



EXCITING CAREER OPPORTUNITY

Our Client, Kenya Forestry Research Institute (KEFRI) is a state corporation established in 1986 under the Science, Technology and Innovation Act of 2013 to undertake research in forestry and allied natural resources, generate and promote improved technologies for sustainable development. The Institute is implementing its 7th Strategic plan that has been aligned to the Medium Term Plan (MTP) IV of Vision 2030 and the National Forest Programme (NFP).

The Board of Directors is seeking to recruit a highly qualified and strategically oriented individual with high degree of professionalism to fill the position of **Director/Chief Executive Officer- KEFRI Grade 1.**

DIRECTOR/CHIEF EXECUTIVE OFFICER

JOB PURPOSE

The Director/Chief Executive Officer (CEO) is responsible to the Board of Directors for the implementation of the Kenya Forestry Research Institute (KEFRI) strategic goals and the management of its resources including giving direction and leadership for the achievement of its mandate. In addition, the Director/CEO is responsible for the day-to-day operations and administration of the Institute.

FUNCTIONS

The Director/Chief Executive Officer is responsible for following functions:

- Providing strategic leadership in accordance with the mandate of the Institute as stipulated in the Science and Technology (ST) Act as amended in the Science, Technology and Innovation (STI) Act;
- Managing the day to day affairs of the Institute;
- Advising the Board on policies and strategies related to forestry research and development;
- Secretary to the Board and custodian of the corporation seal;
- Overseeing the development of the Strategic Plan, business and annual plans of the Institute and ensuring implementation and review;
- Ensuring proper management of the funds and property of the Institute;
- Ensuring implementation and fulfillment of the policies and agreed objectives, performance targets and service standards of the Institute;
- Providing guidance as required on all matters within the Institute's responsibility;
- Providing secretariat to the KEFRI Board;
- Ensuring linkage of corporation staffing to the Institute's objectives;
- Spokesperson of KEFRI and brand ambassador and profiling the Institute in national and international forums;
- Providing leadership and strategic direction to the Institute;
- Providing leadership in resource mobilization both externally and internally;
- Ensuring implementation of policies, strategies of the Board and systems to ensure delivery of quality service to internal and external clients;
- Performing any other duty necessary for the furtherance of the objective for the functions as stipulated in the ST Act as amended in the STI Act.
- Ensuring establishment of partnerships and cooperation with other research organizations and Institutions of higher learning in joint research and training;
- Ensuring co-operation with the responsible Ministry and the relevant Research Committees, in matters pertaining forestry research policies and priorities;
- Ensuring co-operation with other government agencies, county governments and international organizations on matters pertaining forestry research;
- Ensuring development of forestry research and development strategies for sustainable forestry development in the country;
- Ensuring development and monitoring of national forest standards; and
- Advising the Cabinet Secretary on the gazette and degazette of tree species to be protected in the country and specific areas.

GRADING STRUCTURE

The Career Guidelines establishes one (1) Grade for the Director/Chief Executive Officer who will be designated and graded as follows: -

Designation	KEFRI GRADE
Director/Chief Executive Officer	1

RECOGNIZED QUALIFICATIONS

- Doctorate in Natural Resources Sciences or other relevant scientific field from a recognized Institution;
- Masters degree in Natural Resources Sciences or other relevant scientific field from a recognized Institution;
- Bachelors degree in Natural Resources Sciences or other relevant scientific field from a recognized Institution;
- Professional qualification and membership where applicable;
- Strategic leadership course lasting not less than four (4) weeks or equivalent;
- Must have the following achievements: at least first author of five (5) papers, five (5) papers as a second author, and five (5) papers as a co-author in indexed refereed journals or five (5) relevant book chapters of international standards. In addition, developed three (3) grant winning proposals, edited five (5) relevant technical reports/guidelines, authored five (5) technical notes/research notes/technical guidelines and at least two (2) policy briefs or two (2) innovations;
- Relevant work experience;
- Demonstrated merit in work performance;
- Certificate in Computer applications;
- Fulfill the requirements of Chapter Six of the Constitution;
- Strategic and innovative thinking;
- Strong communications skills;
- Strong analytical skills;
- Ability to mobilize resources;
- Strong interpersonal and negotiation skills;
- Strong leadership skills;
- Problem solving and conflict management skills; and
- Team building.

JOB SPECIFICATIONS

The duties and responsibilities of the Officer will entail: -

- Providing strategic leadership in the Institute to ensure it achieves its mandate through development of the Strategic Plans in line with existing government policies;
- Developing and recommending to the Board, the Institute's strategies, business plans, to ensure that the plans align to the budget;
- Providing secretarial services to the Board so as to ensure that board decisions are implemented in the Institute;
- Developing annual work plans and operating budgets to ensure they are aligned to the overall mandate of the Institution;
- Developing clear policies and manuals for the management of physical assets of the Institute for proper governance of the assets;
- Ensuring that the Institute complies with laws since the Institute operates under the set laws and regulation and is established under the Science and Technology Act to implement other relevant laws in the sector when carrying out their research;
- Guiding and overseeing the implementation of the Institute's policies and programs to ensure the long-term sustainability of the organization in terms of Human Resources, assets and fiscal aspects;
- Leading in change management;
- Increasing customer and shareholders value;
- Managing of corporate risk;
- Ensuring appropriate organization and management structure;
- Ensuring continuous improvement in quality and value of services;
- Ensuring alignment of Human Resource Management (HRM) to corporate strategy;
- Ensuring succession planning, employee growth and development;
- Safeguarding human capital necessary for optimal Corporate performance;
- Fostering a culture that promotes ethical practices and good citizenship (governance) in order to promote the Institutes core values and cultivate an atmosphere of trust for the creation and delivery of high quality, effective and accountable systems;
- Monitoring and evaluating performance contracts and file quarterly and annual reports to the responsible ministry and other government offices for compliance and to ensure the delivery of set targets;
- Overseeing Human Resource matters including appointments, welfare, training industrial relations, separation and effective management of succession plan in order to maintain a high performance organization driven by talented and competent staff;
- Developing clear policies and manuals for the management of physical assets of the Institute for proper governance of the assets;
- Providing leadership of the Institute through lobbying for projects from donor partners as well as the corporate world both in the country and outside;
- Developing and recommending the Institute's budgets to the Board and monitor implementation of the approved budget
- Managing day-to-day affairs of the Institute to ensure smooth flow of operations;
- Ensuring management of a robust pension scheme through an effective Board of Trustees to drive the implementation of the approved strategies
- Maintaining a conducive work environment for attracting, motivating and retaining staff in order to have talented and competent staff who consistently deliver outstanding results;
- Mobilizing resources from the Exchequer through the parent ministry as well as Resource Mobilization and Partnership Development (from donor partners and Corporate world) and Enterprise Development (through development of business plans) Divisions;
- Ensuring establishment of partnerships and cooperation with other research organizations and Institutions of higher learning in joint research and training;
- Ensuring co-operation with the responsible Ministry and the relevant Research Committees, in matters pertaining forestry research policies and priorities;
- Ensuring co-operation with other government agencies, county governments and international organizations on matters pertaining forestry research;
- Ensuring development of forestry research and development strategies for sustainable forestry development in the country;
- Ensuring development and monitoring of national forest standards; and
- Advising the Cabinet Secretary on the gazette and degazette of tree species to be protected in the country and specific areas.

PERSON SPECIFICATIONS

For appointment to this grade, an Officer must have:

- A Doctorate degree in any of the following disciplines: Natural Resources Sciences or any other relevant discipline from a recognized Institution;
- A Masters degree in any of the following disciplines: Natural Resources Sciences or its equivalent from a recognized Institution;
- A Bachelors degree in any of the following disciplines: Natural Resources Sciences or its equivalent from a recognized Institution;
- Professional qualification and membership in good standing, where applicable;
- Strategic leadership course lasting not less than four (4) weeks;
- At least fifteen (15) years' relevant work experience, eight (8) of which must have been in senior management in a comparable position in public or private sector;
- Must have the following achievements: at least first author of five (5) papers, five (5) papers as a second author, and five (5) papers as a co-author in indexed refereed journals or five (5) relevant book chapters of international standards. In addition, developed

- three (3) grant winning proposals, edited five (5) relevant technical reports/guidelines, authored five (5) technical notes/research notes/technical guidelines and at least two (2) policy briefs or two (2) innovations;
- viii) Demonstrated merit in work performance;
- ix) Certificate in Computer applications; and
- x) Fulfill the requirements of Chapter Six of the Constitution.
- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission;
- Report from an Approved Credit Reference Bureau; and
- Clearance from Commission for University Education for degrees obtained outside Kenya.

KEY COMPETENCIES AND SKILLS

- Strong communications skills;
- Strong analytical skills;
- Strategic and innovative thinking;
- Ability to mobilize resources;
- Strong interpersonal and negotiation skills;
- Strong leadership skills;
- Problem solving and conflict management skills; and
- Team building

TERMS OF SERVICE

The Director/Chief Executive Officer will serve on a contract term of three (3) years renewable once subject to satisfactory performance.

HOW TO APPLY

Interested and eligible candidates may access the detailed job description, specifications and experience required for the position from the KEFRI's Website www.kefri.org or www.acalconsulting.co.ke/kefri.

Candidates should submit their applications including the cover letter, copy of National ID, copies of academic and professional certificates, testimonials and detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration and daytime telephone.

Candidates who had applied earlier need to re-apply.

Applicants MUST submit their completed application quoting the job reference number "Director/Chief Executive Officer - KEFRI Grade 1" and include the required attachments via E-mail ONLY to (vacancykefri@acal.co.ke) addressed to;

The KEFRI Board Chairman

Kenya Forestry Research Institute (KEFRI),
P.O. BOX 20412-00200, City Square,
NAIROBI.

The subject of the email shall read **"DIRECTOR/CHIEF EXECUTIVE OFFICER"** and all applications must be submitted to the above email address by **21st October 2024, 5p.m E.A.T.**

No physical applications will be allowed. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

KEFRI is an Equal Opportunity Employer committed to Diversity and Gender Equality. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted

KEFRI IS ISO 14001:2015 and ISO 9001:2015 CERTIFIED