

## JOB DISCRIPTION

<b>Job Title:</b>	Chief Executive Officer
<b>Grade:</b>	MG1
<b>Ministry /Corporation:</b>	Kenya Nuclear Electricity Board
<b>Directorate:</b>	N/A
<b>Department:</b>	N/A
<b>Division:</b>	N/A
<b>Section / Unit:</b>	N/A
<b>Location / Work station:</b>	Nairobi
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Board of Directors
<b>Direct reports:</b>	<ul style="list-style-type: none"><li>a. Director Technical Affairs,</li><li>b. Director Finance &amp; Strategy,</li><li>c. Director Human Resource &amp; Administration,</li><li>d. Director Publicity &amp; Advocacy,</li><li>e. Director legal &amp; Regulators Services</li><li>f. Audit Manager</li><li>g. Procurement Manager</li><li>h. Senior National Liaison Assistant</li></ul>
<b>Job Purpose</b>	

The Chief Executive Officer is responsible for planning, development, monitoring/reviewing and implementation of the organization's strategic goals, management of resources, providing direction and leadership towards Kenya's Nuclear Power Programme.

The Chief Executive Officer is the appointed National Liaison officer representing the country at the International Atomic Energy Agency (IAEA) and is the focal point for IAEA Technical Cooperation Programs.

### **Key Responsibilities / Duties / Tasks**

#### **I. Managerial / Supervisory Responsibilities**

- a) Overseeing Planning, development, implementation, monitoring and evaluation of the Board's strategic goals/objectives and policies
- b) Resource mobilization, allocation and ensuring prudent management of resources
- c) Ensuring that the organization acquires, develops and maintains motivated human capital
- d) Ensuring engagement of stakeholders on issues of Nuclear Power Programme
- e) Ensuring that the country has in place a comprehensive legal and regulatory framework necessary for the nuclear programme
- f) Country's National Liaison Officer with the Atomic Energy Agency on implementation of the Nuclear Power Programme
- g) Ensuring that the country develops requisite capacity for the nuclear power program
- h) Secretary to the Board of Directors and serves as a link between the Board and the Management.
- i) Ensuring effective execution and communication of organizational strategies, decisions and policies.

#### **II. Operational Responsibilities / Tasks**

- a) Carrying out day to day running of the organization.
- b) Providing overall leadership to senior management and members of staff.
- c) Developing, implementing and monitoring of the organization's annual operating budget
- d) Ensuring development of effective internal monitoring and control systems and procedures.
- e) Ensuring that all Board papers are accurately written, are relevant and availed to the Board members on time.
- f) Developing and recommending to the Board of Directors the organization's annual business plans.
- g) Ensuring effective communication between the management and the Board of Directors as well as different levels of management.
- h) Ensuring continuous engagement of stakeholders to garner support for Kenya's Nuclear power programme.
- i) Overseeing overall human resource management activities including adoption of appropriate organizational structures, recruitment, employee welfare, training and development, industrial relations, separation, staff discipline and succession planning.
- j) Ensure continuous improvement in the quality and value of services and products provided by the organization.
- k) Ensuring continuous achievement of the organization's financial and operating goals and objectives.
- l) Putting in place effective administrative procedures
- m) Providing regular, thorough and prompt communication to the Board of Directors on key technical, financial and administrative matters.

- n) Ensuring stakeholders management and the enhancement of the corporate image of the organisation
- o) Overseeing and ensuring implementation of corporate policies and programs.
- p) Maintain a conducive work environment for attracting, retaining and motivating members of staff.
- q) Foster a corporate culture that promotes ethical practices and good corporate citizenship.
- r) Act as the principal spokesman of the organisation.
- s) Ensures the organization compliances with applicable laws.

**Job Dimensions:**

**Financial Responsibility:**

Accounting Officer of the Organization

**a) Responsible for Physical Assets:**

- i. Responsible for physical assets the institution
- ii. Provide oversight for all the institutional physical assets

**b) Decision Making/ Job Influence:**

Makes strategic, operational and financial decisions in consultation with the Board of Directors.

**c) Working Conditions:**

Works predominantly within the office.

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

**Academic Qualifications**

- a) Bachelor's degree in any of the following fields: Engineering, law, Business Management, Finance and any other relevant field from a recognized institution .
- b) A master's degree in a relevant field

**Professional Qualifications / Membership to professional bodies**

Be a registered member of good standing with a relevant professional Body.

**Previous relevant work experience required.**

Must have at least 15 years work experience, ten (10) in Senior management roles of which five (5) years served in executive Management position.

**a) Functional Skills:**

- i. Managerial skills

**b) Leadership/Behavioral/Competencies/ Attributes:**

- i. Communication skills
- ii. Interpersonal skills
- iii. Leadership skills
- iv. Positive attitude