



VACANCY ANNOUNCEMENT

Job Title:	Chief Executive Officer	Reports to:	Board of Directors
Department:	Office of the C.E.O		
Grade:	PA-K Grade 1	Deadline:	6 TH May 2024
Commuter allowance:	Official Transport	Terms of service:	Three Year Contract (renewable once)
Leave allowance	(as per prevailing rates)	Medical cover	(as per Agency's cover)

Job Purpose Statement

The Chief Executive Officer (CEO) will be responsible for providing strategic leadership, direction, and overall management of PA-K. Reporting directly to the Board of Directors, the CEO will collaborate with the executive team to develop and execute a comprehensive business strategy that aligns with the company's goals and objectives. The CEO will drive the organization's growth, profitability, and long-term success while fostering a positive company culture and maintaining high ethical standards.

(Duties and Responsibilities)

- Initiating the formulation and implementation of policies, procedures and regulations for the President's Award Kenya
- Implementing the provisions of President's Awards Act, 2017 as may be directed by the Board
- Coaching, mentoring and developing leadership team to ensure excellent performance and effective succession planning in the President's Award-Kenya: advising the Board on the performance of Presidents Award-Kenya (PAK) and all matters relating to the Award strategy:
- Managing relationships and maintaining business networks with local and global stakeholders:
- Managing stakeholders and enhancement of the corporate image of the President's Award-Kenya: and
- Ensuring that the President's Award-Kenya utilizes its resources according to the financial guidelines provided by government from time to time.
- Overseeing the implementation of PAK'S policies and plans governing the PAK in liaison with the Board and other relevant authorities.
- Implementing all the decisions of the Board:
- Providing leadership in the development of the Board's programs and assure quality program and organizational stability through development and implementation of



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standards and controls, systems and procedures, regular evaluation and performance management system:

- Providing guidance to the Board and the management in the development and implementation of the best practice in Corporate Governance.
- Facilitating the preparation and implementation of the Board's strategic and annual work plan.
- Facilitating resource mobilization to facilitate industrial training.
- Ensuring prudent management of all available resources:
- Ensuring the maintenance of efficiency and discipline by all staff and the Board:
- Fostering conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya.
- Promoting values and principles as spelt out in Articles 10 and 232 of the Constitution of Kenya in the operations of the Board:
- Creating a corporate environment that attracts, retains and motivates employees to perform:
- Managing the budget of the Board to ensure that its funds are properly expended and accounted for:
- Developing and overseeing efficient and effective strategies for recruitment, selection, retention and evaluation of staff:
- Providing guidelines on how the PAK will associate or collaborate with any other body or organization within or outside Kenya as the Board may consider desirable or appropriate and in adherence of the purposes for which the Agency is established:
- Shall be the Accounting Officer of the Corporation.

Academic:

- Master's Degree in any of the following disciplines: - Education, Economics, Statistics, Commerce, Business Management/ Administration, Political Science/Government, Development Studies, Project Planning and Management, International Relations and Diplomacy, Information Science or equivalent qualifications from a recognized University or institution;
- Bachelor's Degree in Education, Commerce, International Relations and Diplomacy, Information Science, Sociology, Political Science/ Government, Economics, Business Administration, Business management, Development Studies, Project Planning and Management or other relevant and equivalent qualifications from a recognized institution.



Professional:

- Membership to a relevant professional body.
- Certificate in Leadership Course lasting not less than our (4) weeks from a recognized institution;
- Proficiency in computer applications
- Fulfil the requirements of Chapter Six of the Constitution.

Desired Work Experience:

- Minimum of Ten (10) years relevant work experience with at least five (5) years in Supervisory role in the Public Service or Private Sector;
- Demonstrated managerial, administrative and professional competence in work performance and results:
- Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to President's Award Kenya mandate.

Key competencies and skills:

- Strong analytical skills
- Good verbal and written communication skills
- Strategic and innovative thinking
- Strong interpersonal skills
- Ability to mobilize resources
- Negotiation skills
- Good understanding of Corporate Governance and management