



EXCELLENT CAREER OPENING

Privatization Commission is a state corporation established under Section 3 of the Privatization Act (2005) to formulate, manage and implement the Privatization Programme.

The Commission is seeking to recruit and hire qualified and self-motivated individuals to fill the following positions, which have fallen vacant:

1. Legal Manager, Job Grade: PC3 - Ref. PC/LM/11/22

The Officer shall report to the Corporation Secretary & Director Legal Services. The successful candidate will advise the Commission on legal and governance matters.

Other key responsibilities include:

- Providing advice to Management on all legal, regulatory and contractual matters affecting the operations of the Commission;
- Providing legal advice to the Commission on privatization and other related transactions;
- Ensuring Contracts are properly prepared, vetted and negotiated to safeguard the Commission's and Government's interests;
- Ensuring legal compliance audits are conducted and reports prepared for submission to State Corporations Advisory Committee (SCAC);
- Formulating draft guidelines to be issued under the Privatization Act;
- Participating in review of the Act;
- Ensuring adequate representation of the Commission in courts or other judicial authorities through liaising with the Office of the Attorney General & Department of Justice and/or external lawyers;
- Assisting the Corporation Secretary in carrying out board secretariat services; and
- Carrying out such other functions as the Commission considers advisable to advance legal services.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Master's Degree in Law or relevant field from a recognized institution;
- Bachelor's Degree in Law from a recognized institution;
- Advocate of the High Court of Kenya;
- Member to the Law Society of Kenya in good standing, where applicable;
- Hold current practicing certificate;
- Experience of not less than ten (10) years, five (5) of which must be in management;

- Course in management lasting not less than four (4) weeks;
- Post Graduate Diploma in Law from the Council of Legal Education;
- Computer literacy;
- Fulfilled the requirements of Chapter Six of the Constitution of Kenya, 2010.

2. Internal Audit Manager, Job Grade: PC3: - Ref. PC/IAM/11/22

The Officer shall report functionally to the Commission and administratively to the Executive Director/CEO. The successful candidate will be responsible for providing independent, objective assurance and consulting activity aimed at adding value and improving the operations of the Commission.

Other key responsibilities include:

- Review budgetary performance, financial management, transparency and accountability mechanisms and processes;
- Facilitate external Audit function;
- Initiate development of the Audit charter;
- Provide reasonable assurance on the state of risk management, control and governance within the Commission;
- Review effectiveness of financial and non-financial performance management systems;
- Assess compliance with applicable laws, regulations, policies and procedures;
- Assess whether resources are acquired economically, utilized efficiently and adequately protected;
- Provide secretariat services to the Audit Committee;
- Develop and coordinate implementation of audit strategies, policies and procedures to ensure achievement of Commission's objectives;
- Prepare and coordinate the implementation of the risk based annual audit plan in consultation with Management and Audit Committee of the Commission;
- Coordinate the preparation of audit reports on completion of each assignment to ensure timely issuance to Management for implementation of recommended actions;
- Monitor progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits;
- Coordinate execution of special audits/investigations;
- Prepare and present quarterly audit reports to the Audit Committee of the Commission;
- Evaluate the performance of staff in the Department to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function; and
- Approve departmental budgets and work plans to match operational requirements with available funds, control and manage the budget and expenditure.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- At least ten (10) years' relevant experience gained from a reputable public or private organization;
- At least three (3) years' experience in management;
- Bachelor's degree in Accounting, Finance or Business Administration or relevant field from a recognized university;
- Master's degree in Business Administration or relevant field from a recognized institution;
- CPA or ACCA finalist;
- CIA/CISA;
- Member of ICPAK or any other professional body in good standing;
- Attended a management course lasting not less than four (4) weeks from a recognized institution;
- Demonstrated results in work performance;
- Proficiency in computer applications; and
- Fulfil the requirements of chapter six of the Constitution.

3. Manager, Research and Planning, Job Grade: PC3: - Ref. PC/MRP/11/22

The Officer shall report to the Director, Research and Planning. The successful candidate will coordinate the provision and facilitation of Corporate Research, strategy, compliance, risk management and planning services to the Commission.

Other key responsibilities include:

- Development of the Commission's Master-plan;
- Aligning the Commission's strategies with national and county policies Plans and strategies;
- Undertaking studies and implementing study reports as per organization strategic plan and performance contract;
- Initiate the development and review of the Commission's Strategic Plan;
- Monitoring implementation of the Commission's Strategic Plan;
- Coordinating corporate performance management process of all the departments and divisions at the Commission;
- Submitting periodic reports for organizational performance report;
- Executing the Commission internal policies, regulations, guidelines and strategies;
- Formulating strategies, for identifying alternative sources of revenue, and reviewing proposals, and facilitating negotiations for resource mobilization activities;
- Developing research and development strategies, tools, management processes and methodologies that will ensure effective identification, evaluation and implementation of R& D projects; and
- Ensure Preparation, implementation, monitoring and evaluation of the Commission's work plans and Performance Contract (PC).

Requirements for Appointment

For appointment to this grade, a candidate must have:

- At least ten (10) years' relevant work experience in Public Service or Private Sector, five (5) of which must be in a management position;
- Bachelor's degree in Economics, Public Policy; Statistic, Mathematics; Strategic Management, Public Administration, Project planning and Management, Information Science/Library Science/knowledge Management or related disciplines;
- Master's degree in Economics, Public Policy; Statistic, Mathematics; Strategic Management, Public Administration, Project planning and Management, Information Science/Library Science/knowledge Management or related disciplines;
- Management Course lasting not less than four (4) weeks;
- Demonstrated results in work performance; problem-solving and decision-making abilities;
- Membership to a relevant professional body where applicable;
- Demonstrated results in work performance;
- Proficiency in computer applications; and
- Fulfil the requirements of Chapter Six of the Constitution.

4. Manager, Information and Communication Technology, Job Grade: PC3: - Ref. PC/MICT/11/22

The Officer shall report to the Director, Corporate Services. The successful candidate will ensure the Commission adopts and implements effective strategies for the deployment of ICT infrastructure, Service delivery, BP continuity, disaster recovery and information security.

Other key responsibilities include:

- Initiate the development of the Commission's ICT Strategy and related policies and procedures;
- Advise management on all ICT related policies and strategies;
- Design, implement and maintain adequate ICT Infrastructure in line with applicable legal and regulatory requirements;
- Ensure proper Management and implementation of the Commission's management information system (Enterprise Resource Planner, Document Management Systems, Customer Management Systems;
- Design, develop and maintain telephony, Corporate-wide messaging system and Intranet site for the Commission;
- Deploy appropriate Infrastructure to support Business Continuity and Disaster Recovery of critical processes within the Commission;
- Ensure Provision of ICT User support;
- Ensure staff awareness on technological changes and emerging cyber security risks;
- Manage security of Commission's information assets by preserving Integrity, Confidentiality and Availability of information assets;

- Implement secure portals to facilitate stakeholder interaction with the Commission;
- Sensitize internal and external stakeholders on deployed ICT systems;
- Manage outsourced ICT service providers as per the signed Service Level Agreement;
- Review and maintain up to date hardware and software solutions to enhance their efficiency, reliability and compatibility;
- Implement programs for safeguarding data integrity of all systems and ensure system availability through the necessary technical support/upgrades;
- Establish operational linkages with other directorates, departments and divisions of the Commission to facilitate efficiency;
- Identify and set performance target for the team based on Set targets and other tasks managed by the department;
- Manage human, financial and material resources assigned to the Department; and
- Coordinate the development of comprehensive annual work plan for department.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- At least ten (10) years of relevant work experience in a public or private institution, five (5) of which must be in management;
- Bachelor's degree in Computer Science, Information Communication Technology, or equivalent from a recognized institution;
- Master's degree in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized institution;
- Membership to a relevant professional body in good standing;
- Relevant professional qualifications such as CISCO, ORACLE, CISA, CISM, and MCITP;
- Management course lasting not less than four (4) weeks from a recognized institution;
- Demonstrated results in work performance; and
- Fulfil the requirements of chapter six of the constitution.

5. Manager, Corporate Communications, Job Grade: PC3: - Ref. PC/MCC/11/22

The Officer shall report to the Director, Corporate Services. The successful candidate will be responsible for handling communications between the internal and external stakeholders and providing a linkage between the Commission and all its stakeholders.

Other key responsibilities include:

- Leads team members of the Corporate Communications Unit to execute all communication, and stakeholder engagement activities of the Commission;
- Overall supervision of all human, financial and material resources of the division;

- Overseeing the development and implementation of a brand manual for Commission;
- Developing and ensuring compliance with the corporate identity of Commission;
- Overseeing the development and implementation of a communication and branding strategy for the Commission;
- In charge of formulating and implementing creative communication strategies and public relations programs;
- Overseeing the regular update of Commission's website;
- Overseeing the promotion of a positive corporate image of Commission to the public through promotions and campaigns;
- In charge of all public relation activities in Commission;
- Overseeing the branding and promoting Commission nationally and internationally;
- Building synergy and enhancing collaboration between Commission and the public and private sector institution;
- Identifying and creating good working relations with all possible stakeholders;
- Managing and appraising departmental staff and identifying their training needs;
- In consultation with the Executive Director/CEO, managing and handling all negative publicity about Commission; and
- Overseeing management of customer complaints in Commission.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Ten (10) years' experience with five (5) years in a supervisory position;
- Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- Master's degree in mass communication or its equivalent from a recognized institution;
- Post Graduate diploma in Journalism, mass communication or its equivalent from a recognized institution; if the degree is not in Journalism or mass Communication;
- Demonstrated a high degree of responsibility in discharging public relations duties;
- Management course not lasting less than four (4) weeks from a recognized institution;
- Membership of a relevant professional body in good standing;
- Proficiency in computer applications; and
- Fulfil the requirements of chapter six of the constitution.

6. Principal Information and Communication Technology Officer, Grade: PC4 (Ref. PC/PICTO/11/2022)

The Officer shall report to the Manager, Information and Communication Technology. The successful candidate will coordinate and implement effective strategies for the deployment of ICT infrastructure, Service delivery, disaster recovery and information security.

Other key responsibilities include:

- Coordinate the ICT staff in software development and training in support to Commission staff;
- Review ICT requirements and coordinate technical and functional improvements of the information systems in collaboration with end-users;
- Develop, implement and continuously review system security, back-up and recovery procedures;
- Develop and implement guidelines on distribution, installation, upgrade, maintenance and replacement of ICT infrastructure and promote the use of cost effective ICT solutions;
- Ensure that ICT projects are completed within the planned time and budget and that procedures and standards are adhered to;
- Liaise with Commission staff and end-users to ensure that the various management information systems and associated software's that operate in the Commission computers, servers and networks meet their needs;
- Provide advice, guidance and assistance to end users and other members of staff on developing their use of ICT at the Commission.
- Promote the use of ICT resources, tools and application of software, hardware and network services;
- Provide support to the implemented systems and promoting technological innovations to enhance the Commission's efficiency; and
- Promotion and use of robust and efficient systems/processes focused on ICT leverage to improve efficiency, value addition and cost reduction.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- A relevant Master's degree in Computer Science, Information Technology, Information Communication Technology, or equivalent from a recognized institution;
- A Bachelor's degree in Computer Science, Information Communication Technology, or equivalent from a recognized institution;
- Relevant professional qualifications;
- Membership to a relevant professional body e.g. ICTAK, Computer Society of Kenya, ISACA etc., and in good standing;
- Management Course lasting not less than four (4) weeks from a recognized institution;
- At least eight (8) years of relevant work experience in public or private institution, three (3) of which must be in a supervisory role;
- Demonstrated results in work performance; and

- Fulfil the requirements of chapter six of the Constitution.

7. Principal Compliance Officer, Job Grade: PC4 (Ref. PC/PCO/11/2022) (Re-advertisement)

The Officer shall report to the Director, Research, Planning and Compliance. The successful candidate will be responsible for supervising the entire risk universe and business processes and carry out quality assurance and quality control activities at the Commission.

Other key responsibilities include:

- Initiating the development of Quality Management System (QMS) policies and procedures;
- Coordinating the implementation of the Risk Management Policy in the Commission activities;
- Managing the risk assessment process;
- Providing guidance to the risk champions in the execution of their risk management roles;
- Ensuring that risks are promptly and accurately identified, assessed, responded to, reported on, and monitored;
- Reviewing reports from the risk champions regarding the nature and extent of risks in their business activities;
- Advising on the status of items in the risk register;
- Coordinating the implementation of risk and quality assurance standards
- Reviewing the implementation and efficiency of QMS standards
- Preparing reports and communicating outcomes of quality activities;
- Managing internal quality audits and other QMS activities.
- Coordinating the collection, compilation and analysis of data to identify areas for improvement in the quality Management system;
- Identifying training needs and organize training interventions to meet quality standards;
- Coordinating and supporting on-site quality audits conducted by external providers and evaluating audit findings and implementing appropriate corrective actions; and
- Ensuring compliance with quality Management systems and regulatory requirements.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- Master's degree in Economics, Public Policy; Statistics, Mathematics; Strategic Management, Public Administration, Project planning and Management, Information Science/Library Science/knowledge Management or related disciplines;
- Bachelor's degree in Economics, Public Policy; Statistics, Mathematics; Strategic Management, Public Administration, Project planning and Management, Information Science/Library Science/knowledge Management or related disciplines;

- Being a certified risk management professional or certified QMS professional is an added advantage;
- Have a certificate in Management Course or its equivalent lasting not less than four (4) weeks;
- Have eight (8) years relevant work experience with at least three (3) years' experience in a supervisory role;
- Demonstrate competence in work performance;
- Proficiency in computer applications; and
- Fulfil the requirements of Chapter Six of the Constitution.

8. Principal Research and Planning Officer, Job Grade: PC4 (Ref. PC/PRPO/11/2022)

The Officer shall report to the Manager, Research and Planning. The successful candidate will be assisting the Manager in implementing effective strategies, research and planning services. Other key responsibilities include:

- Developing and reviewing of the organizational Strategic and operational Plans;
- Developing tools for Corporate monitoring and evaluation;
- Carrying out Corporate monitoring and evaluation;
- Identifying, formulating, examining, analyzing and initiating review of policies touching on the Commission;
- Leading the performance contracting process for the Commission;
- Preparing, collecting data, analyzing, reporting, monitoring and evaluating Performance Contract;
- Carrying out Business process Re-engineering;
- Undertaking studies as per organizations Strategic Plan and Performance Contract such as Sectorial Studies; Customer and Employee Satisfaction, and Work Environment Surveys;
- Formulating strategies for identifying alternative sources of revenue, reviewing proposals and facilitating negotiations for resource mobilization activities;
- Assist in ensuring alignment of corporate strategies with national and county policies, plans, programs and priorities;
- Ensure that research is carried out on identified areas;
- Preparing periodic implementation reports Preparing the budget and work plans;
- Monitoring the implementation of the department's budgets; and
- Participate in developing strategies for stakeholder consultations and engagements.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- At least four (8) years relevant work experience in Public Service or Private Sector, three (3) of which must be in a supervisory position;
- Bachelor's degree in Economics, Public Policy; Statistic, Mathematics; Strategic Management, Public Administration, Project planning and

Management, Information Science/Library Science/knowledge Management or related disciplines;

- Master's degree in Economics, Public Policy; Statistic, Mathematics; Strategic Management, Public Administration, Project planning and Management, Information Science/Library Science/knowledge Management or related disciplines; field;
- Management Course lasting not less than four (4) weeks;
- Membership to a relevant professional body where applicable;
- Demonstrated results in work performance;
- Proficiency in computer applications; and
- Fulfil the requirements of Chapter Six of the Constitution.

9. Senior Internal Auditor, Grade: PC5: - Ref. PC/SIA/11/22

The Officer shall report to the Principal Internal Auditor. The successful candidate will be assisting the department in providing objective assurance and consulting activity aimed at improving the operations of the Commission.

Other key responsibilities include:

- Provide inputs for the update of policies and procedures for the Department;
- Develop individual audit engagement plan and ensure implementation;
- Review and evaluate the system of internal controls, assess their adequacy, effectiveness and proposing recommendations for their improvement;
- Safeguard the Commission's assets by establishing appropriate means of verifying their existence, ownership and valuation;
- Prepare draft audit reports on completion of each audit engagement for review by the Principal Internal Auditor;
- Assist in establishing a follow up mechanism on recommendations received from all internal and external audits; and
- Undertake special audit/investigations.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- At least four (4) years' relevant experience gained from a public or private organization;
- Bachelor's Degree in Accounting, Finance or Business Administration or relevant field from a recognized institution;
- CPA Part III or its equivalent;
- Attended supervisory course lasting not less than two (2) weeks from a recognized institution;
- Demonstrated results in work performance;
- Proficiency in Computer applications;
- Fulfil the requirements of Chapter six of the Constitution.

10. Senior Supply Chain Management Officer, Job Grade: PC5 (Ref. PC/SSCMO/11/2022)

The Officer shall report to the Principal Supply Chain Management Officer. The successful candidate will be assisting the department in coordinating all procurement and asset disposal activities in the Commission.

Other key responsibilities include:

- Implement the annual procurement and disposal plans;
- Provide secretarial services to committees' incidental to procurement of goods and services, and disposal of assets;
- Ensure procured goods, services and works are as per specifications;
- Draft contract documents for goods, works and services;
- Initiate payment processing for goods, works and services rendered and follow up to ensure payment(settlement);
- Carry out market surveys to ensure the Commission obtains value for money; and
- Analyze user requirements and prepare quotations/tenders as appropriate.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- At least four (4) years' work experience in supply chain management in public service or private sector;
- Bachelors' degree in Commerce, Procurement and Supplies Management, or equivalent from a recognized institution;
- Diploma in Supplies Management or its equivalent from a recognized institution, if the degree is not in Supplies Management;
- Masters' degree in Supply Chain Management, Logistics or, Business Administration, or equivalent from a recognized university is an added advantage;
- Attended a supervisory Course lasting not less than two (2) weeks from a recognized institution;
- Member of professional body either KISM or CIPS in good standing;
- Demonstrated results in work performance; and
- Fulfil the requirements of chapter six of the constitution.

TERMS OF SERVICE AND REMUNERATION

Officers in Grades PC3 shall be appointed on a contract of five (5) years renewable subject to performance. Such appointment is subject to the legal retirement age.

Officers in Job Grade PC4 and PC5 shall be appointed on permanent and pensionable terms of employment.

An attractive remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant.

HOW TO APPLY

The Candidates who had applied for the position of Principal Compliance Officer need not to re-apply.

Applicants should send their applications and detailed CV with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone through the address given below.

The following clearances will only be required from successful candidates on offer of job and not at application stage:

- Clearance from the Directorate of Criminal Investigations (Good Conduct Certificate);
- Clearance from Kenya Revenue Authority (Tax Compliance Certificate);
- Clearance from Higher Education Loans Board (HELB);
- Clearance from Ethics and Anti-Corruption Commission; and
- Clearance from Credit Reference Bureaus (CRB);

Applications clearly citing the position should be sent to:

**The Executive Director/CEO
Privatization Commission
P.O. Box 34542 – 00100
Social Security House - Annex (Parking Silo) 10th Floor
NAIROBI, KENYA**

Applications should be received not later than 5.00 p.m. on **15th November, 2022**.

Privatization Commission is an Equal Opportunity Employer committed to diversity and gender equality. Persons with disability, females, youth, marginalised and minorities are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.