

Principal Infrastructure Development Officer at Micro and Small Enterprise Authority (MSEA)

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Job Description

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The Micro and Small Enterprise Authority (MSEA) is a state corporation established under the Micro and Small Enterprise Act No. 55 of . The Act was developed through a stakeholder's consultation process which took several years. The Authority is now domiciled in the Ministry of Industry, Trade and Co-operatives

REF NO. MSEA – 6/7/ (GRADE 4) Terms: Permanent

Duties and responsibilities will entail:

Planning, designing, constructing, supervising and maintenance of structural works, civil works;

Preparing drawings for structural and civil engineering schemes; interpretation of engineer's sketch details; and bending schedule;

Supervising work on site ensuring compliance with all other statutory and regulatory requirements;

Designing Engineering devices in construction, electrical, mechanical, electronics, civil and structural works;

Ensuring maintenance of machinery and equipment, waterworks, offices, workshops, conference complexes, stalls, sheds, exhibition halls, Centre of Excellence, Constituency

Industrial Development Centres, Godowns, and other MSEA facilities;

Preparing specifications for projects and new equipment;

Processing tenders for engineering work and equipment and machinery inventory of machinery and equipment;

Monitoring and execution of development projects and supervision and training of engineers and technical staff;

Developing mechanisms and strategies to facilitate acquisition of infrastructure;

Coordinating categorization of completed MSE sheds, CIDCS, stalls, show rooms, workspaces, other incubation facilities;

Managing Infrastructure within MSE worksites;

Liaising with the Counties and Centres of Excellence Managers in allocating newly completed MSE sheds, CIDCs, stalls, show rooms, work spaces, other incubation facilities;

Surveying structures and conditions of buildings to establish defects, requirements for refurbishment/replacement/modification;

Preparing sketch plans, specifications and estimates for buildings, renovations and maintenance works; and

Coordinating collection and reviewing of rent.

Person Specifications

For appointment to this grade, a candidate must have;

Bachelor's Degree in either of the following disciplines: –

Civil/Mechanical/Electrical/Electronic, Building and Construction/Structural/Mechatronic Engineering, Agriculture, Land Economics, Estate Management, Property Management and Valuation, Facilities Management or its equivalent and relevant qualifications from a recognized Institution;

Master's Degree in either of the following disciplines: –

Civil/Mechanical/Electrical/Electronic, Building and Construction/Structural/Mechatronic Engineering, Agriculture, Land Economics, Estate Management, Property Management and

Valuation, Facilities Management or its equivalent and relevant qualifications from a recognized Institution;

At least eight years relevant work experience, three of which must have been in a supervisory role;

Must be registered with the relevant Engineer's professional body.

Attended a Management course lasting not less than four weeks is an added advantage;

Proficiency in computer applications;

Shown merit and ability as reflected in work performance and results;

Fulfilled the requirements of Chapter Six of the Constitution.

Key Competencies and Skills

Excellent interpersonal and communication skills

Report writing skills

Analytical and modelling skills

Strong situational analysis capability

Attention to detail and critical thinking

Innovative skills

Excellent negotiation skills

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