

## Managing Director at Kenya Investment Authority (Keninvest)

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### Job Description

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Kenya Investment Authority (KenInvest) is a statutory body established in through an Act of Parliament (Investment Promotion Act No. 6 of ) with the main objective of promoting investments in Kenya. It is responsible for facilitating the implementation of new investment projects, providing After Care services for new and existing investments, as well as organizing investment promotion activities both locally and internationally. “Our mission is to promote and facilitate domestic and foreign investment in Kenya by advocating for a conducive investment climate, providing accurate information and offering quality services for a prosperous Nation” Our Services We strive to continuously provide quality services on a wide array of areas to investors. Our The core functions include; Investment Promotion Providing information on investment opportunities and sources of capital Providing information to investors on the business climate, operating rules, investment opportunities and sources of capital Investor Facilitation Ensure expeditious and quality facilitation of projects for prompt implementation Assisting investors in obtaining licenses, permits, incentives and exemptions Liaison with other government agencies for the issuance of additional licenses and approvals not directly handled by the Authority.

### Duties and Responsibilities

#### Strategic, Corporate Planning and Reporting

Managing emerging issues, risks and opportunities to ensure that the Authority continues to deliver strong results and achieves desired outcomes;

Ensuring that the Authority has an effective management structure, build capabilities of Management and staff to ensure that the Authority is properly capacitated to deliver on its mandate and objectives and that staff are empowered and mentored;

Advise the Board on matters of policy, planning, priorities and other issues that are fundamental to the Mission and direction of the Authority, including implementation of proposed new initiatives and potential impacts for Government, investors, partners and other stakeholders;

Developing and implementing effective internal control systems for efficient service delivery in the Authority and safeguarding of the Authority's assets;

Ensuring continuous improvement in the quality of services provided by the Authority;

Responsible for stakeholder management and the enhancement of the corporate image of KenInvest; and

Advising the Government and other stakeholders on how to accelerate growth of private investments in the country.

### **Leadership**

Be the Accounting Officer in line with section 67 of the PFM Act and perform the functions of the Accounting Officer in line with the PFM Act and PFM Regulations , as well as provisions of section 44 of the Public Procurement and Disposal Act and its regulations;

Ensuring that the Authority delivers on its mandate as stipulated by the Investment Promotion Act No. 6 of ;

Providing Strategic Leadership, general supervision and management of the Authority on a day to-day basis in accordance with the plans and policies approved by the Board to ensure achievement of KenInvest strategic objectives;

Providing organizational leadership and Vision in developing and recommending to the Board the strategy and annual business plans for KenInvest; providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters; and

Serving as a link between the Board and the Management.

## **Human Resources**

Ensuring continuity of Board policy and acts as the vocal point of contact between the Board, the management and staff of the Authority;

Fostering a good working relationship with and under guidance/consultation with Authority's Parent Ministry;

Entrenching a working culture and promoting creativity and innovation in the Authority;

Ensuring compliance with National, regional and international laws as may be applicable;

Providing strategic leadership in developing and implementing effective human resource management, administrative policies and systems and maintaining a conducive working environment suitable for attracting, developing and retaining an efficient workforce;

Ensuring that KenInvest has effective management structure, build capabilities of KenInvest management and staff to ensure that the Authority is properly strengthened to deliver on its mandate and objectives;

Establishing organization and staffing plans and appropriate delegation and decision-making frameworks to support the accomplishment of corporate goals and objectives;

Providing direction to all staff and ensuring overall effectiveness in meeting policy and program objectives and ensuring the Authority conducts its operations and financial activities with integrity and in accordance with applicable legislative, regulatory and policy requirements;

Leading the establishment of progressive management and human resources policies and practices to ensure a motivated workforce and a rigorous supportive employee relations climate;

Designing, regularly reviewing and implementing the performance management system to maximize efficiency and effectiveness of the Authority's staff; and

Establishing and maintaining a Board-approved plan for senior management development and succession.

## **Financial**

Providing Strategic Leadership and ensuring that the Authority grows to become financially independent by generating its own resources;

Ensuring preparation of the annual budgets and establishing proper internal controls;

Spearheading the development and implementation of efficient systems that support the effective use of the Authority's resources;

Effectively and efficiently leading the deployment of available resources for the best value to the Authority and public interest while assuring financial capability to continuously deliver on the mandate of the Authority; and

Identifying and sourcing for favorable development partners and ensuring that the annual financial audit is conducted and recommendations addressed. Communications

Communicating the Board's strategies, decisions and policies to senior management and staff; and

Be the overall spokesperson for the Authority and maintaining an exceptional image for the Authority in the country and internationally

## **Requirements**

### **Academic Requirements and Relevant Experience**

Have a Bachelor's degree in any of the following disciplines: Business Administration, Commerce, Marketing, Economics, Finance, Engineering or a relevant Degree from a recognized University;

Have a Master's degree in any of the following disciplines: Business Administration, Commerce, Marketing, Economics, Finance, Engineering or a relevant Degree from a recognized University;

Have at least fifteen years of relevant professional experience with five years served in a senior management position in the public service or in a large and reputable organization in the private sector.

### **Required Skills**

Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations at the national, regional or international level;

Demonstrated record of setting clear standards for accountability, probity, value for money and risk management and zero tolerance to fraud and corruption; for ensuring sound and transparent financial management; and delivering continuous improvement, impact, efficiency and effectiveness;

Demonstrated intellectual leadership, creativity and proven ability to propose new ideas and lead on new ways of working across silos in a complementary and synergistic way for a prosperous and peaceful organization;

Proven track record of change management and accomplishments at the organization with strong resource mobilization and public relation skills;

Demonstrated ability to lead a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization; and

Proven ability to inspire, encourage, build trust and confidence and build consensus, stimulate effective campaigns and drive collective action among a broad spectrum of people and organizations.

### **Key Leadership Competencies**

Strategic Focus and transformation with Leadership course lasting not less than four weeks from a recognized institution

Developing Organizational Capability

Change Leadership

Strategic Risk Management

### **Core Competencies**

Building Partnerships

Drives Accountability Culture

Learning Orientation

Communicating with impact

### **Functional Competencies**

Conceptual Thinking

Job Knowledge and good understanding of KenInvest Mandate, its role in the realization of the National Development Agenda

Drive for Results

Fosters Innovation

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