



KITUI COUNTY TEXTILE CENTRE VACANT POSITIONS

Kitui County Textile Centre (KICOTEC) is a County Corporation established under the Kitui County Corporation Act, 2019.

Applications are invited from suitably qualified Kenyans for the positions shown below.

1. FINANCE AND ADMINISTRATION MANAGER - KCT “03”: ONE POST – V/NO. 2/2021

Salary Scale:	Ksh. 85,110 – 119,730 p.m.
House Allowance:	Ksh. 21,000 p.m.
Commuter Allowance:	Ksh. 12, 000 p.m.
Annual Leave:	30 working days per financial year.
Terms of Service:	Three (3) years renewable contract.

Duties and responsibilities

Reporting to the Chief Executive Officer, the Finance and Administration Manager will be responsible for:

- (i) Managing the Revenue Generation Process to ensure competitiveness, profitability and sustainability of the Corporation;
- (ii) Ensuring compliance with regulatory authorities on finance related matters;
- (iii) Developing and implementing office administrative and personnel systems;
- (iv) Advising on compliance by the Corporation or its entities with the Kitui County Corporation Act, Public Finance Management Act 2012 and any other relevant law;
- (v) Designing and developing revenue generation systems and procedures;
- (vi) Developing and ensuring the implementation of an effective internal control system for prudent financial management;
- (vii) Reviewing financial accounting reports for adequacy and appropriateness;
- (viii) Advising on financial risk profile of the Corporation; and
- (ix) Coordinating the preparation of guidelines relevant to revenue generation, enhancement, administration and debt collection.

For appointment to this position, a person should:

- (i) Have a Bachelor's degree in Commerce (Accounting or Finance Options) Business Administration, Economics or its equivalent from a university recognized in Kenya;
- (ii) Have at least ten (10) years post qualification experience in Financial Management/ Revenue mobilization, five (5) of which should have been in a senior position or at a top management level in the Public Service or Private Sector, preferably in the Apparel Industry;
- (iii) Be a Member of either the Institute of Certified Public Accountants, Institute of Certified Secretaries or Institute of Internal Auditors;
- (iv) A relevant Master's degree from a university recognized in Kenya will be an added advantage.

2. FACTORY MANAGER - KCT "03": ONE POST – V/NO. 3/2021

Salary Scale:	Ksh. 85,110 – 119,730 p.m.
House Allowance:	Ksh. 21,000 p.m.
Commuter Allowance:	Ksh. 12, 000 p.m.
Annual Leave:	30 working days per financial year.
Terms of Service:	Three (3) years renewable contract.

Duties and responsibilities

Reporting to the Chief Executive Officer, the Factory Manager will be responsible for:

- (i) Coordinating preparation of periodic textile and apparel production plans;
- (ii) Ensuring that apparel production lines are properly balanced for target output;
- (iii) Coordinating with the Quality manager to ensure production of high-quality products;
- (iv) Ensuring that materials are organized at each stage of processing;
- (v) Ensuring that all machinery is equipped with protective devices;
- (vi) Providing thorough and accurate costing of all orders to ensure gross margins are maintained;
- (vii) Preparing and submitting for payment contract invoices;
- (viii) Processing all purchase orders;
- (ix) Maintaining and managing the inventories on trims and fabrics to support order flow;
- (x) Providing periodic sales forecast and managing production schedules;

- (xi) Ensuring continuous training of machine operators and helpers;
- (xii) Supervision of staff;

For appointment to this position, a person should:

- (i) Be in possession of a Bachelor's degree in Clothing Technology/Fashion design or its equivalent from a university recognized in Kenya;
- (ii) Have at least ten (10) years' relevant professional work experience, five (5) of which should have been in a Senior position in the Apparel Sector;
- (iii) Have good knowledge of the production process, excellent organizational and planning skills; and
- (iv) Have Creative approach to problem solving and ability to work under pressure and meet deadlines;
- (v) Possession of a relevant Master's degree from a university recognized in Kenya will be an added advantage.

3. SUPPLY CHAIN MANAGER - KCT "03": ONE POST – V/NO. 5/2021

Salary Scale: Ksh. 85,110 – 119,730 p.m.

House Allowance: Ksh. 21,000 p.m.

Commuter Allowance: Ksh. 12, 000 p.m.

Annual Leave: 30 working days per financial year.

Terms of Service: Three (3) years renewable contract.

Duties and responsibilities

Reporting to the Chief Executive Officer, the Supply Chain Manager will be responsible for:

- (i) Planning and coordinating Supply Chain Management activities in areas such as procurement, warehousing, distribution, disposal of stores and assets, market survey and research; procurement plans, inventory and stock control;
- (ii) Coordinating the collection, collation and analysis of data from the industry players and make appropriate recommendations;
- (iii) Managing Supply Chain Management issues emanating from clients and other stakeholders;
- (iv) Coordinating stakeholder training on best procurement practices; and
- (v) Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures.

For appointment to this position, a person should:

- (i) Be in possession of a Bachelor's degree in Supply Chain Management, Logistics, Procurement and Contracts Management or its equivalent from a university recognized in Kenya;
- (ii) Have at least ten (10) years' relevant professional work experience, five (5) of which should have been in a Senior position or at a top management level in the Public Service or Private Sector, preferably in the Apparel Industry;
- (iii) Be a member of Kenya Institute of Supplies Management (KISM) and in good standing; and
- (iv) Possession of a relevant Master's degree from a university recognized in Kenya.

1. SENIOR MARKETING OFFICER - KCT "04": ONE POST – V/NO. _/2021

Salary Scale: Ksh. 42,970 – 59,120 p.m.

House Allowance: Ksh. 13,000 p.m.

Commuter Allowance: Ksh. 6,000 p.m.

Annual Leave: 30 working days per financial year.

Terms of Service: Three (3) years renewable contract.

Duties and responsibilities

Reporting to the Chief Executive Officer;

In addition to the above, the senior marketing officer will be responsible for:

- a) Identifying target markets and developing strategies to communicate with them;
- b) Managing all marketing for the corporation and activities within the marketing department;
- c) Developing the marketing strategy for the corporation in line with the corporation's objectives;
- d) Coordinating marketing campaigns;
- e) Developing and overseeing the utilization of the marketing budget;
- f) Creation and publication of all marketing material in line with marketing plans;
- g) Monitoring customer needs;
- h) Managing, training and motivating sales and marketing staff to drive revenue growth;
- i) Monitoring and analyzing marketing trends;
- j) Developing and managing efficient distribution networks for sales;
- k) Carrying out market research
- l) Any other duty as may be assigned by a competent authority.

Required Qualifications and Competencies

For appointment to this position, person should:

- i) A bachelor of commerce in marketing, or its equivalent from a university recognized in Kenya;
- ii) Have at least six (6) years post qualification experience in marketing;
- iii) Be a member of the Marketing Society of Kenya (MSK).

2. MARKETING OFFICER - KCT “05”: ONE POST – V/NO. _/2021

Salary Scale:	Ksh. 31,270 – 41,260 p.m.
House Allowance:	Ksh. 4,200 p.m.
Commuter Allowance:	Ksh. 4,000 p.m.
Annual Leave:	30 working days per financial year
Terms of Service:	Three (3) years renewable contract

Duties and responsibilities

Reporting to the Senior Marketing Officer;

In addition to the above, the marketing officer will be responsible for:

- a. Identifying target markets and developing strategies to communicate with them;
- b. Participating in the development marketing strategy for the corporation in line with the corporation’s objectives;
- c. Coordinating marketing campaigns;
- d. Implementing budgeted marketing activities;
- e. Monitoring customer needs;
- f. Training and motivating sales and marketing staff to drive to drive revenue growth;
- g. Monitoring and analyzing marketing trends;
- h. Developing and managing efficient distribution networks for sales;
- i. Carrying out market research
- j. Any other duty as may be assigned by a competent authority.

Required Qualifications and Competencies

For appointment to this position, person should:

- i) A bachelor of commerce in marketing, or its equivalent from a university recognized in Kenya;
- ii) Have at least six (2) years post qualification experience in marketing;
- iii) Be a member of the Marketing Society of Kenya (MSK).

Applicants will be required to satisfy all the requirements of Chapter Six of the Constitution of Kenya, 2010 and avail clearances from the following institutions:

- Kenya Revenue Authority (KRA)
- Directorate of Criminal Investigation (DCI)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

To be considered, your application must be received by not later than **15th July 2021** and addressed to:

**The Chairperson
Kitui County Textile Centre
(KICOTEC)Board of Directors
P.O Box 72 - 90200
KITUI**

Or

Through the following email address: **kicotec@kitui.go.ke**

Only shortlisted candidates will be invited for interview. KICOTEC is an equal opportunity employer and canvassing will lead to automatic disqualification.

**CHAIRPERSON
KITUI COUNTY TEXTILE CENTRE BOARD OF DIRECTORS**