



THE TEA BOARD OF KENYA
ISO 9001:2000 Certified

CAREER OPPORTUNITIES

Tea Board of Kenya is a Parastatal with the mandate of regulating and promoting the development of Kenya's tea industry. We wish to recruit highly driven and results oriented professionals for the following positions;

TRADE COMPLIANCE MANAGER

Reporting to the Managing Director, the successful candidate will have the principal objective of ensuring industry compliance with relevant legislation and national and international health, safety and environmental standards.

Primary Duties and Responsibilities

The job entails the following

- Developing and implementing trade compliance strategies, work plans and budgets;
- Developing and ensuring execution of compliance procedures including regular inspection of stakeholders premises to ensure compliance;
- Ensuring execution of corrective actions; and advising the Board on appropriate trade compliance matters;
- Recommending for Board's consideration, applicants qualified for registration in the areas of tea broking, buying, exporting, packing and warehousing;
- Monitoring tea imports, exports and domestic sales activities to ensure compliance to required quality standards.

Qualifications, Experience and Skills

The successful applicants must have a Masters degree in a business related field or a Bachelor's degree in a business related field backed by a recognized postgraduate professional qualification in marketing, management or Quality Management Systems. Applicants should have ten years post qualification experience, five of which should have been at senior management level. Practical experience in executing quality procedures is a definite advantage.

LEGAL SERVICES EXECUTIVE

Reporting to the Managing Director, the successful candidate will be responsible for managing all legal aspects of TBK's business.

Primary Duties and Responsibilities

The job entails the following:

- Providing legal advisory and interpretation services to the Board to ensure statutory compliance with existing law and regulatory requirements;
- Carrying out Company Secretarial activities;
- Drafting and vetting legal instruments such as contracts, lease agreements and other legal documents; and providing legal input to trade agreements;
- Acting as custodian of TBK's legal documents including Assets Register, seal, and title deeds;
- Providing advise on any litigations affecting the Board;
- Coordinating TBK's conveyance work; and
- Advising the Board and Management on any legal matters.

Qualifications, Experience and Skills

The successful applicants must have a Bachelor's degree in law backed by a recognized postgraduate professional qualification in law and be an Advocate of the High Court of Kenya. Possession of a Certified Public Secretary (CPS-K) would be an added advantage. Applicants should have seven years experience, three of which should have been at senior management level. The applicants should have practical experience gained from post of an Assistant Company or Board Secretary.

ICT EXECUTIVE

Reporting to the Finance and Administration Manager, the successful candidate will be responsible for managing all organization's technologies and providing Information Technology support and training.

Primary Duties and Responsibilities

The job entails the following:

- Developing, interpreting, implementing ICT policies and strategies and advising management on ICT issues;
- Aligning TBK's ICT policy with the e-government initiatives / strategies and using the ICT policy to undertake periodic review and re-engineering TBK'S business process both within the Board and TBK shareholders;
- Overseeing the successful implementation of all ICT projects and ensuring that the inherent risks are effectively managed;
- Coordinating the design/development and implementation of computer disaster recovery procedures to minimize on loss of data/or systems and;
- Designing, developing, implementing and maintaining databases and information systems for the Board;
- Overseeing hardware maintenance, trouble shooting and user computer training;

Qualifications, Experience and Skills

The applicants must have a Bachelor's degree in Computer studies or Information Technology degree backed by relevant professional ICT qualifications such as Microsoft Certified System Engineer (MCSE), Oracle or Microsoft Certified Solution Developer (MCSD) and Certified Information System Auditor (CISA) Certification. The Applicants should have seven years post qualification experience, three of which should have been at management level.

If you meet the above requirements, please send your application with detailed Curriculum Vitae, current remuneration, day and evening telephone numbers, names of three referees and copies of testimonials and certificates to:-

The Managing Director
Tea Board of Kenya
Naivasha Road-Off Ngong Road
P.O. Box 20064-00200
NAIROBI

So as to reach not later than **17th March 2010**.

Only short-listed candidates will be contacted. Any canvassing prior to or after the interviews will lead to automatic disqualification.