



VACANCY

Introduction

The Kenya National Innovation Agency (KENIA) is a State corporation established by the Science, Technology and Innovation (ST&I) Act of 2013 under the Ministry of Education. The Agency's mandate is to develop and manage the National Innovation System.

Job Title

CHIEF EXECUTIVE OFFICER (KENIA 01/2019)

Job Description

The Chief Executive Officer (CEO) of KENIA will be responsible for the provision of strategic leadership and overall management of the Agency and its resources. He/She will work closely with the Board of Directors and the Management Team to achieve the set goals, strategies, plans and policies of the Agency.

Duties & Responsibilities

The CEO of KENIA will have the following duties and responsibilities:

- Coordinate a high performing Management Team;
- Facilitate development and implementation of high-quality strategies, plans and ensure strategy alignment with objectives;
- Oversee all operations and activities of KENIA;
- Ensure the Agency's compliance with legal and State corporation ethics;
- Create and foster good relationship with key partners and stakeholders;
- Keep abreast of trends in markets, industry and innovation ecosystem;
- Provide leadership and nurture a strong institutional culture.

Education, Experience, Key Competencies and Skills

For appointment to the position of the Chief Executive Officer, the candidate must:

- i. Have a PhD degree from a recognized University;
- ii. Have at least 15 years of relevant work experience of which five (5) years should be in a Senior Management Position in a similar/relevant organization;
- iii. Demonstrate ability to mobilize resources and negotiate for collaborations and linkages with local and international partners;
- iv. Have undertaken a Leadership and Management training from a recognized institution;
- v. Have a good understanding of the mandate of KENIA and its role in realization of the National Development Agenda; and
- vi. Demonstrate competency in Information & Communication Technologies.

Mode of Application

- 1) Candidates should submit electronic applications only via email to: chairman@innovationagency.go.ke with the subject "**Application for CEO - KENIA 01/2019**".
- 2) All applications should be submitted together with detailed curriculum vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.

Interested Applicants are required to Note That:

- 1) The names of shortlisted candidates shall be published on the KENIA website;
- 2) Shortlisted candidates will be required to present originals of the following documents during the interviews:
 - a. **National Identity Card**
 - b. **Academic and Professional Certificates and transcripts;**
 - c. **Any other supporting documents and testimonials;**
- 3) In compliance with Chapter 6 of the Constitution, applicants will also be required to present the following documents:
 - i. A certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
 - ii. A certificate from a recognized Credit Reference Bureau (CRB);
 - iii. A clearance certificate from Higher Education Loans Board (HELB);
 - iv. A clearance certificate from Ethics & Anti-Corruption Commission (EACC);
 - v. A Tax Compliance Certificate from Kenya Revenue Authority (KRA).

Salary and Benefits

Salary and benefits are as per the prevailing guidelines for the State Corporation.

Terms of Employment

Chief Executive Officer shall be appointed on a contract of Five (5) years renewable once subject to performance.

All applications must be received on or before **Friday, 27th September at 5.00pm (East Africa Time)**

The Chairman
Kenya National Innovation Agency
Utalii House, 9th Floor NAIROBI

"The Kenya National Innovation Agency is an equal opportunity employer and does not charge any fee at any stage of the recruitment process"