

KENYA ANIMAL GENETIC RESOURCES CENTRE- JOB ADVERTISEMENT

Kenya Animal Genetic Resources Centre (KAGRC) is a state corporation under the ministry of Agriculture, Livestock and Fisheries established through Gazette Notice No. L.N. 110 of September, 2011. It has been in operation since 1946 as CAIS and its mandate is to produce, preserve and conserve animal genetic material (semen embryo, tissues and live materials) and rear breeding bulls for provision of high quality disease free semen to meet national demand and for export. KAGRC works in close collaboration with other breeding organizations, societies and individual farms which provide herds for the breeding program such as the Kenya stud book, the Dairy Recording services of Kenya and the Livestock recording centre. The centre is currently operating several Liquid Nitrogen plants countrywide in order to facilitate access to the key preservative of bull semen.

The management wishes to recruit dynamic, results oriented and committed individuals who can drive the organization to maximize its profits and deliver on its mandate. The positions will be for a three year contract period renewable subject to performance.

SALES AND MARKETING MANAGER: JOB GRADE KAGRC 5 (1 POSITION)

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- i. Conducting market research and disseminating market information to relevant stakeholders;
- ii. Drafting resource mobilization proposals and ensuring that the sales and marketing budget is adhered to;
- iii. Participating in innovative branding and development of promotional activities for the Kenya Animal Genetic Resource Centre (KAGRC);
- iv. Establishing and managing database on market information and development partners;
- v. Identifying market opportunities and advising KAGRC accordingly;
- vi. Communicating with target audiences and managing customer relationships;
- vii. Managing the production of marketing materials, including leaflets, posters, flyers, newsletters, e-newsletters and DVDs in liaison with relevant officers;
- viii. Arranging the effective distribution of marketing materials;
- ix. Organizing and attending events such as conferences, seminars, receptions and exhibitions;
- x. Contributing to and developing sales and marketing plans and strategies and evaluating their effectiveness;
- xi. Sourcing advertising opportunities and placing adverts in the press or on the radio;
- xii. Responsible for obtaining profitable results from the sales team through providing leadership and monitoring their performance;
- xiii. Plan for and oversee the performance Appraisal System for the sales team, assist in setting sales targets and administration of individual sales commissions according to existing organization's policy;
- xiv. Assist in developing relevant training materials and provide training to the sales team; and
- xv. Assist in debt collection through active involvement of the sales team in the process.

QUALIFICATIONS

- i. Bachelors Degree in any of the following disciplines: Marketing , Business Administration/ Management, Commerce (marketing), Entrepreneurship or its equivalent from a reputable institution or Degree in Veterinary Medicine , Animal Science, Animal Production with Diploma in Sales and Marketing;
- ii. Served in a senior sales and/or marketing position in a busy organization;
- iii. Masters degree in a relevant area will be added advantage;
- iv. Should have a minimum of 8 years experience in a busy sales and marketing department working as a team manager and business development in an organization dealing with livestock or pharmaceutical products;
- v. Good communication, customer care and public relations skills;
- vi. Ability to travel country wide and the region to meet customers; and
- vii. A member of a local marketing professional body recognized in Kenya.

MANAGER INTERNAL AUDIT: JOB GRADE KAGRC 4 (1 POSITION)

JOB DESCRIPTION

The manager Internal Audit shall report to the Board of Directors of Kenya Animal Genetic Resources Centre in planning and executing various financial and operation audits within accepted professional standards. The job holder will also ensure institutional policies; procedures and application laws and regulations are adhered to. The duties and responsibilities shall include:

- i. Liaising with the Managing Director to prepare internal audit reports for presentation to the Board of Directors Audit Committee,
- ii. Preparing audit plans, strategies and programs in accordance with the requirements of the Internal Audit Unit plan;
- iii. Planning and coordinating internal audit activities;
- iv. Budgeting and control of resources;
- v. Ensuring audit procedures and regulations are adhered to;
- vi. Ensuring sound audit management systems are in place;
- vii. Preparing audit reports and follow up on implementation of recommendations;
- viii. undertaking special audit investigations as may be required;
- ix. Monitoring and evaluating the Unit's activities;
- x. Compiling the Unit's quarterly and annual reports;
- xi. Implementation and realization of the Unit's strategic plans and objectives;
- xii. preparation and implementation of the Unit's performance appraisal systems and contracts;
- xiii. Overseeing the finances and assets management of the unit and instituting operational accountability;
- xiv. Carrying out risk assessment and maintaining an updated register;
- xv. Undertaking special assignments and investigations; and

- xvi. Providing audit support, advice and guidance to the external auditors as requested.

JOB QUALIFICATIONS

- i. Bachelors Degree in any of the following disciplines: Business Administration/ Management, Commerce specializing in Finance or Accounting or its equivalent from a reputable institution;
- ii. Masters degree in any of the following disciplines: commerce, accounting, Finance, Business Administration or their equivalent will be an added advantage;
- iii. Professional certification in CPA (Certified Public Accountant); Certified Internal Auditor (CIA); Certified Internal Systems Auditor (CISA);
- iv. Understanding of Quality management system (ISO 9000), knowledge in ACL (Audit command Language) and membership to ICPAK (Institute of certified public Accountants of Kenya);
- v. Should have a minimum of eight years experience three of which should have been at senior level of principal Internal Auditor or its equivalent;
- vi. Demonstrated managerial and professional competence in work performance;
- vii. Exhibit a thorough understanding of national goals, policies, objectives and ability to relate them to proper audit management; and
- viii. Should be an excellent communicator with high levels of confidentiality.

PRINCIPAL SUPPLY CHAIN OFFICER: KAGRC 5 (1 POSITION)

The officer will be the head of the Procurement department and will report to the Managing Director.

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities shall include:

- i. Developing and implementing procurement policies and plans to guide supply chain operations and aligning them with approved budget;
- ii. Overseeing the implementation, monitoring and review of supply chain through adherence to procurement policies, regulations, and procedures;
- iii. Coordinating activities in the procurement unit and advising on policy matters pertaining to procurement and supplies;
- iv. Budgeting for the unit and carrying out internal monitoring and evaluation;
- v. Assessing and measuring the performance of the suppliers and contractors;
- vi. Coordinating the preparation and implementation of procurement manual;
- vii. Introducing modern inventory management techniques and approaches;
- viii. Overseeing implementation of e-procurement strategies and risk management;
- ix. Ensuring capacity building and performance management of staff in the unit;

- x. Ensuring safe custody of procured goods and confidential documents; and
- xi. Ensuring integrity and professionalism in supply chain operations.

JOB QUALIFICATIONS

- i. Bachelors degree in Commerce or Business Administration (supply chain/procurement option) or its equivalent from a reputable institution;
- ii. Masters degree in Commerce or Business Administration(supply chain/procurement option) or its equivalent form a reputable institution;
- iii. Must be a member of the Kenya Institute of Supplies management (KISM) or Chartered Institute of purchasing and supplies;
- iv. Must be knowledgeable on Public Procurement Asset and Disposal Act (PPAD, 2015) and Public Procurement Regulatory Authority (PPRA) procedures and guidelines;
- v. Good communication and interpersonal skills and highly confidential;
- vi. At least eight years experience three of which must have at senior supply chain officer in the supply chain department;
- vii. Strong leadership and management skills; and
- viii. Proficiency in computer applications and ability to write good reports.

The positions will be for a three year renewable contract subject to performance. Interested candidates should apply and attach detailed curriculum vitae, copies of certificates and other testimonials including email address and cell phone number and names of three referees with their contacts to the address below to be received on or before **11th April, 2017 at 4.00 P.M.**

All candidates are expected to attach copies of the following documents:

- i. Tax compliance certificates;
- ii. Clearance from HELB;
- iii. Clearance from Ethics and anti-corruption commission;
- iv. Clearance from the CRB; and
- v. Certificate of Good conduct from the police.

KAGRC is an equal opportunity employer.

**The Managing Director
Kenya Animal Genetic Resources Centre
P O Box 23070 – 00604
Lower Kabete
NAIROBI
Email: info@kagrc.co.ke**

Only shortlisted candidates will be contacted.