



VACANCY IN THE OFFICE OF CHIEF EXECUTIVE OFFICER

Nyayo Tea Zones Development Corporation (NTZDC) is a State Corporation established through a Gazette Notice No. 265 of 1986, which was later amended by Gazette Notice No. 30 of 2002. The overarching mandate of the Corporation is to enhance the Conservation of forests and protection of the environment through the creation of tea and fuelwood growing zones, establishment and maintenance of tea processing factories, and marketing of tea and fuel wood products in and outside Kenya.

The Corporation wishes to recruit a suitably qualified and highly motivated individual to fill the position of Chief Executive Officer.

1. REQUIREMENTS FOR APPOINTMENT

A person is qualified for appointment as a Chief Executive Officer if he/she

- i. Is a citizen of Kenya;
- ii. Holds a bachelor's degree in agriculture, engineering, food science, business management/administration or relevant qualification from a recognized institution;
- iii. Holds a master's degree in agriculture, engineering, food science, business management/administration or relevant qualification from a recognized institution;
- iv. Possesses not less than fifteen (15) years' relevant work experience, five (5) of which must have been in senior management position;

- v. A certificate in Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi. Membership to a professional body;
- vii. Meets the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution,

2. DUTIES AND RESPONSIBILITIES

The Chief Executive Officer shall be responsible to the Board in providing strategic leadership to the Corporation in execution of its mandate of promoting forest conservation through the creation of buffer zones of tea and fuel wood growing zones in gazetted forests and gazetted trust lands. He/She will be responsible for the day-to-day management and Administration of the Corporation. The key duties and responsibilities of the Chief Executive Officer will entail;-

- a) Being Accounting and Authorized officer of the corporation and Secretary to the Board;
- b) Providing leadership to all the operations of the Corporation;
- c) Developing and recommending to the Board long-term strategy, business plans, annual operating budgets and establishing proper internal monitoring and control systems/procedures;
- d) Fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- e) Ensuring that there is effective communication between the management and the Board as well as between levels of management;
- f) Ensuring continuous improvements in the quality and value of services and products provided by the Corporation;
- g) Overseeing and ensuring implementation of the Corporation's policies & programs;
- h) Ensuring continuous achievement of the Corporation's financial and operating goals & objectives;

- i) Coordinating the preparation of business related proposals, reports and other submissions for consideration by the Board;
- j) The principal spokesperson for the Corporation;
- k) Coordinating all Human resource matters including organizational structure, appointments, welfare, training, industrial relations, separation and effective management succession plans;
- l) Spearheading the implementation of the Corporation's Strategic Plan and the realization of its objectives;
- m) Overseeing the preparation and implementation of the performance contracts and appraisal systems;
- n) Coordinating the implementation of an effective financial management policies and systems;
- o) identifying and sourcing for strategic development partners;
- p) ensuring annual financial audit is conducted and recommendations addressed;
- q) Overseeing the implementation of an effective human resource management and administrative policies and systems;
- r) ensuring that the Corporation complies with the relevant legislations;
- s) championing all national values and principles of public service;
- t) coordinating preparation of the Corporation's annual financial statements and submitting the same to the National Treasury, Parliament and the Controller of Budget as required by law;
- u) putting in place sound strategies to ensure prudent utilization of the Corporation's resources and assets;
- v) building capacity and managing performance of staff of the Corporation; and
- w) Performing such other duties as may be assigned by the Board and the law.

3. TERMS OF SERVICE

- a) The Chief Executive Officer shall hold office for a term of three (3) years and shall be eligible for re-appointment for one further term subject to satisfactory performance.
- b) The gross monthly salary and benefits attached to the position will be as per Salaries and Remuneration Commission circular.

4. HOW TO APPLY

- a) Application shall be accompanied by a detailed CV, certified copies of relevant academic and professional certificates and related documents;
- b) Shortlisted applicants will be required to provide clearance from the following bodies at the interview;
 - i. Kenya Revenue Authority;
 - ii. Higher Education Loans Board;
 - iii. Ethics and Anti-Corruption Commission
 - iv. Directorate of Criminal Investigation
 - v. Credit Reference Bureau
- c) All applications should be clearly marked **“Application for the position of Chief Executive Officer”** and addressed to

**Chairman of the Board
Nyayo Tea Zones Development Corporation,
P.O Box 48552 – 00100
NAIROBI**

- d) All applications must be hand-delivered to **Nyayo Tea Zones Development Corporation, Nyayo House, 11th Floor - Kenyatta Avenue, Nairobi**

5. CLOSING DATE

All applications should be received on or before **9nd July, 2024**.

Nyayo Tea Zones Development Corporation is an equal opportunity employer committed to workplace diversity and gender equality. Minorities, women and persons with disability are therefore encouraged to apply. Any form of canvassing will lead to disqualification. Only shortlisted candidates will be contacted. Please note that the staff-hiring process at NTZDC is conducted free of charges.