**Job Title:** Planning and Corporate Performance Manager  
**Grade:** KS 4  
**Ministry /Corporation:** Kenya Bureau of Standards  
**Directorate/Division:** Finance and Strategy  
**Department:** Planning and Strategy  
**Section / Unit:** Performance management  
**Location / Work station:** KEBS head office - Popo Road, Off Mombasa Road  

### Reporting Relationships

**Reports to:** Head of Department - Planning and Strategy

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### Job Purpose

The job holder manages and coordinates organization-wide efforts to ensure that performance management (PM) is developed and managed using a data driven focus that sets priorities for improvements aligned to ongoing organizational strategic objectives.

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### Key Responsibilities / Duties / Tasks

#### I. Managerial / Supervisory Responsibilities

a) Participates in organizational strategic planning and provides leadership for PM development;  
b) Develops sectional work plan and budget;  
c) Manages the risks of the section so that measures are put in place to address the risks  
d) Assists HOD - PSD in preparation and implementation of succession plans,  
e) Develops and cascades sectional performance targets using balanced scorecard methodology on annual basis,  
f) Implements and monitors Quality Management System,  
g) Prepares and submits monthly, quarterly and annual sectional reports,  
h) Mentor and coach staff,  
i) Participate in departmental meetings,  
j) Participate in committee meetings as appropriate,

#### II. Operational Responsibilities / Tasks

a) Builds, manages, and ensures implementation and effectiveness of the KEBS Performance Management System,  
b) Coordinates development and implementation of KEBS Performance contract,  
c) Prepares draft KEBS performance contract based on KEBS strategic plan, performance contracting guidelines, sector performance standards and Medium Term Plan II, vision 2030 guidelines for presentation to management and KEBS Board for approval,  
d) Establishes KEBS-Wide framework/guidelines for implementation of KEBS performance contracts that harmonize KEBS Strategic Objectives and facilitate unity of purpose/direction,  
e) Develops a performance contracting evidence matrix for monitoring the implementation of the PC indicators,  
f) Reviews, compiles and submits monthly, quarterly and annual KEBS-GoK performance contract reports to HOD Planning and strategy for presentation to KEBS Directorate, KEBS Board Technical Committee, National Standards Council, Ministry of Industrialization and Inspectorate of State Co-operations,  
g) Evaluates annual KEBS performance using online performance contracting platform.
h) Analyses performance data using relevant statistical tools and interprets results for presentation to management.
i) Monitors and evaluates overall implementation of the GOK Performance Contract and submit reports to management on status of the implementation performance contract,
j) Implements KEBS performance management based on balanced scorecard methodology
k) Develops in liaison with Head of planning and strategy department performance management and evaluation tools, for use in monitoring and evaluating performance.
l) Develops corporate balanced scorecard in liaison with HOD-Planning and Strategy, based on KEBS strategic plan and Signed performance contract,
m) Coordinates cascading of corporate scorecard to Departmental/Regional balanced scorecard based on strategic plan and signed performance contract,
n) Submits monthly, quarterly and annual reports on Performance Management,
o) Researches and designs appropriate organization-wide performance training,
p) Training on quality management systems on behalf of KEBS,
q) Auditing ISO Management Systems on behalf of KEBS.

### Job Dimensions:

#### I. Financial Responsibility:

a) Development of budgets, expenses and petty cash.
b) Recommends for approval of expenses for technical work.

#### II. Responsibility for Physical Assets

a) Responsible for physical assets assigned by the Institution
b) Provide oversight for all physical assets in the section

#### III. Decision Making:

a) Makes strategic, operational and financial 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:

Works predominantly within the office.

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

#### Academic Qualifications

a) Bachelor’s degree in Social Sciences/Sciences/Management and Information Technology,

#### Professional Qualifications / Membership to professional bodies

Registered member of Kenya Institute of management or its equivalent
Supervisory course lasting not less than two (2) weeks from a recognized institution;
Management Course lasting not less than four (4) weeks from a recognized institution;
Relevant Management System Auditor/Assessor;

#### Previous relevant work experience required.

At least eight (8) years relevant work at least three (3) years’ experience in a supervisory capacity.

#### Need to know:

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