

1. Assistant Manager, Sewerage and Environment

Job Title:	Assistant Manager Sewerage and Environment
Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zone - Authority
Directorate:	Commercial and Technical Services
Department:	Water and Sewerage
Section / Unit:	Sewerage and Environment
Location / Work station:	EPZA Headquarters, Viwanda Road
Reporting Relationships	
Reports to:	Manager, Water and Sewerage
Direct reports:	Principal Environment Officer
Indirect reports:	Senior Environment Officer
Job Purpose	
<p>The job holder is responsible for the development, review and implementation of the relevant policies, strategies, programs and regulations of environmental and health laws as they pertain to ground water, soil, wastewater, sewerage, air, human health and industrial related facilities to support the Authority's strategic objectives and enhance individual and Authority's performance.</p>	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<p>a) In charge of implementation and enforcement of the Environmental Management and Coordination Act, 1999; Public Health Act and Occupational Health and Safety Act, 2007 (including other National, Regional and International legal requirements) in public and private Export Processing Zones.</p> <p>b) In charge of implementing and enforcing compliance with relevant legal requirements and regulations (standard specifications) pertaining to potable water, wastewater and air quality in addition to prevention of environmental pollution</p> <p>c) Supervision and training the staff working in areas related to waste, water quality, environmental protection, conservation and public health management.</p>	
II. Operational Responsibilities / Tasks	
<p>a) Direct the evaluation of environmental quality standard violations and the development of pollution control strategies to attain compliance with those standards.</p> <p>b) In charge of management and control of wastes (that includes liquid, solid, emissions of flue gasses and air particulate matters) in the Export Processing Zones and enterprises.</p> <p>c) Authorizes laboratory methods and analysis carried out by EPZA Laboratories in liaison with other third party statutory or private accredited laboratories in areas of wastewater, water, emissions, and health and food analysis parameters.</p> <p>d) Liaise with all relevant statutory, public and private agents in environmental, water, forestry, occupational health safety, public health including Government Ministries, State Corporations, and Municipalities among others in matters on sustainable development, environmental and public health quality management.</p>	

- e) Participate in authorization of installations and handling of waste, wastewater treatment, air emissions equipment and plants within the EPZ's in liaison with the investor, technology provider and relevant statutory lead agencies.
- f) Directs investigations and site inspections to determine environmental quality impacts of proposed new sources of pollution, and proposed land use activities.
- g) Gather and assimilate technical information for the preparation of reports assessing the economic, social, and environmental impacts of proposed pollution control strategies and the Authority's requirements.
- h) Attend and conducts public hearings and meetings to discuss pollution and environmental quality issues and licenses or permits applications.
- i) Direct investigation and site inspections to determine environmental quality impacts of proposed new sources of pollution, and proposed land use including new and old development activities.
- j) Manages the EPZA Wastewater Treatment System (Connections, Conveyance, Treatment and Disposal of Effluent to the Natural Environment).

Job Dimensions:

I. Financial Responsibility:

- a) Development of Budgets for Sewerage and Environment section
- b) Payments of statutory payments to NEMA, WRMA and other government Agencies
- c) Recommend payment for procurements and casual labour

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institution;

III. Decision Making:

Make decisions using standard operating procedures

IV. Working conditions:

Work predominantly outside the office

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- a) Masters Degree in Physical Sciences, Biological Sciences, Environmental Health or relevant degree from a recognized Institution;
- b) Bachelors degree in physical sciences, Biological Sciences, Resource management, Sanitary Sciences, Environmental Health, Environmental Engineering, Waste Water Management or any other relevant degree from a recognized Institution

Professional Qualifications / Membership to professional bodies

- a) Registered Environmental Impact Assessment and Audit lead Expert by a national environmental protection Agency e.g. NEMA;
- b) Membership to Environmental Management Institute of Kenya ;
- c) Attended Management course lasting not less than 4 weeks from a recognized Institution;
- d) Certificate in Computer Proficiency and
- e) Meets the provision of Chapter Six of the Constitution

Previous relevant work experience required.

Have nine (9) Years relevant experience with three (3) years as a Principal Environmental Officer or equivalent position in the Public Service or reputable organization;

Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none">a) Knowledge of state pollution control regulations.b) Principles and practices of physical or biological sciences, sanitary science, environmental health.c) Operation and design of pollution control sources and pollution control equipmentd) Operation and design of water and wastewater treatment plants and their operation units.e) Method and techniques of collecting and analyzing data.f) Field & laboratory research methods in determining general water, wastewater, air, environmental and/or natural resource conditions.g) Computer literacyh) Analytical skillsi) Report writing skills	<ul style="list-style-type: none">a) Leadership skillsb) Interpersonal skills

2. Assistant Manager, Corporate Communications

Job Title:	Assistant Manager, Corporate Communications
Grade:	EPZA 4
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Investments & Corporate Communications
Department	Investment Promotion
Section/Unit	Corporate Communications
Location / Work station:	EPZA Headquarters, Viwanda Road
Reporting Relationships	
Reports to:	Manager, Investment Promotion
Direct reports:	Principal Corporate Communications Officer
Indirect reports:	All other staff in the Corporate Communication Department
Job Purpose	
Responsible for executing the Authority's corporate communications strategy, policy and programmes aimed at enhancing relationships with stakeholders and building a positive corporate image.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Develop work plans and budgets for the Section for approval b) Oversee the execution of the approved departmental work plans and budgets c) Oversee performance management in the department d) Prepare and submit all monthly, quarterly and annual reports for the department e) Prepare a draft board management papers for approval f) Identify training needs for the departmental staff g) Participate in the recruitment of staff within the department h) Participate in the development and review of the Institution's strategic plan i) Identify procurement needs of the department j) Mentor and coach departmental staff k) Participate in various committees in the Institution 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Identify main client groups and audiences and determine the best way to communicate publicity information to them. b) Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages. c) Assign, supervise and review the activities of public relations staff. d) Evaluate advertising and promotion programs for compatibility with public relations efforts. e) Establish and maintain effective working relationships with local and municipal government officials and media representatives. f) Direct activities of external agencies, establishments and departments that develop and implement communication strategies and information programs. g) Formulate policies and procedures related to public information programs, working with public relations executives. h) Respond to requests for information about employers' activities or status. i) Facilitate consumer relations, or the relationship between parts of the company such as the managers and employees, or different branch offices. j) Maintain company archives. k) Manage in-house communication courses. l) Produce films and other video products, regulate their distribution, and operate film library. 	

- m) Observe and report on social, economic and political trends that might affect employers.
- n) Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
- o) Manage communications budgets.
- p) Manage special events such as sponsorship of races, parties introducing new products, or other activities the firm supports in order to gain public attention through the media without advertising directly.
- q) Draft speeches for company executives, and arrange interviews and other forms of contact for them.

Job Dimensions:

I. Financial Responsibility:

- a) Preparation and development of departmental budgets and approval.
- b) Oversee the execution of the approved departmental work plans and budgets

II. Responsibility for Physical Assets

- a) Responsible for physical assets assigned by the institution;
- b) Provide oversight for all the Departmental physical assets

III. Decision Making:

- a) Makes strategic, operational and financial decisions for decisions for the section
- b) Plans the work of subordinates
- c) Assigns work to subordinates
- d) Monitors subordinates work performance
- e) Appraises/evaluates subordinates performance

IV. Working conditions:

Work predominantly within the office. The position will require participation in public events and fairs and local & regional travel

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic Qualifications

- a) Masters Degree in Communications/ International Relations/International Business or equivalent from a recognized Institution;
- b) Bachelors degree in Public Relations, Communications or related field/Business administration or related field from a recognized Institution;

Professional Qualifications / Membership to professional bodies

- a) Post-graduate Diploma in Public Relations;
- b) Communications or in a relevant field;
- c) Membership to related professional bodies - PRSK, CIM KIM etc;
- d) Attended Management course lasting not less than four (4) weeks from a recognized Institution;
- e) IT Proficiency and
- f) Meets provisions of chapter 6 of the Kenya Constitution.

Previous relevant work experience required.

Have nine (9) years relevant experience with three (3) years' experience in the position of Principal Corporate Communications Officer or similar position in the Public Service or recognized organization;

Functional Skills:

Organization skills
Good IT skills
Fair design and management skills

Behavioral Competencies/Attributes:

Good interpersonal and communication skills
Work under pressure
Team player
Ability to meet deadlines
Be well groomed

3. Human Resource Officer

Job Title:	Human Resource Officer
Grade:	EPZA 7
Ministry /Corporation:	Export Processing Zones Authority
Directorate:	Finance, Human Resource and Administration
Department:	Human Resource and Administration
Section / Unit:	Human Resource
Location / Work station:	EPZA Headquarters, Viwanda Road
Reporting Relationships	
Reports to:	Principal Human Resource Officer
Direct reports:	N/A
Job Purpose	
The jobholder will be responsible of processing payroll, implementation of the EPZA welfare scheme and coordinating the utilization of the HR Information system for accuracy and timeliness of employees' compensation and benefits. This position shall also implement the Medical, WIBA, GPA and GLC Schemes.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> a) Participate in development of the Section's Work plan b) Prepare quarterly sectional reports c) Participate in departmental meetings d) Participate in committee meetings where necessary 	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Implements the EPZA medical scheme, processing all medical claims and ensuring that cover limits are not exceeded, while communicating to staff on any changes relating to the medial provisions b) Administer the company GPA and Group Life covers, to ensure that staff and their families are compensated in cases of injury or death c) Ensuring adequate availability of drinking water, conducive working environment. d) Assist in ensuring compliance with OSHA e) Process payroll, answer payroll questions and facilitate resolutions to any payroll errors and ensure remittance and returns of all statutory deductions f) Assist in providing professional counselling services to EPZA staff where necessary and liaise with government and professional bodies to promote mental, physical and emotional health of staff g) Prepares documentation for compensation of all work injury benefits (WIBA) and GPA cases h) Assist in preparing and submitting quarterly reports on Union and welfare management, gender, disability, HIV/Aids, Alcohol and Drug Abuse i) Record occupational hazards and incidences, accidents at the workplace and assist in ensuring their closure through corrective action arising from incidents, accidents, investigations and hazard reports. 	
Job Dimensions:	
I. Financial Responsibility:	
<ul style="list-style-type: none"> • Recommend loans for staff from SACCO, Banks and other financial institutions 	
II. Responsibility for Physical Assets	

<ul style="list-style-type: none"> Responsible for physical assets assigned by the institution; 	
III. Decision Making:	
<ul style="list-style-type: none"> Vets the Staff financial capability in servicing loans 	
IV. Working conditions:	
<ul style="list-style-type: none"> Work predominantly within the office 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
<ul style="list-style-type: none"> Bachelors Degree in any of the following disciplines: - Human Resource Management or equivalent qualification from a recognized institution; and will work under supervision of a senior officer 	
Professional Qualifications / Membership to professional bodies	
<ul style="list-style-type: none"> Membership to a relevant professional body; Certificate in computer proficiency from a recognized institution; and Meets the provision of chapter six of the Constitution. 	
Previous relevant work experience required.	
<ul style="list-style-type: none"> Direct entry for degree holders 	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> Knowledge of labor laws Analytical skills Numeracy skills 	<ul style="list-style-type: none"> Attention to detail Organized and accurate Dependable and able to respond to management direction Employee relations Communication skills Multi-tasking Interpersonal skills Excellent Microsoft office skills

4. Internal Auditor

Job Title:	Internal Auditor
Current Grade:	EPZA7
Ministry /Corporation:	EPZA
Directorate:	N/A
Department:	Internal Audit
Section / Unit:	N/A
Location / Work station:	EPZA Head Office, with considerable travel to other EPZA branches
Reporting Relationships	
Reports to:	Senior Internal Auditor
Direct reports:	N/A
Indirect reports	N/A
Job Purpose	
Responsible for conducting internal audits related to operations/processes and applications that support organizational functions. Provide advice on measures appropriate for gaps identified from systems audit findings	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Conduct information systems audit engagements including testing and evaluation programs, quality assurance, and reporting of audit results b) Assist in conducting continuous risk assessment of organization's information technology environment including general system controls, infrastructure controls, and application controls c) Support the financial and operational auditors in identifying high level information system risks, as well as designing and building automation tools for use by the audit department d) Assist in implementing new technologies and business applications by offering risk and control consulting and advice to management e) Assist in partnering with external consultants in certain areas to ensure quality audit approach, achievement of set audit objectives and completion within agreed schedule f) Assist in preparing reports and analyses that communicate audit results for the relevant business conditions and business risks/controls g) Recommend appropriate technical measures and solutions for gaps identified in the systems audits. h) Prepare progress and annual reports showing achievement of the unit and provide justification for performance variances 	
Job Dimensions:	
I. Financial Responsibility:	

N/A	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the Authority	
III. Decision Making:	
a) Makes decisions using standard operating procedures b) Plans the work of subordinates c) Assigns work to subordinates d) Monitors subordinates work performance e) Appraises/evaluates subordinates performance	
IV. Working Conditions	
a) Works predominantly in an office or comfortable environment.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	
Bachelor of Commerce, Economics, Mathematics of Equivalent or Bachelor of Science – Engineering from a recognized university;	
Professional Qualifications / Membership to professional bodies	
a) Registered Engineer or Accountant with good standing b) Meets the provisions of chapter six of the Constitution of Kenya 2010.	
Previous relevant work experience required.	
Direct entry for degree holders	
Functional skills	Behavioural competencies/ Attributes:
a) Strong analytical skills b) Strong data interpretation skills and Ability to communicate both inside and outside the organization c) Planning and organization skills d) Ability to write complex reports	

5. Assistant Office Administrator

Job Title:	Assistant Office Administrator
Grade:	EPZA 7
Ministry /Corporation:	EPZA
Directorate:	Finance, Human Resource and Administration
Department:	Administration
Section / Unit:	Administration
Location / Work station:	Administration Building, Viwanda Road
Reporting Relationships	
Reports to:	Principal Assistant Office Administrator
Direct reports:	N/A
Indirect reports:	N/A
Job Purpose	
The job holder is responsible for secretarial services and others of clerical in duty	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
a) Word and data processing b) Managing electronic office c) Operating office equipment d) Maintaining office diary, appointments, travel itineraries e) Attending to visitors and clients f) Ensuring security of office records, equipment g) Keeping of correspondence and file movement h) Preparing responses to simple routine responses i) Managing office protocol and etiquette j) Maintaining integrity and confidentiality of data	
Job Dimensions:	
I. Financial Responsibility:	
N/A	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
III. Decision Making:	
Makes decisions using work instructions	
IV. Working conditions:	
Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications-KNEC	
a) Bachelors degree in Secretarial Studies/Business Office Management or equivalent from a recognized Institution OR b) Higher Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC); OR c) Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:-	

d) Shorthand III (minimum 100 w.p.m.); e) Typewriting III (50 w.p.m)/Computerized Document Processing III; f) Business English III/Communications II; g) Secretarial Duties II; h) Office Practice II; i) Commerce II; and j) Office Management III/Office Administration and Management III;	
Professional Qualifications / Membership to professional bodies	
a) Certificate in computer applications from a recognized institution b) Meets the provisions of Chapter Six of the Constitution	
Previous relevant work experience required.	
Direct entry for degree holders	
Functional Skills:	Behavioral Competencies/Attributes:
Attention to detail Self-motivated	Communication skills Ability to maintain confidentiality

6. Office Administrative Assistant

Job Title:	Office Administrative Assistant
Grade:	EPZA 9
Ministry /Corporation:	EPZ-A
Directorate:	Finance, Human Resource and Administration
Department:	Human Resource and Administration
Section / Unit:	Administration
Location / Work station:	Administration Building, Viwanda Road
Reporting Relationships	
Reports to:	Senior Assistant Office Administrator
Direct reports:	
Indirect reports	Office Assistants
Job Purpose	
The job holder is responsible for secretarial services and clerical/administrative work.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Data processing from manuscripts b) Operating office equipment and security of office equipment, documents and records c) Attending to visitors and clients d) Handling telephone calls and customers e) Handling appointments 	
Job Dimensions:	
I. Financial Responsibility:	
N/A	
II. Responsibility for Physical Assets	
Responsible for physical assets assigned by the institution;	
III. Decision Making / Job Influence	
IV. Working Conditions:	
Work predominantly within the office	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications-KNEC	
<ul style="list-style-type: none"> a) Diploma in Secretarial Studies from KNEC or equivalent from a recognized Institution OR b) Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:- c) Typewriting II (40w.p.m)/Computerized Document Processing II; d) Shorthand 80 wpm e) Business English II/Communications I; f) Office Practice II; g) Secretarial Duties II; 	

h) Commerce II; OR i) Craft Certificate in Secretarial Studies from the Kenya National Examination Council;	
Professional Qualifications / Membership to professional bodies	
a) Certificate in computer applications from a recognized institution. b) Meets the requirement of Chapter Six of the Constitution	
Previous relevant work experience required.	
Direct entry for Diploma in Secretarial Studies or equivalent qualification holders or three (3) years relevant work experience for Craft Certificate holders 2 years' serving experience	
Functional Skills:	Behavioral Competencies/Attributes:
Attention to detail Communication skills	Interpersonal skills. Honest and confidentiality

7. Driver

Job Title:	Driver
Current Grade:	EPZA 11
Ministry /Corporation:	Export Processing Zone Authority
Directorate:	Finance, Human Resource and Administration
Department:	Human Resource and Administration
Section / Unit:	Administration
Location / Work station:	EPZA HQ or regional offices
Reporting Relationships	
Reports to:	Administration Officer
Direct reports:	N/A
Job Purpose	
Responsible for managing and operating the assigned fleet unit.	
Key Responsibilities / Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
NA	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> a) Maintaining cleanliness of the vehicle at all times. b) Maintaining a neat work ticket. c) Ensuring safety of passengers and/or goods. d) Ensuring security of the vehicle on and off the road. e) Detecting and reporting any malfunctioning of the vehicle or motor cycle systems to the transport officer. f) Carryout routine checks like engine Oil, Coolant, Tyre Pressure before and after any journey and report any unusual observation to the transport officer. g) To comply with all the Kenyan Traffic Laws and Government Check Unit regulations. h) Ensuring overall vehicle maintenance and management. 	
Job Dimensions:	
I. Financial Responsibility:	
NA	
II. Responsibility for Physical Assets	
<ul style="list-style-type: none"> a) Responsible for fleet unit assigned by the Authority 	
III. Decision Making:	
<ul style="list-style-type: none"> a) Makes decisions using work instructions 	
IV. Working Conditions	
<ul style="list-style-type: none"> a) The job holder is subject to moderate hazards and moderate physical demand. b) Experience moderate disruption to leisure 	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic Qualifications	

Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D' plain or its equivalent;

Professional Qualifications / Membership to professional bodies

- c) Valid Class BCE Driving License free from any endorsement;
- d) Occupational Trade Test Grade II for drivers;
- e) Meets the provisions of Chapter Six of the Constitution

Previous relevant work experience required.

N/A

Functional skills

- a) Knowledge of the Kenya Traffic Act and GVCU regulations
- b) Good Judgement
- c) Ability to take instructions

Behavioral competencies/ Attributes:

- a) Ability to communicate
- b) Interpersonal skill
- c) Integrity and commitment
- d) Team playing skills