



1. ASSISTANT DIRECTOR: POLICY DEVELOPMENT AND RESEARCH REF: KSMS/01/09

Job Purpose

Reporting to the Director, KSMS Research Centre, the job holder will be responsible for the management and the development of the Research Centre policy programme and contribute to the fulfilment of the KSMS strategic objectives. This includes leading in producing influential, evidence-based policy positions to underpin decision making and advice at the KSMS Research Centre.

Key duties and responsibilities:

1. Responsibility for key strategic policy areas, leading in producing evidence based policy positions and ensuring that the Research Centre responds appropriately to developments in those policy areas.
2. Undertake rigorous research and policy analysis for the KSMS Research Centre
3. Contribute to the development of policy and campaign strategies, including facilitating networking between researchers and other networks.
4. Responsibility for development of a global framework for research for the KSMS' strategic priority areas including identification of issues requiring the Centre to undertake policy research.
5. Ensure policy and strategy coherence between KSMS key strategic areas.
6. Develop funding proposals, writing articles, briefing papers and reports for external and internal publication.
7. Train Research Centre staff on document and proposal writing.
8. Development and maintenance of good working relations with research networks, government agencies and other relevant organisations.
9. Development of Research Centre strategies and work plans as directed by the Executive Director.
10. Keep abreast of developments in relevant policy areas.
11. Develop innovative and effective programmes in key areas including analysis of new areas of work.
12. Prepare briefings and speeches, as requested.
13. Contribute to team meetings and other KSMS communications.
14. Teaching in KSMS graduate programmes.

15. Carrying out other specific activities as required by the Executive Director.

Essential Skills and Experience:

1. A PhD in Economics or Business related fields with minimum 5 years of demonstrable experience in developing evidence based policies at a senior level. Or A Masters in Economics or Business related fields with minimum 10 years of demonstrable experience in developing evidence based policies at a senior level.
2. Demonstrated experience in developing funding proposals and good document writing/editing skills.
3. Experience in working with Bilateral and Multilateral agencies.
4. Demonstrated experience of staff management.
5. Fluency in written and oral English.
6. Excellent inter-personal and influencing skills at all levels.
7. Excellent analytical and communication skills.
8. Age: 35 – 45 years.

2. ASSISTANT DIRECTOR, ACADEMIC AFFAIRS

REF: KSMS/02/09

Job Purpose

Reporting to the Executive Director, the job holder will be responsible for the planning, development, administration and evaluation of all academic programs at the KSMS including development and marketing of the School's graduate programmes. The job holder will also be responsible for providing leadership for and administer academic support programs appropriate to meet student needs.

Key duties and responsibilities

1. Responsible for all assessment-related matters, including the moderation and publication of students' grades
2. Encourage and support activities and innovations to improve teaching and learning at the KSMS.
3. Work collaboratively with the Executive Director and the faculty to develop an annual academic plan for the School consistent with the mission and its strategic plan.
4. Administer all operations and staffing associated with academic support functions including instructional media, library, learning support and tutorial programs, academic computing, advising, registration, staff support, laboratory equipment and supplies, and classroom operations.

5. Supervise librarians in administering library programs and developing collection policies; monitor availability of bibliographic instruction in support of academic and management development programming.
6. Work collaboratively with Department Heads and Director, Research Centre to provide leadership in faculty recruitment, diversity, professional development, tenure, compensation, and evaluation as stipulated by KSMS policy.
7. Assign duties to all teaching staff as stipulated by School policy.
8. Assure and promote innovation by the faculty in teaching, research, scholarship, and creative accomplishment consistent with the School's missions and policies.
9. Provide the Executive Director with appropriate information regarding the performance of faculty as stipulated by KSMS policy for the purpose of tenure, reappointment, and compensation recommendations.
10. Conduct staff evaluations with input from Departmental Heads.
11. Provide leadership for the academic advising program to ensure high quality and effectiveness through faculty and professional staff advisors.
12. Investigate student academic concerns and address student questions related to academic matters.
13. Oversee policies and procedures with respect to student enrolment when directed by the Executive Director.
14. Administer budgets for academic programs, faculty development, academic support services, and other budgets specified by the Executive Director.
15. Evaluate and submit plans for academic affairs to the Executive Director, contributing to the School's Strategic Planning activities as appropriate.
16. Prepare and present to the Board annual budget requests for academic affairs programs and functions.
17. Teach in KSMS Graduate programmes.
18. Provide leadership for the School's efforts to seek external funding for support of academic programming and monitor compliance with awards requirements.

Essential Skills and Experience:

1. A PhD in Economics or Business related fields.
2. Minimum 5 years in academic administration and research at a senior level.
3. Demonstrated experience in developing funding proposals and good document writing/editing skills.
4. Demonstrated experience of staff management.
5. Fluency in written and oral English.
6. Excellent inter-personal and influencing skills at all levels.
7. Excellent analytical and communication skills.
8. Age: 35 – 45 years.

3. FINANCE MANAGER

REF: KSMS/03/09

Job Purpose

The overall purpose of the job is to manage the School's financial accounting, monitoring and reporting systems. The holder will be expected to work with the Executive Director to reorganize and revamp the School's financial system.

Key duties and responsibilities

1. Provide and interpret financial information, analyzing change and advising accordingly;
2. Monitor and interpret cash flows and produce accurate financial reports suitable for presentation at Board level;
3. Develop financial management mechanisms that minimise financial risk;
4. Conduct reviews and evaluations for cost-reduction opportunities;
5. Liaise with auditors to ensure annual monitoring is carried out;
6. Managing budgets;
7. Supervise staff in the Finance Section;
8. Keep abreast of changes in financial regulations and legislation.

Essential Skills and Experience:

1. A **registered** qualified accountant (CPA-K).
2. A post graduate degree in accounting/finance/business.
3. Minimum 5 years practical experience in financial and tax accounting.
4. Demonstrated ability to develop and manage computer based financial systems.
5. High numeracy and sound technical skills;
6. Strong attention to detail and ability to work as part of a team;
7. Excellent time management skills and the ability to prioritise tasks;
8. Fluency in written and oral English.
9. Excellent inter-personal and problem solving skills.
10. Excellent analytical and communication skills.
11. Age: 35 – 40 years.

4. ASSISTANT FINANCE MANAGER (FINANCIAL ACCOUNTS) REF: KSMS/04/09

Job Purpose

The overall purpose of the job is to manage the School's financial accounting, monitoring and reporting systems. The holder will be expected to work with the Finance Manager to reorganize and revamp the School's financial system.

Key duties & responsibilities

1. Ensure that adequate financial management routines and systems are in place, and that School's accounting practices and standards are adhered to.
2. Review accounting procedures implemented by the School to ensure their compliance with all the applicable accounting laws and regulations.
3. Preparation of monthly reconciliation of all the balance accounts Preparation of the monthly Project summary.
4. Preparation and regular updating of budget proposal overview.
5. Be involved in budget preparations and verification of financial reports.
6. Accurate maintenance of all the School financial/accounting papers and transactions.
7. Extract and interpret information from financial records and advise on strategic direction
8. Any other tasks assigned by the Finance Manager.

Essential Skills and Experience:

1. Must be a **registered** qualified accountant (CPA-K)
2. Accounting/Finance or Business Administration bachelor's degree
3. A minimum of 3 years previous experience in financial and tax accounting
4. Must demonstrate evidence of ability to work in a computer based financial systems.
5. Age: 35 – 40 years.

5. ASSISTANT FINANCE MANAGER (MANAGEMENT)

REF: KSMS/05/09

Job Purpose

The overall purpose of the job is to prepare monthly and quarterly management accounts and other information as required. The holder will be expected to work with the Finance Manager to reorganize and revamp the School's billing, tax and debtor system.

Key duties and responsibilities

1. Responsible for coordination and preparation of billing and credit statements.
2. Review the School's credit control procedures and develop and implement enhancements where required.
3. Manage the outstanding sales balances falling due and contact customers before the balances become overdue to confirm payments.
4. Set and monitor credit limits.

5. Where required initiate proceedings to ensure outstanding debts are brought to a satisfactory conclusion.
6. Keep the School up to date with new credit management procedures and techniques.
7. Primary day-to-day contact point with other Units of the School and external clients including debtors.
8. Provide support to Finance Manager.
9. Produce statutory accounts and prepare tax schedules.

Essential Skills and Experience:

1. Must be a **registered** qualified accountant (CPA-K)
2. Accounting/Finance or Business Administration bachelor's degree
3. A minimum of 3 years previous experience in management accounting, tax and credit control a finance department
4. Must demonstrate evidence of ability to work in a computer based financial systems.
5. Age: 35 – 40 years.

6. MANAGER, INTERNAL AUDIT AND RISK MANAGEMENT REF: KSMS/06/09

Job Purpose

The overall purpose of this job is to carry out independent appraisal of the effectiveness of the policies, procedures and standards by which the School's financial, physical and information resources are managed. The job holder is also expected to add value by acting as a facilitator in business risk management and carrying out value for money reviews, thereby assisting the management and the School in the effective discharge of their responsibilities.

Key duties and responsibilities

1. To work with management to ensure a system is in place which ensures that all major risks of the School are identified and analysed, on a regular basis.
2. To plan, organise and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the School, scheduling and assigning work and estimating resource needs.
3. To report to both the audit committee and management on the policies, programmes and activities of the Section.
4. To coordinate coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.

5. To make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation.
6. To review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
7. To work with management to ensure a system is in place which ensure that all major risks of the School are identified and analyzed, on a regular basis
8. To report on the value for money that the School obtains in all its activities with special regard to economy, efficiency and effectiveness.
9. To conduct any reviews or tasks requested by the Board, Audit Committee, Executive Director, provided such reviews and tasks do not compromise the independence or objectivity of the internal audit function.
10. To provide both management and the audit committee with an opinion on the internal controls in the School.

Essential Skills and Experience:

1. A **registered** qualified accountant (CPA-K).
2. Post Graduate degree holder.
3. Minimum 5 years practical experience in audit & risk assessment.
4. Demonstrated ability to develop and manage computer based financial systems.
5. Demonstrated ability to write timely, constructive and actionable audit and risk assessment reports;
6. Strong attention to detail and ability to work as part of a team;
7. Excellent time management skills and the ability to prioritize tasks;
8. Fluency in written and oral English.
9. Excellent inter-personal and problem solving skills.
10. Age: 35 – 40 years.

7. ASSISTANT MANAGER (INTERNAL AUDIT & RISK)

REF: KSMS/07/09

Job Purpose

The overall purpose of this job is to manage the planning, execution and reporting of reviews and audit projects.

Key duties and responsibilities

1. Ensure that audit assignments are carried out to appropriate professional standards and within laid down budget and time targets.
2. Develop appropriate assurance work programmes and executing the work programmes for the assigned review.

3. Apply professional accounting and auditing principles and standards to test and evaluate complex financial records and operational systems.
4. Conduct interviews with staff and management as part of preparation for audit, audit testing and to present findings.
5. Develop realistic recommendations for bringing programs and operations into compliance with goals and objectives, and document findings.
6. Perform research to locate and summarise applicable laws and best practice guidelines.
7. Assist in fraud investigations.
8. Support the Manager, Internal Audit & Risk Management with stakeholder information as appropriate for individual reviews.

Essential Skills and Experience:

1. A **registered** qualified accountant (CPA-K).
2. Post Graduate degree holder.
3. Minimum 3 years practical experience in audit & risk management.
4. Demonstrated ability to write timely constructive and actionable risk assessment reports.
5. Demonstrated ability to assess risk in a dynamic environment;
6. Strong attention to detail and ability to work as part of a team;
7. Excellent time management skills and the ability to prioritize tasks;
8. Fluency in written and oral English.
9. Excellent inter-personal and problem solving skills.
10. Age: 35 – 40 years.

8. INTERNAL AUDIT & RISK MANAGEMENT OFFICER

REF: KSMS/08/09

Job Purpose

The overall purpose of this job is to plan and perform financial and operational control audits across the businesses and to report findings to Management.

Key duties and responsibilities

1. Undertake special projects such as due diligence assignments and fraud investigations.
2. Participate in cross functional project teams for system implementations.
3. Provide assistance and support to the business and ensure compliance.

4. Participate in the development of the annual risk assessment process and audit plan.
5. Develop working relationships with Management and other key individuals within the business functions.

Essential Skills and Experience:

1. A **registered** qualified accountant (CPA-K).
2. Bachelor's degree holder in a relevant field.
3. Minimum 3 years practical experience in audit & risk management.
4. Demonstrated ability to develop and manage computer based financial systems.
5. Commitment to working in a dynamic environment;
6. Strong attention to detail and ability to write timely, constructive and actionable reports;
7. Excellent time management skills and the ability to prioritize tasks;
8. Fluency in written and oral English.
9. Excellent inter-personal and problem solving skills.
10. Age: 25 – 35 years.

9. MANAGER PROJECTS/ARCHITECT

REF: KSMS/09/09

Job Purpose

The role of the Project Manager is expected to work with Director, KSMS to plan, execute, and finalize projects according to strict deadlines and within budget. These include acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Project Manager will also define the project's objectives and oversee quality control throughout its life cycle. The holder is will be expected to work with the Executive Director, KSMS to ensure value for money development of the school's facilities.

Key duties & responsibilities

1. Direct and manage project development from beginning to end.
2. Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
3. Develop full-scale project plans and associated communications documents.
4. Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
5. Liaise with project stakeholders on an ongoing basis.
6. Estimate the resources and participants needed to achieve project goals.

7. Draft and submit budget proposals, and recommend subsequent budget changes where necessary.
8. Where required, negotiate with other department managers for the acquisition of required personnel from within the company.
9. Determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle.
10. Set and continually manage project expectations with team members and other stakeholders.
11. Identify and resolve issues and conflicts within the project team.
12. Identify and manage project dependencies and critical path.
13. Plan and schedule project timelines and milestones using appropriate tools.
14. Track project milestones and deliverables.
15. Develop and deliver progress reports, proposals, requirements documentation, and presentations.
16. Determine the frequency and content of status reports from the project team, analyze results, and troubleshoot problem areas.
17. Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
18. Define project success criteria and disseminate them to involved parties throughout project life cycle.
19. Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work.

Essential Skills and Experience:

1. A **registered** qualified Architect
2. At least 5 years practical experience in managing quality projects.
3. Must also demonstrate evidence of ability to achieve the highest level of standards in developing 5-star facilities
4. Ability to read communication styles of team members and contractors who come from a broad spectrum of disciplines
5. Ability to elicit cooperation from a wide variety of sources, including upper management, clients, and other departments.
6. Strong written and oral communication skills.
7. Adept at conducting research into project-related issues and products.
8. Must be able to learn, understand, and apply new technologies.
9. Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
10. Age: 35 – 40 years.

If you meet the above requirements and consider yourself proactive, self driven and up to the challenge, please download and fill the Central Bank of Kenya job application form, CBK 113-2009 found at www.centralbank.go.ke and send it to:

Director, Human Resources & Administration
P.O. Box 60000-00200
NAIROBI

So as to be received on or before **September 25, 2009.**

Note:

- **Please do not apply for these positions if you do not have the required qualifications, experience or competencies as per the advertisement.**
- **Applications received after deadline will not be considered.**
- **Only short listed candidates shall be contacted and any form of canvassing will lead to automatic disqualification**

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