

**CAREER OPPORTUNITY AT THE NUCLEAR POWER AND ENERGY
AGENCY**

**NUCLEAR POWER AND ENERGY
AGENCY(NuPEA)**

Formerly



The Nuclear Power and Energy Agency, formerly Kenya Nuclear Electricity Board (KNEB), is a State Corporation established under the Energy Act 2019. It is charged with the responsibility of promoting and implementing Kenya's Nuclear Power Programme, carrying out research and development for the energy sector.

Towards attainment of its mandate, the Nuclear Power and Energy Agency shall develop policies and legislation, undertake public education and awareness, identify suitable sites for the construction of Nuclear Power Plants; carry out research, development and innovation on energy technologies as well as capacity building for the energy sector.

The Board of Directors seeks to recruit dynamic and competent officers to fill the following positions:-

1. MANAGER, SUPPLY CHAIN - Job Ref No. NuPEA /HRA/MSC/1/6/2019

a) Job Summary:

Reporting to the Chief Executive Officer (CEO), the job holder will be responsible for developing, planning, implementing and reviewing procurement policies, procedures and systems to ensure conformance with best practices and compliance with regulatory framework and providing professional opinion on procurement to the CEO and managing all the purchase and disposal of stores and inventory management by;

- (i) Overseeing development, implementation and reviewing of procurement procedures strategies, policies and plans;
- (ii) Overseeing the development and implementation of procurement systems to ensure conformance with best practices and ensure compliance with regulatory framework;
- (iii) Guiding the management on policies relating to tendering, quotations, public tendering, evaluation and selection, approval, notification and contracts as stipulated in Public Procurement oversight laws and Regulations.
- (iv) Managing the supply chain function which includes among others the disposal of unserviceable/obsolete or excess items, inventory management, contract negotiation and management together with respective user departments, procurement of goods, services and works.
- (v) Responsible for coordinating development and implementation of Annual Procurement and Disposal Plans and strategy.
- (vi) Developing, implementing and evaluating performance goals and targets for the department.

In the execution of this assignment, the Manager Supply Chain will be expected to ensure and uphold exemplary Corporate Governance in line with the Government's values and promote a robust performance-driven culture.

b) Academic and Professional Qualifications

Candidates must have the following qualifications: -

- (i) Bachelors' Degree in Supply Chain Management or any other relevant discipline from a recognized institution.
- (ii) Master's degree in relevant field.
- (iii) Be a registered member of good standing with Institute of Kenya Institute Supply Management (KISM) and/or Chartered Institute of Procurement & Supply (CIPS) with a valid practicing license.

c) Related Job Experience

Must have at least ten (10) years' relevant work experience, five (5) of which should be in a senior management position.

d) Knowledge Skills and Competencies

The candidate must possess the following skills and competencies:-

- (i) Demonstrable knowledge of the Energy Sector in Kenya;
- (ii) Demonstrate understanding of national values;
- (iii) Excellent leadership competencies including analytical skills, excellent organization and coordination skills and ability to make decisions;
- (iv) Meet the provisions of Chapter Six of the Constitution of Kenya;
- (v) Proven ability to build and manage effective teams;
- (vi) Be detail oriented and have ability to meet deadlines; and
- (vii) Be results oriented.

e) Terms of Service and Remuneration

The appointment will be for a contractual term of three (3) years, renewable subject to effective performance and delivery of set targets.

The successful candidate will be offered a competitive remuneration package for the position.

2. MANAGER, FINANCE AND ACCOUNTS- Job Ref No. NuPEA /HRA/FM/2/6/2019

a) Job Summary:

Reporting to the Director Corporate Services, the job holder will be responsible for guiding and advising the Board on prudent management and deployment of financial resources through budgeting, budgetary control, working capital management, financial accounting and reporting to safeguard organization's assets and resources by;

- (i) Formulating sound financial policies, procedures, regulations and systems that ensure effective control and accountability.
- (ii) Planning, implementing, controlling of financial resources and accounting systems to enable the organization achieve its strategic objectives.
- (iii) Developing, implementing and reviewing optimal capital structure and alternative sources of financing nuclear infrastructure, research development and innovation.
- (iv) Designing, implementing and reviewing internal controls systems to safeguard the property and assets of the Organization;
- (v) Advising on funding requirement and resource mobilization strategies to ensure that the Organization is fully funded to meet its strategic obligations.
- (vi) Preparing budget estimates, undertaking budgetary controls and assisting departmental heads in the management of their budgets through provision of budget utilization reports.
- (vii) Processing of financial transactions including commitment of funds, expenditure and revenue management, management of debtors and creditors and providing leadership on all matters pertaining to prudent financial management.
- (viii) Preparing and maintaining books of accounts to facilitate production of timely and accurate financial statements and reports for management decision making as well as for external reporting in line the requirements of the Public Financial Management Act 2012 and the National Treasury guidelines issued from time to time; and

- (ix) Developing, implementing and evaluating performance goals and targets for the department.

In the execution of this assignment, the Manager Finance and Accounts will be expected to ensure and uphold exemplary Corporate Governance in line with the Government's values and promote a robust performance-driven culture.

a) Academic and Professional Qualifications

Candidates must have the following qualifications: -

- (i) Bachelors' Degree in Commerce /Economics/ Finance or any other relevant discipline from a recognized institution.
- (ii) Master's Degree in Administration/ Finance or any relevant field from a recognized university.
- (iii) CPA K or ACCA holder.
- (iv) Be a registered member with Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;

b) Related Job Experience

Must have at least ten (10) years' relevant work experience, five (5) of which should be in a senior management position.

c) Knowledge Skills and Competencies

The candidate must possess the following skills and competencies:-

- (i) Demonstrable knowledge of the Energy Sector in Kenya;
- (ii) Demonstrate understanding of national values;
- (iii) Excellent leadership competencies including analytical skills, excellent organization and coordination skills and ability to make decisions;
- (iv) Meet the provisions of Chapter Six of the Constitution of Kenya;
- (v) Proven ability to build and manage effective teams;
- (vi) Be detail oriented and have ability to meet deadlines; and
- (vii) Be results oriented.

d) Terms of Service and Remuneration

The appointment will be for a contractual term of three (3) years, renewable subject to effective performance and delivery of set targets.

The successful candidate will be offered a competitive remuneration package for the position.

3. MANAGER, INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Job Ref No. NuPEA/HRA/ICT/3/6/2019

a) Job Summary:

Reporting to the Director Corporate Services, the job holder will be responsible for leading, directing and overseeing the Information Communications Technology function and ensuring continuous operation and cost-efficiency of the organization's systems, network, database architecture and data security and ensuring consistency and reliability of hardware, software, non-system tools, data archiving and offsite disaster recovery management by:

- (i) Preparing, reviewing and implementing ICT strategic and operational plans ensuring that all necessary ICT tools, processes and systems are in place.
- (ii) Managing and providing oversight for the implementation of an ICT security strategy and disaster recovery plan to minimize risk of data loss and breach of privacy of Board's information.
- (iii) Developing, implementing and maintaining all policies related to ICT services, including procurement, distribution and asset management.
- (iv) Developing, implementing and monitoring ICT budget to ensure that resources are used efficiently and effectively.
- (v) Developing sourcing strategy to ensure appropriate procedures are in place to select equipment and service vendors.
- (vi) Overseeing the implementation and maintenance of technology infrastructure in line with the organization growth plans, and changing technological advancements.
- (vii) Providing methods, tools and procedures for data integrity and quality assurance
- (viii) Exercising control and monitoring of ICT projects.

b) Academic Qualifications

Candidates must have the following:-

- (i) Bachelor's degree in Computer Science or Information Technology.
- (ii) Master's degree in a relevant field.

c) Professional Qualifications

- (i) Diploma in Computer Science/ Information Technology and certifications.
- (ii) Be a registered member of Computer Society of Kenya.

d) Related Job Experience

Must have at least ten (10) years' relevant work experience, five (5) of which should be in a senior management position.

e) Knowledge Skills and Competencies

The candidate must possess the following skills and competencies:-

- (i) Demonstrable knowledge of the Energy Sector in Kenya;
- (ii) Demonstrate understanding of national values;
- (iii) Excellent leadership competencies including analytical skills, excellent organization and coordination skills and ability to make decisions;
- (iv) Demonstrate distinguished leadership and people skills in public sector organization and management;
- (v) Meet the provisions of Chapter Six of the Constitution of Kenya;
- (vi) Proven ability to build and manage effective teams;
- (vii) Be detail oriented and have ability to meet deadlines; and
- (viii) Be results oriented.

Terms of Service and Remuneration

The appointment will be for a contractual term of three (3) years, renewable subject to effective performance and delivery of set targets.

The successful candidate will be offered a competitive remuneration package for the position.

How to Apply

Interested candidates for the above positions **MUST** submit copies of the following clearances and certificates:-

- (i) Kenya Revenue Authority;
- (ii) Higher Education Loans Board;

- (iii) Ethics and Anti-Corruption Commission;
- (iv) Criminal Investigation Department (Certificate of Good Conduct).
- (v) Credit Reference Bureau; and
- (vi) Academic Certificates

Candidates who meet the above requirements should submit their applications so as to reach the address shown below (clearly stating the reference in the letter and on the envelope) by close of business on **28th June, 2019 by 5.00p.m** East African Time.

Applicants to include CVs with details of day-time contacts, current and expected salary, notice period required to take up appointment, names and contacts of three referees. Applicants must also attach copies of all Certificates/ Testimonials, and copy of National ID/Passport and Bio Data Form (to be downloaded from www.nuclear.co.ke)

Applications can be sent through email, post or delivered to the following address:-

The Director, Human Resource and Administration,

Nuclear Power & Energy Agency,

KAWI COMPLEX, 2nd Floor,

Popo Road, South C, along Red Cross Road,

P.O. Box 26374-00100

Nairobi.

Or emailed to:

- (i) manager_supplychain@nuclear.co.ke (for Manager, Supply Chain)
- (ii) manager_finance@nuclear.co.ke (for Manager, Finance and Accounts)
- (iii) manager_ict@nuclear.co.ke (for Manager, ICT)

Detailed job descriptions can be viewed at www.nuclear.co.ke

Nuclear Power and Energy Agency is an Equal Opportunity Employer committed to diversity. Persons living with disability (PWD) who have the required qualifications and skills are encouraged to apply.

Applications without the relevant qualifications, copies of documents/details as sought will not be considered.

Any form of canvassing shall lead to automatic disqualification.

Only shortlisted candidates shall be contacted.

