

## **Managing Director**

National Cereals and Produce Board (NCPB) is seeking to recruit a Managing Director (MD) who will also serve as Chief Executive Officer (CEO).

NCPB is a State Corporation that procures and manages the Country's Strategic Food Reserve (SFR) stocks and distributes Gok-subsidised Fertiliser and Relief Food. It also trades commercially in various grain and related products and services, NCPB would like to recruit a suitably qualified and competent person to fill the above vacant position on a three-year fixed term contract.

The Board announced in a notice (advertisement) that the successful candidate will report to the Board of Directors and will be responsible for implementing NCPB's strategic plans and policies as approved by the Board.

<b>Job Profile</b>
To provide strategic leadership in the identification, review and implementation of policies, strategies and programmes to realize the Board's social/market intervention role of promoting food and nutrition security in the country and profitably trading commercially in various grain and related products and services.
<b>Job Specification</b>
<ul style="list-style-type: none"><li>1) Is the Chief Executive Officer and the Accounting Officer of the Organization.</li><li>2) Provides overall oversight, direction and control of the Board's operations to ensure that its activities are managed in a professional, efficient and effective manner to meet its mission and vision objectives per relevant rules and regulations;</li><li>3) Directs the administrative functions of the organisation;</li><li>4) Spearheads organizational development by responding to emerging issues appropriately;</li><li>5) Ensures proper human resource management practices are put in place and implemented to attract and retain quality staff compliment to deliver the Board's mandate and satisfy employees' social-economic needs;</li><li>6) Fosters a corporate culture that promotes ethical practices and good corporate citizenship;</li><li>7) Develops and maintains effective relationships with various stakeholders;</li><li>8) Oversees the development and implementation of efficient systems that support organizational performance and service delivery;</li><li>9) Oversees the administration of the National Food Reserve (NFR);</li><li>10) Oversees the administration of the Country's Food Balanced Sheet Committee (FBSC) whose secretariat is domiciled in NCPB;</li><li>11) Oversees the functioning of the agricultural hub-model approach in the Board's network of 110 stations spread across the country to ensure availability of affordable storage, agricultural inputs and support services to farmers and to reduce post-harvest losses.</li><li>12) Spearheads the introduction and promotion of the Warehouse Receipt System (WRS) concept as an approach to enhancing structured grain trading in the country and the region;</li><li>13) Advises the Government on food production and incentives system.</li></ul>

- 14) Coordinates the preparation of business proposals and spearheads mobilization of requisite resources;
- 15) In liaison with senior management, coordinates preparation of budgets and annual plans and obtains Board's approvals;
- 16) Ensures effective communication between management and the Board as well as between different levels of management;
- 17) Is responsible for the execution and communication of the Board's strategies, decisions and policies.
- 18) Acts as the official spokesperson of the Organization.

### **Person Specifications**

- 1) Served for at least fifteen (15) years, five (5) at a Senior Management level;
- 2) Bachelor's degree in any of the following fields: - Agriculture, Economics, Business, Marketing, Agricultural Economics, Law, Food Science, Engineering or equivalent and relevant qualification from a recognized institution;
- 3) A Master's Degree in any of the following fields: - Agriculture, Economics, Business, Agricultural Economics, Law, Food Science, Engineering, Business Administration or equivalent and relevant qualification from a recognized institution;
- 4) Leadership course lasting not less than four (4) weeks or equivalent qualification from a recognized institution;
- 5) Membership to a relevant professional body where applicable;
- 6) Proficiency in computer applications.
- 7) Demonstrated thorough understanding of the Constitution, Government policies & development agenda and the ability to relate them to the Institution's mandate and strategic objective
- 8) Fulfils the requirements of Chapter 6 of the Constitution of Kenya, 2010

### **Additional Specifications;**

- 1) Be a Kenyan Citizen;
- 2) Be a transformative leader and demonstrate the ability to enhance the visibility of the Board
- 3) Demonstrate understanding of corporate governance for state corporations;
- 4) Demonstrate Accountability, integrity and professionalism.

### **Other Requirements;**

The applications should be accompanied by copies of the following documents:

- 1) Valid certificate of good conduct from the Directorate of Criminal Investigations.
- 2) Clearance certificate from the Higher Education Loans Board (HELB).
- 3) Tax Compliance certificate from KRA
- 4) Clearance from Ethics and Anti-Corruption Commission.

5) Clearance certificate from an approved Credit Reference Bureau CRB

**Job Competencies (Knowledge, Experience and attributes/skills)**

- 1) Team working
- 2) Customer Focus
- 3) Communicating and Influencing
- 4) Making informed decisions
- 5) Organisation and delivery
- 6) Adaptability
- 7) Entrepreneurial and Commercial focus
- 8) Creativity and innovation
- 9) Leading and coaching

**Terms of Service and Renumeration:**

The successful candidate will serve for a three (3) years' contract which is subject to satisfactory performance, shall be renewable only once. Renumeration attached to this position determined in accordance with the NCPB's terms and conditions of service as approved by the Salaries and Renumeration Commission.

**How To Apply:**

Qualified and interested applicants who meet the above requirements should submit two copies of job applications, academic and professional certificates and relevant testimonials in hardcopy or in soft copy to : **recruitment@ncpb.co.ke** not later than **27<sup>th</sup> February 2026** by 5.00 p.m.

**The Chairman,  
National Cereals and Produce Board  
P.O Box 30586-00100,  
Nairobi.**

NCPB is an equal opportunity Employer

Only shortlisted candidates will be contacted using the postal and/or e-mail address or telephone contacts provided in their application forms.

Please note that Canvassing of any form will lead to automatic disqualification.