### JOB DESCRIPTIONS

**JD 001 DIRECTOR - QUALITY ASSURANCE & INSPECTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director - Quality Assurance &amp; Inspection</th>
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<tbody>
<tr>
<td>Grade:</td>
<td>KS 2</td>
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<tr>
<td>Directorate:</td>
<td>Quality Assurance &amp; Inspection</td>
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<tr>
<td>Location / Workstation:</td>
<td>KEBS Head Office-Popo Road, Off Mombasa Road</td>
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**Reporting Relationships**

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<tr>
<th>Reports to:</th>
<th>Managing Director</th>
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| Direct reports:| a) Head of Department - Quality Assurance,  
|                | b) Head of Department – Quality Inspection,  
|                | c) Regional Managers.                     |

**Job Purpose**

1. Provide leadership, plans, coordinates, organizes resources and manages Quality Assurance & Inspection activities so as to ensure effective operations and compliance with the Standards Act, Cap 496.
2. Ensure quality of goods (locally manufactured and imported) and services offered to Kenyans comply with standard specifications and to promote fair trade.
3. Oversee the realization of Kenya’s vision 2030 in Quality Assurance & Inspection Directorate through selected projects.

**Key Responsibilities / Duties / Tasks**

1. **Managerial/Supervisory Responsibilities**
   a) Works with the Managing Director to chart the overall Vision and Strategic Direction of KEBS, based on the mandate given by the Standards Act Cap. 496 Laws of Kenya and vision 2030.
   b) Advise the Managing Director and National Standards Council (KEBS Board) on emergent strategies to counter risks related to changes in both internal and external business environments.
   c) Strategize on generation of new income streams for the Kenya Bureau of standards by facilitating client growth in the manufacturing sector by developing mechanisms.
   d) Ensure appropriate and effective communication within the division and with its external clients for effective delivery of service.
   e) Develop the directorate’s financial budget annually and ensures its approval to facilitate the implementation of work in the Directorate.
   f) Implement, Coordinate and Monitor the annual operating budget for the Division by allocating the Directorate resources accordingly for proper utilization.
   g) Preparation and Implementation of the Directorate Procurement plan for compliance to the budget.
   h) Manage the available resources of human, finance and infrastructure within the limits and laid down procedures and guidelines to ensure that they are implemented within the objectives of the Division and that quality dimensions are observed during implementation.
   i) Oversee development and promotion of collaborations with industry stakeholders and international bodies that are involved in the advancement of quality practices in order to develop partnerships.
   j) Ensure development of performance indicators and monitoring tools and ensures that they are implemented to improve productivity in the division.
   k) Implement Government circulars and directives in line with KEBS Policies for statutory and regulatory compliance.
   l) Facilitate the monitoring of Industrial visits and inspection of manufacturing processes to promote standardization in industry.
   m) Facilitate co-ordination of product testing to check for conformity to product requirements.
   n) Co-ordinate market and industrial needs assessment and advises managing Director and the Board appropriately.
   o) Facilitate participation by the division in technical committee meetings through approval of both financial and human resources for the development of local and international standards.
   p) Maintenance of quality management systems by facilitating internal quality audits, taking action on investigated root causes of nonconformities and ensuring appropriate corrective actions are addressed.
   q) Ensure all work done is invoiced and debts collection is done in conjunction with finance department to ensure prudent financial management within the division.
   r) Oversee development of Staff training needs to increase staff competency and skill levels to meet the division's
undertake staff appraisals on performance based on balanced score card system, reviews and evaluates the performance of all staff with a view to making informed decision on their promotion/rewarding.

t) Ensure the maintenance of accurate and up-to-date information concerning the Division and facilitates dissemination of the same to all staff in the Division.

u) Oversee development of programs to promote teamwork and to motivate staff to ensure good working relations and service delivery within the division.

v) Coordinate Succession Planning to ensure business continuity in the Division.
w) Call and chair divisional meetings to discuss the division's performance and to disseminate information from meetings of the organization’s senior management committee.

II. Operational Responsibilities / Tasks

a) Direct and control provision of advisory services on quality matters to customers and other stakeholders.
b) Establish and facilitate the process of the setting of targets within the Division and ensures that staff work towards their achievement.
c) Determine the pricing and costing criteria for the Divisional services to ensure they are competitive in the market.
d) Facilitate product certification, import inspection and surveillance of certified products to ensure product compliance to relevant standards on usage of standardization marks.
e) Develop mentorship programs in order to mentor staff, identify their talents for purposes of developing them and retaining them in the division and the organization at large.
f) Ensure safety and security of staff and resources to promote conducive working conditions within the division.
g) Undertake any other duties of similar level and responsibility as may be directed from time to time.

Job Dimensions:

I. Financial Responsibility:

a) Development of budgets
b) Approval of expenditures
c) Approval of per diems
d) Determine the pricing and costing criteria for the Divisional services

II. Responsibility for Physical Assets

Responsible for physical assets assigned by the institutions.
Provide oversight for physical assets assigned to the Directorate.

III. Decision Making:

a) Makes strategic, operational and financial decisions.
b) Plans the work of subordinates
c) Assigns work to subordinates
d) Monitor subordinates work performance
e) Appraises/evaluates subordinates’ performance

IV. Working Conditions:

Works predominantly within the office.

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

Academic Qualifications

a) Bachelor’s degree in a Technical, Science field,
b) Masters in the relevant field

Professional Qualifications / Membership to professional bodies

a) Registration with professional body
b) Gazetted Inspector.
c) Lead Auditor in quality management systems.

Previous relevant work experience required.

At least 11 years work experience and 4 years in managerial position.

Need to know: Attributes:

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<thead>
<tr>
<th>a) Advanced Corporate governance</th>
<th>a) Interpersonal skills</th>
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<tr>
<td>b) Strategic Leadership skills</td>
<td>b) Time management</td>
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<td>c) Project management skills</td>
<td>c) Communication skills</td>
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<tr>
<td>Letter</td>
<td>Skill Description</td>
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<tr>
<td>d)</td>
<td>HR for non HR skills</td>
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<tr>
<td>e)</td>
<td>Finance for non-finance skills</td>
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<td>f)</td>
<td>Analytical skills</td>
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<td>g)</td>
<td>ICT proficient</td>
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<tr>
<td>h)</td>
<td>Effective people management skills</td>
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<tr>
<td>d)</td>
<td>Leadership skills</td>
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<td>e)</td>
<td>Team player</td>
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<td>f)</td>
<td>Attention to detail</td>
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<td>g)</td>
<td>Innovative</td>
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<td>h)</td>
<td>Ability to influence, persuade and negotiate effectively</td>
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