal Audit (Grade 2) NITA/CS/2/09/2025 - 1 post**

The Director Internal Audit will be reporting to the Board through the Audit Committee and administratively to the Director General and will provide, independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Board.

## **Job Description**

The Director Internal Audit will be responsible for the following:

- i. Providing secretarial services to the Internal Audit Committee of the Board;
- ii. Formulating and coordinate the implementation of internal audit policies, strategies and plans;
- iii. Compiling and issuing internal audit reports;
- iv. Conducting special audits and investigations;
- v. Setting up and implement systems in accordance with auditing standards;
- vi. Testing the efficacy of the risk assessment systems;
- vii. Monitoring and reporting on the Board overall risk profile;
- viii. Supporting various departments in risk profiling;
- ix. Reviewing correctness and accuracy of accounting reports;
- x. Providing of independent assurance on risk management process on both design and operation; and
- xi. Assuring on risk control effectiveness, efficiency and adequacy and risk management processes.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. At least fifteen (15) years' work experience with at least five (5) years' experience in a supervisory role;
- ii. Bachelor's Degree in Accounting, Finance or Business Administration (Finance and Accounting option) or its equivalent;
- iii. Master's Degree in Accounting, Finance or Business Administration (Finance and Accounting option) or its equivalent;
- iv. CPA (K), CIA (K) or its equivalent;
- v. Membership of ICPAK in good standing;
- vi. Leadership course not less than four (4) weeks; and
- vii. Proficiency in computer application skill.

### **3. Manager Industrial Training Centre (Grade 3) NITA/CS/3/09/2025 - 1 post**

The Manager Industrial Training Center will be reporting to the Director General and will be responsible for coordinating spearheading skills development, assess industrial skills, assist in development of industrial training curricula, charge for goods and services offered by the center and promote industrial training activities in the regions.

### **Job Description**

The Manager Industrial Training Centre is responsible for the following:

- i. Integrating labour market information in to skills development through skills training;
- ii. Implementing industrial training programmes of the institution;
- iii. Assessing industrial training for the formal and informal sector;
- iv. Charging course, hostel fees, trade test centre fees and for any other goods and services offered by the centre to grow revenue through enterprise functions;
- v. Serving as regional promoters for all NITA products and services;
- vi. Implementing Centre's policies and objectives;
- vii. Implementing the Authority's strategic plan;
- viii. Undertaking training development that supports the industry at the Centre;
- ix. Initiating curriculum development and review with respect to emerging industry development trends;
- x. Providing machines and general infrastructure that support training and industrial skills upgrading;
- xi. Undertaking activities concerning trainee admissions, provision of supplies and support of welfare services;
- xii. Maintaining the schemes of work, work/lesson plans, and assessment evidence according to the set standards using curriculum approved by the Kenya National Qualification Framework;
- xiii. Mobilizing resource mobilization through partnerships to support development projects for the Authority;
- xiv. Establishing MOUs with stakeholders and maintain good relationships through direct prospecting and marketing to the industry;
- xv. Implementing the decisions of the Authority as guided by the Director General;

- xvi. Implementing NITA's policies and plans governing the Centres in liaison with the Director Industrial Skills Development and Director Registration and Compliance and other relevant stakeholders in the region;
- xvii. Assessing, monitoring, evaluation and reporting on industrial training programme;
- xviii. Managing all available resources prudently and;
- xix. Promoting industrial training schemes and activities across all regions and the country.

### **Person Specifications**

**For appointment at this position, a candidate must have: -**

- i. A Master's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- ii. A minimum period of twelve (12) years in relevant work experience and at least four (4) years in management role in a position in the Public Service or Private Sector;
- iii. A Bachelor's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership where applicable; and
- vi. Proficiency in computer applications.

#### **4. Manager Industrial Training Research & Curriculum Development (Grade 3) NITA/CS/4/09/2025 - 1 post**

The Manager Industrial Training Research & Curriculum Development will be reporting to the Director Industrial Training & Skills Development.

### **Job Description**

The Manager Industrial Training Research & Curriculum Development will be responsible for the following:

- i. Overseeing enhancement of collaboration between the institution and the industry in liaison Sector Training Committees;
- ii. Managing and coordinate the functions of Sector Training Committees;

- iii. Overseeing formulation of plans and development strategies for the research and curriculum development function;
- iv. Advising the Authority on the Industrial Training curriculum needs of the industry;
- v. Managing Industrial Training curricula development, dissemination, implementation and evaluation;
- vi. Overseeing development of print and electronic curriculum support materials;
- vii. Initiate and conduct curriculum based research;
- viii. Organizing and conduct in-service and orientation programmes for curriculum implementers;
- ix. Developing and harmonize Industrial Training Curricula;
- x. Integrating labour market information into skills development;
- xi. Overseeing the development of and review of policies, regulations and standards on research and curriculum development and;
- xii. Establishing and maintaining the Department's Quality Management System.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. A minimum period of twelve (12) years in relevant work experience and at least four (4) years in management role in a position in the Public Service or Private Sector;
- ii. A Bachelor's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership where applicable; and
- vi. Proficiency in computer applications.

## **5. Manager Industrial Training Development (Grade 3) NITA/CS/5/09/2025 - 1 post**

The Manager Industrial Training Development will be reporting to the Director Industrial Training & Skills Development.

### **Job Description**

The Manager Industrial Training Development will be responsible for the following:

- i. Administering of industrial training development issues;
- ii. Administering of the Industrial Training schemes namely Apprenticeship, Indentured Learnership, Skills Upgrading and Industrial Attachment in the Country;
- iii. Enhancing collaboration between the training institution and the industry for implementation of industrial training schemes;
- iv. Formulating plans and development strategies for Industrial Training development;
- v. Advising the Authority on the Industrial Training development needs of the industry;
- vi. Collaborating with the industry in development of Annual Work Skills Plan and Annual Training Reports;
- vii. Initiating the development and review of policies, regulations and standards on Industrial Training development;
- viii. Monitoring and supervise Industrial Training development activities and;
- ix. Establishing and maintaining the Department's Quality Management System.

### **Job Specifications**

**For appointment at this position, a candidate must have: -**

- i. A minimum period of twelve (12) years in relevant work experience and at least four (4) years in management role in a position in the Public Service or Private Sector;
- ii. A Bachelor's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business



- Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership where applicable; and
- vi. Proficiency in computer applications.

**6. Manager Industrial Training Standards and Quality Assurance (Grade 3) NITA/CS/6/09/2025 - 1 post**

The Manager Industrial Training Standards and Quality Assurance will be reporting to the Director Industrial Training & Skills Development.

**Job Description**

The Manager Industrial Training Standards and Quality Assurance will be responsible for the following:

- i. Securing and ensuring improvement in the quality and efficiency of the training of persons engaged in industry;
- ii. Compiling data for trend analysis and reporting and developing programs or action plans for implementation by the Authority;
- iii. Preparing annual Quality Improvement Plans for Management review;
- iv. Partnering with all departments to ensure efficient work flow, quality programs and compliance in line with ISO procedures;
- v. Advising the Authority on all quality assurance matters;
- vi. Promoting quality conscious culture and performance improvement in the Authority and industrial training actors;
- vii. Formulating and implementing quality assurance programmes, objectives, activities, procedures, guidelines and systems;
- viii. Conducting periodic quality assurance audits and report to the Management, Board and other interested parties;
- ix. Monitoring implementation quality management system in line with ISO standards, procedures, policy and guidelines;
- x. Conducting performance appraisal of staff in line with approved departmental work plans and Performance Contracting targets;
- xi. Reviewing changes and suggestions in the improvement of governing policies and procedures;
- xii. Benchmarking for emerging Quality Assurance principles and best practices;
- xiii. Developing and implementing departmental work plans, budget and procurement plan;
- xiv. Formulating and implementing the departmental risk management plan;
- xv. Fostering collaboration with other qualification awarding bodies and Community of Practice (COP) nationally and regionally.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. A minimum period of twelve (12) years in relevant work experience and at least four (4) years in management role in a position in the Public Service or Private Sector;
- ii. A Bachelor's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership where applicable; and
- vi. Proficiency in computer applications.

### **7. Manager Industrial Training Accreditation and Registration (Grade 3) NITA/CS/7/09/2025 - 1 post**

The Manager Industrial Training Accreditation and Registration will be reporting to the Director Industrial Training & Skills Development.

## **Job Description**

The Manager Industrial Training Accreditation and Registration will be responsible for the following:

- i. Carrying out inspection of the premises of all applicants seeking registration/accreditation;
- ii. Prepare reports recommending or rejecting registration/accreditation of all inspected applicants;
- iii. Processing documents for registration and accreditation of industrial training providers, institutions, workplaces, assessment centres, trainers,

- master crafts persons, assessors and verifiers, Recognition of Prior Learning (RPL) players;
- iv. Publishing and disseminate policies, standards and guidelines for registration/accreditation;
- v. Maintaining the register of registered and accredited training providers, institutions, workplaces, assessment centres, trainers, master crafts persons, assessors and verifiers, RPL players;
- vi. Maintaining the register of accredited industrial training curricula, training plans and assessment guidelines;
- vii. Preparing and issuing letters of registration/accreditation to industrial training providers, institutions, workplaces, assessment centres, trainers, master crafts persons, assessors and verifiers, RPL players;
- viii. Investigate and recommend appropriate action on all reported cases of professional misconduct or non-compliance to registration/accreditation standards, guidelines and regulations;
- ix. Resolve disputes related to registration and accreditation;
- x. Develop data collection, analysis, storage and management framework for registration or accreditation;
- xi. Monitor registration patterns and trends;
- xii. Implement approved departmental work plans and budget;
- xiii. Implement the departmental Quality Management System and;
- xiv. Identify, document and implement the departmental risk management plan.

### **Job Specifications**

#### **For appointment at this position, a candidate must have: -**

- i. A minimum period of twelve (12) years in relevant work experience and at least four (4) years in management role in a position in the Public Service or Private Sector;
- ii. A Bachelor's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business

- Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Professional qualification and membership where applicable; and
- vi. Proficiency in computer applications.

## **8. Manager Assessment and Certification (Grade 3) NITA/CS/8/09/2025 - 1 post**

The Manager Assessment and Certification will be reporting to the Director Industrial Training & Skills Development.

### **Job Description**

The Manager Assessment and Certification will be responsible for the following:

- i. Administering assessment and certification issues;
- ii. Setting and maintain industrial training assessment standards for formal, informal and non-formal assessment including Recognition of Prior Learning;
- iii. Enhancing collaboration between the institution and the industry on assessment;
- iv. Formulating plans and development strategies on assessment and certification;
- v. Advising Authority on the industrial assessment needs of the industry;
- vi. Confirming authenticity of certificates, equate certificates and harmonize certificate of competence;
- vii. Preparing industrial training assessment tools and instruments;
- viii. Assessing industrial training, testing occupational skills and award certificates including government trade tests;
- ix. Initiating the development and review of policies, regulations and standards on assessment and certification;
- x. Monitoring and supervise assessment and certification activities;
- xi. Establishing and maintain the Department's Quality Management System.

### **Job Specifications**

**For appointment at this position, a candidate must have: -**

- i. A minimum period of twelve (12) years in relevant work experience and at least four (4) years in management role in a position in the Public Service or Private Sector;
- ii. A Bachelor's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication

- technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
- iii. A Master's Degree in any of the following disciplines: mechanical, electrical/electronics, computer science, information communication technology, automotive, building and construction, refrigeration and air conditioning, agri-business, P.V. solar installation, hair dressing and beauty therapy, textile, fashion & design, Human Resource, Mathematics, Business Administration, Physics, Chemistry, Finance any other occupational field or an equivalent qualification from a recognized institution;
  - iv. Management course lasting not less than four (4) weeks from a recognized institution;
  - v. Professional qualification and membership where applicable; and
  - vi. Proficiency in computer applications.

**9. Manager Planning & Risk Management Coordination (Grade 3)  
NITA/CS/9/09/2025 - 1 post**

The Manager Planning & Risk Management Coordination will be reporting to the Director General and will ensure that the Authority plans, adopts and implements effective and efficient strategies for the delivery of its functions, Monitoring and Evaluation of the implementation of the strategic plans and programmes of the Authority, Research, Coordination of Risk Management, Innovation and Coordination of Performance Management.

**Job Description**

The Manager Planning & Risk Management Coordination will be responsible for the following:

- i. Spearhead the development and implementation of the Authority's planning policy;
- ii. Advising the Authority on planning and risk management issues;
- iii. Formulate, interpret and implement planning and monitoring strategies of the Authority's activities and programmes;
- iv. Analyse Authority policies; provide informed advice on planning and economic policy issues to the Authority;
- v. Serve as resource persons on economic and statistical programmes in the organization;
- vi. Ensure economic analysis, evaluation and monitoring of development projects and programmes;
- vii. Ensure review of development policy strategies and programmes;

- viii. Ensure development, implementation, and review of the Authority's Strategic Plan;
- ix. Monitor implementation of the Authority's Strategic Plan, Work Plan and Performance Contracting;
- x. Submit monthly, quarterly, semi-annual and annual organizational performance report;
- xi. Ensure collection of data, analysis and preparation of performance report of NITA program on quarterly and annual basis.
- xii. Coordinate corporate performance management process of all the departments and divisions at the Authority;
- xiii. Coordinate identification, mitigation and management of the risks in the entire authority.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. At least Twelve (12) years' work experience in Planning activities in the public service or private sector, four (4) of which must be in a senior position.
- ii. Bachelor's degree in Economics, Statistics, Project Management, Strategic Management or any other relevant qualifications from a recognized institution;
- iii. Master's degree in Economics, Statistics, Project Management, Strategic Management or any other relevant qualifications from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution
- v. Member of a relevant professional body in good standing where applicable; and
- vi. Proficiency in computer applications.

## **10. Manager Industrial Training Levy Administration (Grade 3) NITA/CS/10/09/2025 1 post**

The Manager Industrial Training Levy Administration will be reporting to the Director Levy and Resource Mobilization and will enforce the Industrial Training Act on Levy Administration and day to day management of Levy department functions.

## **Job Description**

The Manager Industrial Training Levy Administration will be responsible for the following:

- i. Coordinate the strategic direction on Levy Management;

- ii. Recommend Reimbursement of Industrial Training Levy to employers;
- iii. Formulate and ensure implementation of policies and procedures on Levy management in accordance with the Act;
- iv. Directing programmes at National level on awareness creation on the need for registration of employers;
- v. Coordinating levy activities at the National Level;
- vi. Monitoring and evaluating the policy implementation on levy contribution and registration of employer's at the National Level;
- vii. Recommend litigation of defaulting employers;
- viii. Coordinate levy collections and remittances between NITA &KRA; and
- ix. Recommend for capacity building for levy administration staff.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. Experience of at least twelve (12) years, four (4) of which must be in Management level;
- ii. Bachelor's degree in any Social Sciences, Business Administration, Finance or its equivalent;
- iii. Master's degree in any Social Sciences, Business Administration, Finance or its equivalent;
- iv. Management course lasting not less four (4) weeks; and
- v. Proficiency in computer applications.

### **11. Manager Corporate Communications (Grade 3) NITA/CS/11/09/2025 - 1 post**

The Manager Corporate Communications will be reporting to the Director Corporate Services and will responsible for developing and implementing the Corporate Communication strategy for the Authority to ensure that communication is clear, compelling and consistent across all channels to reinforce the Vision, Mission and objectives of the Authority.

## **Job Description**

The Manager Corporate Communications will be responsible for the following:

- i. Providing counsel and oversight for the corporate Image, reputation & communication management for the Authority;
- ii. Development and implementation of the public relations and communication strategy for the Authority;
- iii. Development and management of the Corporate brand identity strategy and management for the Authority;
- iv. Development and management of the Authority's media strategy (offline and online) to enhance communication and awareness on the Organization's activities and programs;

- v. Developing a comprehensive stakeholder relations strategy for employees, relevant government departments, partner organizations and the general public;
- vi. Developing policies on public relations/communication for the Authority;
- vii. Rolling out programs for building and promoting the Authority's internal and external image;
- viii. Verifying/ authenticating, editing and dispatching information for dissemination to the public and the media;
- ix. Management of publications including development and production of the Authority's magazine;
- x. Liaising with media in a proactive manner to highlight the Authority's roles in the Industrial Training sector;
- xi. Media monitoring for print, electronic and social media news pertaining to the organization, identifying areas that need the Board's attention and alerting the Director General for appropriate action and;
- xii. Ensuring preparation of media supplements and documentaries, press release/media features.

## **Job Specifications**

### **For appointment at this position, a candidate must have: -**

- i. Minimum twelve years (12) relevant work experience four (4) of which must be at a senior management level;
- ii. Master's Degree in Communications, Public Relations, or relevant qualifications from a recognized institution;
- iii. Bachelor's Degree in Communication/Public Relations/International Relations or in any other related field;
- iv. Diploma in Public Relations or its equivalent;
- v. Attended a management course lasting not less than four (4) weeks;
- vi. Be Member of Public Relations Society of Kenya (PRSK) or any other relevant body; and
- vii. Proficiency in Computer Applications.

### **12. Manager Resource Mobilization and Enterprise Development (Grade 3) NITA/CS/12/09/2025 - 1 post**

The Manager Resource Mobilization and Enterprise Development will be reporting to the Director Levy and Resource Mobilization and will responsible for initiating strategic marketing activities for enhanced brand visibility, products and services awareness among the target niches. The aim is to win partnerships with development partners, both in public and private sectors, customers, and stakeholders for sustainable business growth, stable revenue from sale of goods and services, mobilization of resources to support industrial training and to carry out customer relationship management (CRM).

## **Job Description**

The Manager Resource Mobilization and Enterprise Development will be responsible for the following:



- i. Advising on business opportunities in the market and their viability;
- ii. Developing business policies and strategies;
- iii. Developing business enterprises and marketing of products and services;
- iv. Identifying entrepreneur's/ development partners Mobilizing funds for the business enterprises. Identifying customers/ prospects/ business & development partners for the growth of business enterprises;
- v. Development and implementation of policies on business incubation;
- vi. Ensure patenting and branding of products and services;
- vii. Ensure development of corporate marketing strategic plans, annual and quarterly plans for the Authority;
- viii. Liaising with Head of Departments and Centers for appropriate pricing strategies;
- ix. Identification of opportunities for new products and services and ensuring continuous Development;
- x. Developing of effective marketing plans and budgets;
- xi. Ensuring adherence to standards, laws and regulations pertaining to products and services;
- xii. Identifying products and services portfolio and market niches portfolio suitable to the Authority;
- xiii. Preparing a bi-annual performance and annual reports on marketing trends;
- xiv. Managing contractual obligations and requirements to in-country vendors.

### **Job Specifications**

#### **For appointment at this position, a candidate must have: -**

- i. At least twelve (12) years' relevant experience with at least four (4) Years' experience in management;
- ii. Master's degree in Business Administration (Marketing) or Business management (Marketing);
- iii. Bachelor's degree in Either Commerce (Marketing) or Business Administration (marketing), Business Management (marketing);
- iv. Postgraduate Diploma in marketing/business enterprise/entrepreneurship or its equivalent;
- v. Management Course lasting not less than four (4) weeks;
- vi. Proficiency in computer applications; and
- vii. Member of a relevant professional body where applicable.