



ACK Garden Hse., 1st Ngong Avenue, Community
 P.O. Box 105166–00100 Nairobi
 020 5137400, 0723 954 927, 0734 879 662
 info@kuccps.ac.ke
 www.kuccps.ac.ke

VACANCY ANNOUNCEMENT

Kenya Universities and Colleges Central Placement Service (KUCCPS) is a State Corporation established under the Universities Act, 2012 to coordinate the placement of Government-sponsored students to universities and colleges; disseminate information on available programmes, their costs and the areas of study prioritised by the Government; collect and retain data relating to university and college placement; develop career guidance programmes for the benefit of students; and advise the Government on matters relating to university and college student placement, among other functions.

KUCCPS is seeking to recruit competent and self-driven individual(s) with an innate dynamism to join a high-performing team. Successful candidates should not only be strategic thinkers who are objective, innovative and analytical, but also be of integrity and emotionally intelligent, with effective leadership, interpersonal, communication and organisation skills. Detailed job descriptions are as follows:

DETAILED JOB DESCRIPTIONS

A. DEPUTY DIRECTOR, LEGAL SERVICES, KUCCPS 3

Job Title	Deputy Director, Legal Services
Grade	KUCCPS 3
Corporation/Organization	Kenya Universities and Colleges Central Placement Service
Directorate	N/A
Department	Legal Services
Section / Unit	N/A
Location / Work Station	Head Office, Nairobi
Reporting Relationships	
Reports to	Chief Executive Officer
Direct Reports	Assistant Director, Legal Services
Indirect Reports	Principal Legal Officer

Job Purpose
<p>The purpose of the job is to offer Secretariat Services to the Board and to provide legal services to the Placement Service. The role provides overall strategic and visionary leadership and guidance to KUCCPS to ensure adherence to all legal and regulatory requirements to support the Board and management in maintaining high standards of corporate governance.</p>
Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
<ol style="list-style-type: none"> 1. Provides strategic leadership in the development of the Institution’s legal and regulatory framework and the development of laws and regulations that guide the design and development of Governance infrastructure at the Placement Service; 2. Oversees the formulation, implementation and review of the Institution’s legal strategies, guidelines and the development of relevant legislations, regulations, by-laws and policies based on international standards to safeguard the interest of the Institution. 3. Oversees Board Secretarial Services, the preparation of the Board Papers and implementation of the Board Resolutions in compliance with the Mwongozo Code of Governance for State Corporations; 4. Leads negotiations with government entities, local and international contractors, consultants, partners and investors on legal issues regarding projects and collaborations at KUCCPS to ensure compliance with the law and insulation of the Institution from exposure to legal risks 5. Leads the development of strategies for dispute management, oversees disputes resolution and litigation management including international arbitration of disputes with international contractors/consultants; 6. Provide legal advisory to Management on all areas of the business including but not limited to potential legal risk to the business, exercise of independent legal judgment, contracts, disputes resolution, compliance, procurement, regulatory and employment and labour relations for informed decision making, compliance and protection of institutional reputation; 7. Leads the department in planning and directing resources to achieve departmental targets and objectives; 8. Oversees the development and implementation of the departmental work plan and budget in line with the overall strategic objectives and government performance contract; and

9. Leads, coaches and mentors the team by creating an environment that promotes creativity, innovations and maximises the potential of the team;
10. Designs sound risk management and good internal control systems;
11. Oversees development of effective management structure for Department including succession management plans;
12. Upholds integrity and professionalism in the performance of the Institution's functions;
13. Promotes a conducive work environment that can attract, retain and motivate employees; and
14. Liaises with regional and international partners for the purposes of assessing best practices in legal services sector matters.

II. Operational Responsibilities / Tasks

1. Provides secretariat services to the Board, including coordinating Board meetings, preparing and distributing agendas, briefing documents, and minutes, as well as ensuring that all Board decisions and actions are properly documented and communicated;
2. Coordinates Board activities such as Board Induction and Training, Board Work Plans, Board Evaluation, Governance Audit and implementation of the Code of Conduct and Ethics;
3. Custodian of title deeds, log books, contracts and other instruments for safe keeping and accountability in usage and movement;
4. Ensures timely preparation and circulation of Board and Committee papers and take and keep Board and Committee minutes;
5. Advises on the fixing of common seal outside registration; and provide legal guidance on contractual and statutory obligations binding to the Institution and legal duties for the Board.
6. Oversees daily operations of the Department for efficient and effective service delivery;
7. Conducts performance appraisals for direct reportees;
8. Liaises with the Attorney-General on all legal matters concerning the Institution;

<p>9. Ensures that intellectual property issues affecting the Institution are effectively managed;</p> <p>10. Fosters conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya;</p> <p>11. Guides compliance with the laid down procedures and processes; and</p> <p>12. Oversees development and implementation of a succession management plan within the Department.</p>
Job Dimensions:
I. Financial Responsibility
<p>1. Develops Contractual agreements on behalf of the Placement Service.</p> <p>2. Responsible for developing and approving the Departmental budget.</p> <p>3. Ensures accountability for use of resources of the Institution in line with prevailing laws, policies and regulations</p>
II. Responsibility for Physical Assets
<p>1. Company Seal</p> <p>2. Institution's Title Deed and registered Sub-Leases</p> <p>3. E-Board governance system</p> <p>4. Computer, printer and accessories</p> <p>5. Office furniture and equipment</p>
III. Decision Making / Job Influence
<p>1. Strategic</p> <p>2. Management</p> <p>3. Financial</p> <p>4. Analytical</p> <p>5. Operational</p>
IV. Working Conditions
The job is performed predominantly from the office setting with occasional field visits.

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1. Bachelor of Laws degree from a recognised institution; 2. Master's degree in any of the following disciplines: Law, Business Administration, Public Administration, or equivalent qualifications from a recognised institution; 3. Post-Graduate Diploma in Law from Kenya School of Law
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1. Been admitted as an Advocate of the High Court of Kenya with a valid Practicing Certificate; 2. Registered as a member of the Law Society of Kenya and in good standing; 3. Be a certified Public Secretary (K) or its equivalent qualification from a recognised institution; 4. Management course certificate lasting not less than four (4) weeks from a recognised institution.
Previous relevant work experience required.
Served for a cumulative period of fifteen (15) years relevant work experience three (3) of which must have been in management position.
Functional Skills, Behavioural Competencies/Attributes:
<ol style="list-style-type: none"> 1. Leadership Skills; 2. Ability to analyse complex legal issues; 3. Strong communication skills; 4. Excellent legal drafting skills; 5. Strong problem-solving skills; 6. High ethical standards and integrity; 7. Proficiency in contract negotiations; 8. Effective dispute resolution; 9. Excellent Inter-personal skills; and 10. Expertise in risk management.

**B. PRINCIPAL PLANNING, RISK AND QUALITY ASSURANCE OFFICER, KUCCPS
GRADE 5**

Job Title	Principal Planning and Quality Assurance Officer
Grade	Grade 5
Corporation/Organization	Kenya Universities and Colleges Central Placement Service
Directorate	Planning, Research and Compliance Directorate
Department	N/A
Division	Planning and Quality Assurance Division
Section / Unit	N/A
Location / Work Station	Nairobi
Reporting Relationships	
Reports to	Assistant Director, Planning and Quality Assurance
Direct Reports	Senior Planning and Quality Assurance Officer
Indirect Reports	Planning and Quality Assurance Officer I
Job Purpose	
To provide and develop, planning, risk and quality assurance of all Placement Service programmes and activities.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Review risk reports; 2. Provide input in formulation, implementation and review of departmental annual work plans, budgets, and procurement and asset disposal plans in line with the Service's performance targets and Strategic Plan; 3. Provide technical input to ensure continuous improvement of business processes and controls in the section and develop mechanisms for corporate consultations; 4. Supervise execution of risk management policy and strategies that ensure the Section has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management; 5. Contribute to a corporate culture that promotes ethical practices and good citizenship; 6. Supervise implementation of a robust performance management system through monitoring on the delivery of the annual performance contract and the strategic plan; 	

<p>7. Oversee implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives; and</p> <p>8. Conduct supervision, coaching, mentoring, training and development staff to ensure an effective and motivated team.</p>
II. Operational Responsibilities / Tasks
<p>1. Implement quality assurance policies and procedures for Placement and Career Guidance programmes;</p> <p>2. Collect and collate statistical data on the planned programmes and projects;</p> <p>3. Develop and review policies, strategies and programmes for the Placement Service;</p> <p>4. Identify, mitigate and manage risks in the Placement Service;</p> <p>5. Monitor and evaluate completed works;</p> <p>6. Participate in assessment of technical and operation risks and advising on mitigation measures for works under the Placement Service;</p> <p>7. Monitor implementation of the Placement Service's plans and performance contract;</p> <p>8. Collect and collate statistical data on the planned programmes and projects;</p> <p>9. Prepare and review Placement Service's Strategic Plan;</p> <p>10. Implement and adhere to the Citizens' Service Charter to meet customer requirements;</p> <p>11. Review developed reports; and</p> <p>12. Implement good governance, quality and risk management policies and strategies of the Institution.</p>
Job Dimensions:
I. Financial Responsibility
Participate in development of budgets and procurement plans.
II. Responsibility for Physical Assets
Responsible for assigned physical assets and records
III. Decision Making / Job Influence
<p>1. Managerial Decisions.</p> <p>2. Operational Decisions.</p>
IV. Working Conditions
The role is performed in an office setting with regular field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

Bachelor's degree in any of the following disciplines: Economics, Statistics/Mathematics, Project Management, Monitoring and Evaluation or equivalent qualification from a recognised University
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1. Membership to a relevant professional body where applicable; 2. Management course certificate lasting not less than four (4) weeks from a recognised institution
Previous relevant work experience required.
Served for a cumulative period of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Planning, Risk and Quality Assurance Officer or in a comparable position
Functional Skills, Behavioural Competencies/Attributes:
<ol style="list-style-type: none"> 1. Managerial skills; 2. Problem solving skills 3. Supervisory skills 4. Analytical skills 5. Project management skills 6. Team building skills 7. Creativity and Innovative skills; 8. Conceptual I thinking skills; 9. Planning and Organising skills; 10. Interpersonal skills; 11. Coaching and Mentoring skills; 12. Presentation skills; 13. Conflict resolution skills; and 14. Computing skills. 15. Networking skills. 16. Creativity and Innovation. 17. Report writing and presentation skills; 18. Communication skills; 19. Time management skills

C. PRINCIPAL INTERNAL AUDITOR, KUCCPS 5

Job Title	Principal Internal Auditor
Grade	KUCCPS 5
Corporation/Organization	Kenya Universities and Colleges Central Placement Service
Directorate	Internal Audit and Risk Assurance
Department	Internal Audit
Section / Unit	N/A
Location / Work Station	Head Office, Nairobi
Reporting Relationships	
Reports to	Assistant Director, Internal Audit
Direct Reports	Senior Internal Auditor
Indirect Reports	Internal Auditor
Job Purpose	
Responsible for coordinating internal audit functions in accordance with the International Auditing Standards and Public Finance Management Act while providing independent and objective assurance of effectiveness of internal controls, governance processes and risk-based management systems in the Institution.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none">1) Provide input in the development, implementation and review of policies, procedures, strategies and activities within the Institution;2) Implement work programmes to ensure that audits are professionally managed so as to ensure adequacy in audit findings;3) Supervise special audits and investigations to ensure compliance;4) Supervise compilation of reports resulting from audit follow ups and recommendations that affect strategic direction of Institution.5) Follow up on progress of implementation of audit recommendations received from both internal and external audits together with Board resolutions to establish conformity;6) Participate in the preparation of Board Papers in respect to the department;	

- 7) Provide input in execution of risk management policy and strategies for the department to ensure a robust system of accountability, risk management, internal controls, business continuity and succession management;
- 8) Contribute to formulation, implementation and review of departmental annual work plans, budgets and procurement and asset disposal plans in line with the Institution's performance targets and strategic plan;
- 9) Provide input in the development, implementation and review of the Placement Service's Strategic Plan;
- 10) Provide input on continuous improvement of business processes and controls in the department and develop mechanisms for corporate consultations;
- 11) Guide the coordination and implementation of mentorship programmes for Internal Audit staff, interns and attaches for skills development and appraisal of staff in the Department;
- 12) Supervise implementation of a robust performance management system within the department through monitoring on the delivery of the annual performance contract and the strategic plan;
- 13) Conduct supervision, coaching, mentoring, training and development of the department staff to ensure an effective and motivated team; and
- 14) Performance management of direct reports.

II. Operational Responsibilities / Tasks

- 1) Provide input in development of audit strategies, policies and procedures and ensure effective implementation;
- 2) Prepare risk-based annual audit plan for approval by the Audit and Risk Management Committee;
- 3) Prepare audit reports on completion of each audit engagement to ensure timely issuance to Management for implementation of recommended actions;
- 4) Evaluate progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits;
- 5) Prepare quarterly audit reports to the Audit and Risk Management Committee of the Board;
- 6) Execute special audits/investigations;

<p>7) Evaluate the performance of staff in the Division to ascertain efficiency and effectiveness in work performance in meeting the objectives of the function; and</p> <p>8) Prepare the department's annual budget, control and monitor its implementation.</p>
Job Dimensions:
I. Financial Responsibility
<p>1) Participate in the development of departmental budgets and procurement plans; and</p> <p>2) Accounting for utilisation of allocated departmental resources.</p>
II. Responsibility for Physical Assets
Responsible for departmental physical assets i.e., office space, ICT equipment, institutional assets and furniture including regional offices.
III. Decision Making / Job Influence
<p>1. Supervisory decisions;</p> <p>2. Financial decisions;</p> <p>3. Operational decisions; and</p> <p>4. Analytical decisions.</p>
IV. Working Conditions
The role is performed in an office setting at the Headquarters with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
1) Bachelor's Degree in Accounting, Finance or Business Administration (Finance and Accounting option) or any other relevant qualification from a recognised institution.
Professional Qualifications / Membership to professional bodies
<p>1) Professional qualifications: Certified Public Accountants (K), Certified Internal Auditors and CISA from a recognised institution;</p> <p>2) Membership with Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA) or any other recognised professional body, in good standing;</p> <p>3) Management Course lasting not less than four (4) weeks from a recognised institution;</p>

<ul style="list-style-type: none"> 4) Proficiency certificate in computer applications; and 5) Fulfil the requirements of Chapter Six (6) of the Constitution of Kenya.
Previous relevant work experience required.
<ul style="list-style-type: none"> 1) At least nine ((9) years relevant work experience; and 2) At least three (3) years in supervisory role.
Functional Skills, Behavioural Competencies/Attributes:
<ul style="list-style-type: none"> 1) Advanced financial reporting; 2) Technical accounting knowledge; 3) Budgeting and forecasting; 4) Audit and compliance; 5) Risk management; 6) Leadership and supervision skills; 7) Interpersonal skills; and 8) Technical proficiency.