



# Kenya Investment Authority

## ADVERTISEMENT FOR THE POSITION OF MANAGING DIRECTOR

The Kenya Investment Authority (KenInvest) is a State Corporation established under the Investment Promotion Act No. 6 of 2004 with a mandate to promote and facilitate private investment by both domestic and foreign investors. The Authority is seeking to recruit a suitable candidate for the position of Managing Director.

### **Job purpose**

The Managing Director will be responsible for the day-to-day operations of the Authority and for the overall management and provision of strategic leadership at the Kenya Investment Authority. He/She will be responsible to the Board for driving Management to achieve the Authority's strategic objectives and goals, delivering world-class pre-investment facilitation, creating awareness to investors on potential and existing opportunities, and facilitating post-investment aftercare for both domestic and foreign investors. He/she will augment initiatives aimed at enhancing Kenya's attractiveness and competitiveness locally, regionally, and internationally by promoting a sustainable enabling business environment that is aligned with the national objectives on investments.

### **Duties and Responsibilities**

#### **Strategic, Corporate Planning and Reporting**

1. Building a world-class investment agency whose strategic positioning at a national level aligns with the investment goals of the country;
2. Managing emerging issues, risks and opportunities to ensure that the Authority continues to deliver strong results and achieves desired outcomes;
3. Ensuring that the Authority has an effective management structure, build capacity 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;
4. 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;

5. Developing and implementing effective internal control systems for efficient service delivery in the Authority and safeguarding of the Authority's assets;
6. Ensuring continuous improvement in the quality of services provided by the Authority;
7. Responsible for stakeholder management and the enhancement of the corporate image of KenInvest; and
8. Advising the Government and other stakeholders on how to accelerate the growth of private investments in the country.

### **Leadership**

1. Be the Accounting Officer in line with section 67 of the PFM Act 2012 and perform the functions of the Accounting Officer in line with the PFM Act 2012 and PFM Regulations 2015, as well as provisions of section 44 of the Public Procurement and Disposal Act 2015 and its regulations;
2. Ensuring that the Authority delivers on its mandate as stipulated by the Investment Promotion Act No. 6 of 2004;
3. 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;
4. 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
5. Serving as a link between the Board and the Management.

### **Human Resources**

1. Ensuring continuity of Board policy and acting as the focal point of contact between the Board, the Management, and Staff of the Authority;
2. Fostering a good working relationship with and under guidance/consultation with the Authority's Parent Ministry;
3. Entrenching a working culture and promoting creativity and innovation in the Authority;
4. Ensuring compliance with national, regional, and international laws as may be applicable;
5. 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 and motivated workforce;
6. Ensuring that KenInvest has an effective management structure, building capacities of KenInvest Management and Staff to ensure that the Authority is properly strengthened to deliver on its mandate and objectives;

7. Establishing organization and staffing plans and appropriate delegation and decision-making frameworks to support the accomplishment of corporate goals and objectives;
8. 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;
9. Leading the establishment of progressive management and human resources policies and practices to ensure a motivated workforce and a rigorous supportive employee relations climate;
10. Designing, regularly reviewing, and implementing the performance management system to maximize the efficiency and effectiveness of the Authority's Staff; and
11. Establishing and maintaining a Board-approved plan for senior management development and succession.

### **Financial**

1. Providing Strategic Leadership and ensuring that the Authority grows to become financially independent by generating its resources;
2. Ensuring preparation of the annual budgets and establishing proper internal controls;
3. Spearheading the development and implementation of efficient systems that support the effective use of the Authority's resources;
4. 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
5. Identifying and sourcing for favorable development partners and ensuring that the Annual Financial Audit is conducted and recommendations addressed.

### **Communication**

1. Be the overall spokesperson for the Authority and maintain an exceptional image for the Authority in the country and internationally; and
2. Communicating the Board's strategies, decisions, and policies to Senior Management and Staff.

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

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

3. Have at least fifteen (15) years of relevant professional experience with five (5) years served in a senior management position in the public service or a large and reputable organization in the private sector;
4. Professional qualification and membership where applicable;
5. Leadership course lasting not less than four (4) weeks; and
6. Experience in investment modeling, structuring, and delivery of transformational business climate agenda with demonstrable impact on investments will be an added advantage.

### **Required Skills**

1. Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations at the national, regional or international level;
2. 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;
3. Demonstrated intellectual leadership, creativity, and proven ability to propose new ideas and lead on new ways of working across sectors in a complementary and synergistic way for a prosperous and peaceful organization;
4. Proven track record of change management and accomplishments at an organization with strong resource mobilization and public relations skills;
5. Demonstrated ability to lead a multi-cultural and multinational team as well as establish harmonious and effective working relationships both within and outside the organization; and
6. Proven ability to inspire, encourage, build trust and confidence, build consensus, stimulate effective campaigns, and drive collective action among a broad spectrum of people and organizations.
7. Demonstrable ability to analyze investment opportunities at all sector levels as a pre-cursor to investment facilitation
8. Proven ability to negotiate, coordinate, and facilitate investment transactions at domestic and international levels

### **Key Leadership Competencies**

- i. Strategic Focus and transformational leadership skills in Business climate and investment matters
- ii. Developing Organizational Capacity
- iii. Change Leadership
- iv. Strategic Risk Management

## **Core Competencies**

- i. Building Partnerships
- ii. Driving Accountability Culture
- iii. Learning Orientation
- iv. Communicating with impact

## **Functional Competencies**

- i. Conceptual Thinking
- ii. Job Knowledge and a good understanding of KenInvest mandate, its role in the realization of the National Development Agenda
- iii. Drive for Results
- iv. Fosters Innovation

## **Tenure of Appointment**

The Appointment to this position will be on a four (4) year contract renewable once subject to satisfactory performance.

**Remuneration will be based on KenInvest's Approved Salary Structure.**

## **Compliance with Chapter 6 of the Kenyan Constitution**

Shortlisted candidates shall be required to meet the following compliance requirements and present them during the interview:

- a. A Certificate of Good Conduct from the Directorate of Criminal Investigations
- b. A Compliance Certificate from the Higher Education Loans Board (HELB)
- c. A Tax Compliance Certificate from Kenya Revenue Authority
- d. A Clearance Certificate from the Ethics & Anti-corruption Commission (EACC)
- e. A Clearance Certificate from Credit Reference Bureau (CRB)

Interested qualified candidates are invited to apply and can access the detailed job description and specifications from the '**Careers**' section at [www.invest.go.ke](http://www.invest.go.ke) and submit an **ONLINE OR HARD COPY** application to **The Chairperson, Kenya Investment Authority** together with a **cover letter for the position with a reference number, detailed Curriculum Vitae, copies of relevant academic and professional certificates, National identity card or passport and names and addresses of three referees** marked "**Job Ref No.4/2024 to [careers@invest.go.ke](mailto:careers@invest.go.ke) OR dropped at Kenya Investment Authority, 15<sup>th</sup> Floor-Old Mutual Tower -Upper Hill in the Tender Box Marked MDs Application.**

Suitably qualified candidates are invited to apply and can access the detailed job description from the “careers” section at [www.invest.go.ke](http://www.invest.go.ke) addressed to:-

The Chairperson  
Kenya Investment Authority  
P O Box 55704-00200  
**NAIROBI.**

Applications in **PDF** format should be submitted by **15<sup>th</sup> May 2024**. (No applications will be received or considered after the closing date.)

**Only candidates who have met all the requirements of the advert and have been selected for an interview will be contacted.**

KenInvest is an equal opportunity partner and all are encouraged to apply. Canvassing will lead to automatic disqualification.