



KENYA ORDNANCE FACTORIES CORPORATION

VACANCY ADVERTISEMENT

Introduction

Kenya Ordnance Factories Corporation is a State Corporation established under the State Corporation Act (Cap 446) Legal Notice No. 125 of 1997. The core mandate of the Organization is manufacture of Small Arms Ammunition and related hardware.

The Mission of KOFC is to enhance National Security through guaranteed production of small arms ammunition and related auxiliary products for the nation.

To achieve this mandate, the Corporation seeks to recruit dynamic and competent persons in the following positions:

1. CHIEF ACCOUNTANT – JOB SCALE: 6A Chief - 1 POST

Main Duties and Responsibilities

The Chief Accountant shall report to the Corporation's Finance Manager and will be responsible for overseeing the implementation of sound financial management and control system in the Corporation while ensuring compliance to Government and International Financial Rules and Regulations. Specific duties and responsibilities are as follows;

- (i) Responsible for Direction, control, co-ordination and management of accounting units both routine and non-routine accounting matters covering Budgeting, revenue/expenditure controls and financial returns.
- (ii) Develop and update policies for all KOFC accounting system in consultation with the Finance Manager.
- (iii) Co-ordinate safeguarding of KOFC funds and assets in line with the laid down procedures.
- (iv) Supervise and maintain accounts showing the current position of KOFC financial transaction as well as ensuring timely preparation of annual accounts within set deadlines.
- (v) Responsible for reviewing KOFC financial policies in line with Government guidelines and regulations.
- (vi) Responsible for ensuring proper maintenance of subsidiary ledgers and that expenditures and payments are properly authorized.

- (vii) Ensure KOFC Tax compliance in all its operations.
- (viii) Ensure proper management of cash through implementation of appropriate controls.
- (ix) Ensure supplier and customer accounts are reconciled on regular basis and prepare reports for management decisions.
- (x) Responsible for reviewing of Bank reconciliation on weekly basis.
- (xi) Prepare, negotiate and sign performance contract with the Finance Manager and cascade to employees within the Division.
- (xii) Training, Appraisal, motivation and resolving of personnel grievances within the Division.

Academic and Professional Qualifications

The applicant must have the following:

- (i) Bachelor of Commerce (Accounting Option) or its equivalent from a recognized Institution.
- (ii) Attained full accounting qualifications (CPA final) or its equivalent.
- (iii) Served satisfactorily for a minimum of Three (3) years in the grade of Senior Accountant or comparable senior position in a Manufacturing Organization. Relevant work experience in a state owned organization will be an added advantage.
- (iv) Be a registered member of ICPAK in good standing.
- (v) Meet the provision of Chapter Six of the Constitution of Kenya.

Knowledge, Skills and Competencies

The candidate must possess the following skills and competencies;

- (i) Proficiency in Financial Management based computer applications skills
- (ii) Excellent communication and report writing skills.
- (iii) Proven leadership and management skills
- (iv) Sense of urgency to manage work within tight time scales.
- (v) Demonstrated a high degree of work professional competence and ethics, administrative capability required for effective planning, direction, control and coordination of Accounting Division.

In addition Interested candidates must obtain clearance from the following Institutions: -

- (i) Kenya Revenue Authority (KRA)
- (ii) Higher Education Loans Board (HELB)
- (iii) Ethics and Ant-Corruption Commission
- (iv) Criminal Investigation Department (Certificate of Good Conduct).
- (v) Credit Reference Bureau (CRB)

Terms of Service and Remuneration

Basic Salary: Kshs. 70,762.00

House Allowance: Kshs. 30,000.00

Medical Allowance: Ksh. 9,500.00

Risk Allowance: Kshs. 8,500.00

Responsibility Allowance: Kshs 6,000.00

Transport Allowance; Kshs 31,000.00

Leave Allowance: Equivalent to Basic Salary (Paid yearly)

Terms of Service: Permanent, subject to a maximum Probation period of 12 months, effective performance and delivery of set targets.

2. CHIEF PROCUREMENT OFFICER - JOB SCALE: 6A Chief – 1 POST

Main Duties and Responsibilities

The Chief Procurement Officer shall report to the Corporation's Procurement and Stores Manager and will be responsible for supervision and effective Management of Procurement Division. Specific duties and responsibilities are as follows;

- (i) Responsible for efficient and effective organization, planning and control of Procurement Division.
- (ii) Manage and control all functions and activities of Procurement Division in compliance with business plan, Public Procurement and Disposal Act 2015 and other legislations.
- (iii) Establish and maintain proper procurement documents and proceedings in line with Government regulations.
- (iv) Formulate and implement policy regarding procurement; contract and agreement management and supply chain management.

- (v) Develop, formulate and implement make or buy policy analysis and decisions, rent or buy evaluation and decision/recommendations to ensure that the Corporation's works towards achieving self-sufficiency in conformance with the KOFC philosophy, mission, strategy, and annual goals and objectives, and within agreed budget and timescales.
- (vi) Ensure source surveys are conducted continuously to establish credibility of suppliers of goods and services and assure effective management and control of suppliers, costs, quality and delivery performance in accordance with business plan, and in compliance with legal requirements, quality and safety standards.
- (vii) Direct, develop and implement procurement annual and strategic plans, and coordinate all Corporation-wide procurement requirements.
- (viii) Negotiate, manage and control all contracts and agreements for procurement and ensure the Corporation's compliance with statutory regulations, business plan, agreed budget and timescales.
- (ix) Develop and implement appropriate information systems to track all KOFC procurement and supplies activities and programs from quotation to delivery.
- (x) Establish and Coordinate the activities of Procurement Committees in line with Government/legal requirements.
- (xi) Responsible for drawing of KOFC Procurement Contracts and ensure that the contracts are duly executed.
- (xii) Prepare, negotiate and sign performance contract with the Procurement Manager and cascade to employees within the division.
- (xiii) Training, appraisal, motivation and resolving of personnel grievances within Procurement Division.

Academic and Professional Qualifications

The applicant must have the following:

- (i) Bachelors Degree in Purchasing and Supplies Management or its equivalent from a recognized Institution.
- (ii) Served satisfactorily for a minimum of Three (3) years in the grade of Senior Procurement or comparable senior position in a Manufacturing Organization.
- (iii) Current Registration Certificate from Kenya Institute of Supplies Management.
- (iv) Meet the provision of Chapter Six of the Constitution of Kenya.

Knowledge, Skills and Competencies

The candidate must possess the following skills and competencies;

- (i) Must be well conversant with Government regulations and Procurement laws.
- (ii) Excellent communication and report writing skills.
- (iii) Proven leadership and Management skills
- (iv) Sense of urgency to manage work within tight time scales.
- (v) Demonstrated a high degree of work professional competence and ethics, Administrative capability required for effective planning, direction, control and Coordination of Procurement Division.

In addition, Interested candidates must obtain clearance`s from the following Institutions: -

- (i) Kenya Revenue Authority (KRA)
- (ii) Higher Education Loans Board (HELB)
- (iii) Ethics and Ant-Corruption Commission
- (iv) Criminal Investigation Department (Certificate of Good Conduct).
- (v) Credit Reference Bureau (CRB)

Terms of Service and Remuneration

Basic Salary: Kshs. 70,762.00

House Allowance: Kshs. 30,000.00

Medical Allowance: Ksh. 9,500.00

Risk Allowance: Kshs. 8,500.00

Responsibility Allowance: Kshs 6,000.00

Transport Allowance; Kshs 31,000.00

Leave Allowance: Equivalent to Basic Salary (Paid yearly)

Terms of Service: Permanent, subject to a maximum Probation period of 12 months, effective performance and delivery of set targets.

3. CHIEF QUALITY ASSURANCE OFFICER - JOB SCALE: 6B Chief – 1 POST

Main Duties and Responsibilities

Chief Quality Control Officer is responsible to the Quality Control, Research and Development Manager for supervision and effective Management of Quality Assurance Division. Specific duties and responsibilities are as follows;

- (i) Formulate and implement KOFC policies regarding standards, procedures and quality management in compliance with National and International quality standards and management systems within the agreed budget and timescales.
- (ii) Manage, control and coordinate all aspects of KOFC quality programs and activities including documentation, controls, inspections, testing measuring calibration as well as modifications in compliance with Corporation's quality policy and standards, and within the agreed budget and timescales. This will entail close liaison with production Department to ensure continuous quality control services at every stage of production process.
- (iii) Develop and maintain quality control systems to measure performance against established standards, including NATO Mil standards, Non – NATO standards, ISO standards, Kenya Bureaus of standards, FN standards and procedures and general ammunition industry standards within the agreed budget and timescales.
- (iv) Formulate, implement and maintain quality standards for all products manufactured by KOFC and devise mechanisms for ensuring feedback on whether the standards are adhered to or not and taking corrective action in conformance with the Corporation quality policy, procedures and timescales.
- (v) Monitor standards created and maintained by external bodies, and integrate within the internal quality management systems in compliance with KOFC quality policy and procedures and within the agreed budget and timescales.
- (vi) Monitor and report as necessary, changes in standards both internally and externally initiated for performance improvement of KOFC products.
- (vii) Liaise and cooperate with quality management and standards bodies (e.g BSI, KBS, NATO Mil standards, Non-NATO mil standards, ISO, Government Departments, and other Quality Management Institutions).
- (viii) Formulate review and implement KOFC Research & Development programs and activities including continuous product research and development, product improvement, new product development, new production design within KOFC set budget and time scales.

(ix) Prepare negotiate and sign performance contract with the Quality Assurance Research and Development Manager and Cascade to employees within the Quality Assurance Division.

(x) Training, Appraisal, motivation and resolving of personnel grievances within Quality Assurance Division.

Academic and Professional Qualifications

The applicant must have the following:

(i) B Sc. degree in Chemical, Electrical, Electronic or Mechanical engineering from a recognized institution.

(ii) Served satisfactorily for a minimum of Three (3) years in the grade of Senior Production/Quality Control Officer or comparable senior position in a busy Production/Engineering Organization.

(iii) Must be a registered member of Engineers Registration Board of Kenya.

(iv) Must be corporate Member of the Institution of Professional Engineers of Kenya or be a Corporate Member of a professional engineering body recognized by this institution.

(v) Meet the provision of Chapter Six of the Constitution of Kenya.

Knowledge, Skills and Competencies

The candidate must possess the following skills and competencies;

(i) Excellent communication and report writing skills.

(ii) Proven Technical, leadership and management skills

(iii) Sense of urgency to manage work within tight time scales.

(iv) Demonstrated a high degree of professional competence, administrative capability required for effective planning, direction, control and coordination of Quality Assurance Division.

In addition, Interested candidates must obtain clearance from the following Institutions:-

(i) Kenya Revenue Authority (KRA)

(ii) Higher Education Loans Board (HELB)

(iii) Ethics and Ant-Corruption Commission

(iv) Criminal Investigation Department (Certificate of Good Conduct).

(v) Credit Reference Bureau (CRB)

Terms of Service and Remuneration

Basic Salary: Kshs. 75,264.00

House Allowance: Kshs. 30,000.00

Medical Allowance: Ksh. 9,500.00

Risk Allowance: Kshs. 9,500.00

Responsibility Allowance: Kshs 6,000.00

Transport Allowance; Kshs 31,000.00

Leave Allowance: Equivalent to Basic Salary (Paid yearly)

Terms of Service: Permanent, subject to a maximum Probation period of 12 months, effective performance and delivery of set targets.

4. CHIEF COMMERCIAL SERVICES OFFICER - JOB SCALE: 6A Chief – 1 POST

Main Duties and Responsibilities

(i) The Chief Commercial Service Officer shall report to the Corporation's Commercial Services Manager and will be responsible for supervision and effective Management of KOFC Marketing and sales operations. Specific duties and responsibilities are as follows;

(ii) Formulate, review and implement policy on sales, distribution and marketing of the Corporation's products and services.

(iii) Plan, develop and implement KOFC sales strategy and customer retention and development within the agreed budget and time scales.

(iv) Plan, develop and implement KOFC sales promotion programs including visits and trade shows within the agreed budgets, timescales and in compliance to the business plan.

(v) Formulate and implement credit control regulations and procedures regarding sales and marketing according to the Corporation's standard financial controls and statutory regulations.

(vi) Manage external sales and marketing agencies and ensure their activities meet the Corporation's targets of sales volume, product mix, budget and timescales.

(vii) Plan and carry out market research, competitor and customer surveys within the agreed budget and timescales.

(viii) Plan and carry out direct sales and marketing activities, so as to maintain and develop sales of the Corporation's product range and services to local major accounts and international markets in accordance with the business plan.

(ix) Monitor, control and report on results of sales and marketing programs and activities and corrective measures taken to ensure that achievements of marketing objectives are within the designated budget; and provide relevant information for management decision.

(x) Prepare, negotiate and sign performance contract with the Commercial Services Manager and cascade to employees within the Department.

(xi) Training, appraisal, motivation and resolving of personnel grievance within supervision.

Academic and Professional Qualifications

The applicant must have the following:

(i) Bachelors Degree in Sales and Marketing or its equivalent from a recognized Institution.

(ii) Served satisfactorily for a minimum of Three (3) years in the grade of Senior Commercial Services Officer or comparable senior position in a Manufacturing Organization.

(iii) Current Registration Certificate from Kenya Marketing Society of Kenya (MSK).

(iv) Meet the provision of Chapter Six of the Constitution of Kenya.

Knowledge, Skills and Competencies

The candidate must possess the following skills and competencies;

(i) Excellent communication and report writing skills.

(ii) Proven leadership and management skills

(iii) Sense of urgency to manage work within tight time scales.

(iv) Experience in negotiating, and closing complex business transactions.

(v) Outstanding sales and marketing skills.

(vi) Demonstrated a high degree of work professional competence and ethics, administrative capability required for effective planning, direction, control and coordination of Procurement Division.

In addition, interested candidates must obtain clearance from the following Institutions:-

(i) Kenya Revenue Authority (KRA)

(ii) Higher Education Loans Board (HELB)

(iii) Ethics and Ant-Corruption Commission

(iv) Criminal Investigation Department (Certificate of Good Conduct).

(v) Credit Reference Bureau (CRB)

Terms of Service and Remuneration

Basic Salary: Kshs. 70,762.00

House Allowance: Kshs. 30,000.00

Medical Allowance: Ksh. 9,500.00

Risk Allowance: Kshs. 8,500.00

Responsibility Allowance: Kshs 6,000.00

Transport Allowance; Kshs 31,000.00

Leave Allowance: Equivalent to Basic Salary (Paid yearly)

Terms of Service: Permanent, subject to a maximum Probation period of 12 months, effective performance and delivery of set targets.

How to apply

Candidates who meet the above requirements are requested to make their applications by completing One Application Form. The Application Form may be downloaded from the Corporation's website www.kofc.co.ke.

Completed Application Form together with certified copies of Certificates and National ID Card/Passport can be sent to:

**The Managing Director
Kenya Ordnance Factories Corporation
P.O Box 6634 – 30100,
Eldoret**

Or

**hand delivered to KOFC Headquarters along Eldoret-Kitale Road, on or before 3rd January
2019 clearly stating the vacancy applied for on the envelope**

Only shortlisted applicants will be contacted.