



**SPECIAL
ECONOMIC
ZONES
AUTHORITY**

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CAREER OPPORTUNITIES

The Special Economic Zones Authority (SEZA) was established in 2015 by an Act of Parliament (Special Economic Zones Act No. 16 of 2015), as the institution responsible for attracting, facilitating and retaining domestic and foreign direct investments in Special Economic Zones (SEZs).

Pursuant to this objective, SEZA seeks to recruit highly motivated, dynamic and results oriented candidates for the following positions:

S/NO	POSITION	TERMS OF SERVICE	POSTS	SEZA GRADE	VACANCY REFERENCE NUMBER
1.	Manager Supply Chain Management	Contract	1	3	SEZA/HR/2023/12/1
2.	Principal Engineer	Permanent and Pensionable	1	4	SEZA/HR/2023/12/2
3.	Principal Marketing Officer	Permanent and Pensionable	1	4	SEZA/HR/2023/12/3
4.	Senior Communication Officer	Permanent and Pensionable	1	5	SEZA/HR/2023/12/4
5.	Senior Information Communication and Technology Officer	Permanent and Pensionable	1	5	SEZA/HR/2023/12/5
6.	Senior Records Management Officer	Permanent and Pensionable	1	5	SEZA/HR/2023/12/6
7.	Licensing Officer	Permanent and Pensionable	1	6	SEZA/HR/2023/12/7
8.	Senior Customer Care Assistant	Permanent and Pensionable	1	7	SEZA/HR/2023/12/8

Application Requirements

Suitably qualified candidates should apply **online** in confidence using the **GOOGLE FORMS** and clearly indicate the Job Reference and the job applied for. Google Forms link and detailed Job Descriptions are available on the ‘careers’ section of our website www.sezauthority.go.ke.

Candidates should also attach a detailed curriculum vitae, copies of academic and professional certificates, testimonials and National Identity Card.

Additional Requirements

Successful candidates will be expected to fulfill the requirements of Chapter Six of the Constitution by providing valid originals of the following documents;

- a. Police Clearance Certificate from the Directorate of Criminal Investigations;

- b. Clearance/Compliance Certificate from Higher Education Loans Board (HELB);
- c. Tax Compliance Certificate from Kenya Revenue Authority;
- d. Clearance from Ethics and Anti-Corruption Commission (EACC); and
- e. Clearance from Credit Reference Bureau (CRB).

All applications should be submitted not later than **4th January 2024 at midnight East African Time.**

The Special Economic Zones Authority is an equal opportunity employer committed to diversity and gender equality. Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing shall lead to automatic disqualification.

1. MANAGER, SUPPLY CHAIN MANAGEMENT, SEZA 3 REF: SEZA/HR/2023/12/1

a) Job Description

The duties and responsibilities of the officer will entail:-

- (i) Developing and coordinating the preparation of annual procurement and disposal plans and their implementation;
- (ii) Coordinating procurement and disposal activities in the Authority;
- (iii) Preparing contract documents for goods, works and services;
- (iv) Custodian of contract documents;
- (v) Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- (vi) Providing secretariat to committees incidental to procurement of goods and services, and disposal of assets;
- (vii) Coordinating disposal of assets activities;
- (viii) Providing professional advice on procurement of goods, works and services and disposal of assets;
- (ix) Preparing statutory reports to PPRA; and
- (x) Reviewing procurement needs of the Authority.

b) Requirements for Appointment

For appointment to this grade, a candidate must:-

- (i) Have ten (10) years relevant work experience in public or private institution five (5) of which should have been in a senior management role
- (ii) Have Bachelors Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution;
- (iii) Have Masters Degree in Supply Chain Management, logistics or equivalent qualification from a recognized institution;
- (iv) Have Diploma in Supplies Management or its equivalent qualification from a recognized institution;
- (v) Be a member of professional body either KISM or CIPS in good standing;
- (vi) Proficiency in computer applications.

2. PRINCIPAL ENGINEER, JOB GRADE, SEZA 4 REF: SEZA/HR/2023/12/2

a) Job Description

The duties and responsibilities for this position entail:

- (i) Formulating and designing construction and maintenance programs for physical infrastructure and utilities;
- (ii) Participating in identification and formulation of private public partnerships in the development of physical infrastructure and utilities;
- (iii) Approving collected and collated economic engineering data for physical infrastructure and utility development;
- (iv) Certifying and validating payments of approved projects;
- (v) Guiding and counselling of staff working under the officer;
- (vi) Coordinating the preparation and finalization of tender documents for physical infrastructure and utilities;
- (vii) Providing technical advice on construction of physical infrastructure and utilities;
- (viii) Approving preliminary and detailed designs;
- (ix) Implementing construction of physical infrastructure and utilities;
- (x) Implementing strategies on planning, design, and construction of special economic zones infrastructure;
- (xi) Certifying payments for works completed;
- (xii) Evaluating project tenders;
- (xiii) Planning and budgeting;
- (xiv) Formulating work plans for the division; and
- (xv) Preparing reports on quality assurance findings and recommendations.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) At least eight (8) years relevant work experience, three (3) of which must have been at supervisory level in a comparable position in the public or private sector;
- (ii) Bachelor degree in Civil Engineering or equivalent qualification from a recognized institution;
- (iii) Masters degree in Civil Engineering or a relevant field from a recognized institution;
- (iv) Been registered by Engineers Board of Kenya as a professional Engineer;
- (v) Management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications;
- (vii) Shown merit and ability as reflected in work performance and results; and
- (viii) Fulfilled the requirements of Chapter Six of the Constitution

3. PRINCIPAL MARKETING OFFICER, JOB GRADE, SEZA 4 REF: SEZA/HR/2023/12/3

(a) Job Description

Duties and responsibilities entail:

- (i) Implementing marketing policies, procedures, strategies and programmes;
- (ii) Promoting and marketing special economic zones to potential Special Economic Zone developers, operators, or other investors;
- (iii) Promoting the vision and mission/mandate of the Authority to stakeholders;
- (iv) developing strategies for advertising the special economic zones to potential developers, operators, investors and entrepreneurs;
- (v) Coordinating the production of materials representing the Authority;
- (vi) coordinating the preparation and production of marketing and promotional material;

- (vii) developing, managing and optimizing the Authority's website;
- (viii) defining and managing of the Authority's brand;
- (ix) coordinating the production of materials representing the Authority; and
- (x) undertaking investor and market research.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) At least eight (8) years relevant work experience, three (3) of which must have been in supervisory role in the public or private sector;
- (ii) Bachelors degree in any of the following disciplines: Marketing, Commerce, Accounting, Business Administration, Strategic Management, Economics or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following disciplines: Marketing, Commerce, Accounting, Business Administration, Strategic Management, Economics or equivalent qualification from a recognized institution;
- (iv) Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Be a member to a relevant professional body where applicable;
- (vi) Proficiency in computer applications;
- (vii) Shown merit and ability as reflected in work performance and results.

4. SENIOR COMMUNICATIONS OFFICER, JOB GRADE SEZA 5 REF: SEZA/HR/2023/12/4

a) Job Description

Duties and responsibilities

- (i) Responding to all queries in respect of SEZA from general public, media, special interest groups etc;
- (ii) Ensuring that collaterals for SEZA functions and other forms of communications by the SEZA are prepared and issued in line with SEZA brand guidelines and are aligned with overall communications strategy;
- (iii) Collecting, receiving and communicating information that may inform SEZA strategic direction;
- (iv) Preparing and submitting weekly, monthly and periodic reports within schedule and up to standard.
- (v) Distribute press releases and media kits
- (vi) Draft in-house stories and publications such as the Authority's magazine, brochures, flyers, notices and advertisements
- (vii) maintaining and regularly update data base and mailing list of all stakeholders
- (viii) preparing public relations materials to be used in various departmental events
- (ix) Maintain media database
- (x) monitoring the press on pertinent issues
- (xi) Update the Authority's website and digital platforms as advised and engage with users on social media sites such as twitter and Facebook
- (xii) Organizing events including press conferences, exhibitions, open days, workshops and fairs
- (xiii) Keep calendars and diarise events (editorial, press conferences, events)
- (xiv) Proper filing, folioing and maintain Corporate Communication Department registry
- (xv) Take newsworthy photos for the Authority's photo gallery
- (xvi) Ensure proper selection and storage of promotional videos, photography, films, multimedia, and publicity materials and monitor usage

- (xvii) Compile Performance Contract evidence;
- (xviii) Compile, receive complaints and update the Authority's complaints register
- (xix) Monitor and compile report on usage of publicity and CSR budgets
- (xx) Compile CSR and publicity reports and prepare proposals for the Committee meetings
- (xxi) Organizing and execution of Public relations campaigns and events
- (xxii) Coordinate conducting customer satisfaction surveys
- (xxiii) Edit publicity and communication materials as advised.

b) Requirements for Appointment

For appointment to this grade an officer must have at least

- (i) A minimum period four (4) years relevant work
- (ii) Bachelors Degree in Public relations, Communications, Journalism, Marketing or any other equivalent qualifications from a recognized institution
- (iii) Professional qualification and membership to a professional body
- (iv) Proficiency in computer applications
- (v) Supervisory Course lasting not less than two (2) weeks
- (vi) Fulfill the requirements of Chapter Six of the Constitution

5. SENIOR INFORMATION COMMUNICATIONS TECHNOLOGY OFFICER, SEZA GRADE 5 REF: SEZA/HR/2023/12/5

a) Job Description

Duties and responsibilities

- (i) Developing documentation of computer programs according to instructions and specifications;
- (ii) Installing and configuring computer systems and solutions;
- (iii) Maintaining application systems;
- (iv) providing end user support and training users on effective and efficient use of ICT facilities;
- (v) Maintaining upto date equipment register;
- (vi) Installing, configuring and monitoring Local Area Network components;
- (vii) Administering and managing users in the Active Directory, e-mail server and User applications;
- (viii) Maintaining an up-to-date ICT equipment register and issuance register;
- (ix) Updating and maintaining the Authority's website; and
- (x) Ensuring Business continuity by performing regular data and application backups.

b) Requirements for Appointment

For appointment to this grade an officer must have at least:

- (i) Minimum of four (4) years relevant work experience
- (ii) Bachelors Degree in any of the following fields: Information Technology, Computer Science, Business IT, Software Engineering, ICT Project Management, Computer Engineering or other relevant and equivalent qualifications from a recognized Institution.
- (iii) Atleast any one (1) certifications from relevant professional bodies in either CCNP, CDCP, CCNA Cloud, CCNA Industrial/IoT, CCNA, MCSE, MCSA, MCSA, N+, A+ OCA, CISSP, Linux+, Network+, Microsoft Certified IT Professional (MCITP), CISA, CISM, CGEIT or other equivalent qualifications from a recognized institution.
- (iv) Supervisory Course lasting not less than two (2) weeks from a recognized institution.

- (v) Fulfilled the requirements of Chapter Six of the Constitution; and
- (vi) Shown merit and ability as reflected in work performance and results

6. SENIOR RECORDS MANAGEMENT OFFICER, SEZA GRADE 5 REF: SEZA/HR/2023/12/6

a) Job Description

Duties and responsibilities

- (i) Ensuring security of information, documents, files and office equipment
- (ii) Supervision of the registry; sorting and classifying documents for filing.
- (iii) Storage, updating and maintenance of personnel records and file index
- (iv) Controlling opening of open, confidential and secret files
- (v) Custody and Maintenance of SEZA documents; ensuring security of information and Records in a registry/archives.
- (vi) Ensuring mail are received, sorted, opened, and dispatched and related registers are maintained
- (vii) Planning appropriate office accommodation for registries;
- (viii) Ensuring that file movement records are updated and maintained; overseeing security of files and documents;
- (ix) Ensuring receipt and proper dispatch of mails;
- (x) Digitizing Authority's documents for circulation and archiving.

b) Requirements for Appointment

For appointment to this grade, an officer must have at least:

- (i) Bachelors Degree in Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;
- (ii) Supervisory Course lasting not less than two (2) weeks from a recognized institution
- (iii) Proficiency in computer applications.
- (iv) Fulfilled the requirements of Chapter Six of the Constitution

7. LICENSING OFFICER, JOB GRADE, SEZA 6 REF: SEZA/HR/2023/12/7

(a) Job Description

This is the entry grade for this cadre. An officer at this level will work under the guidance of an experienced officer. Duties and responsibilities will entail: -

- (i) Receiving application forms from applicants for registration and licensing by the Authority;
- (ii) collecting and compiling data on applications for registration and licensing;
- (iii) updating registration and licensing Register for Special Economic Zone developers, operators and enterprises; and
- (iv) preparing draft reports on registration and licensing of special economic zone developers, operators and enterprises.

b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelors Degree in any of the following disciplines: Economics, Business Management/Administration, Public Policy, Laws or equivalent qualifications from a recognized institution;
- (ii) Proficiency in computer applications; and

(iii) Fulfilled the requirements of Chapter Six of the Constitution.

8. SENIOR CUSTOMER CARE ASSISTANT, JOB GRADE – SEZA 7 REF: SEZA/HR/2023/12/8

a) Job Description

Duties and Responsibilities

- (i) Maintaining calls register;
- (ii) Answering and directing telephone calls;
- (iii) Updating institutional telephone directory; attending to physically challenged visitors and staff;
- (iv) Verifying telephone bills before payments; reporting promptly any switchboard defects to the supervisor;
- (v) Directing and guiding visitors; liaising with telephone service providers; providing good customer care service;
- (vi) Supervising and guiding junior staff;
- (vii) Collecting customer information, analyzing customer needs and giving recommendations to the management.

b) Requirements for Appointment

For appointment to this grade a candidate must have: -

- (i) At least four (4) years relevant Experience;
- (ii) A Diploma Certificate in Public Relations, Mass Communication, Communication Studies, Journalism, International relations or any other approved equivalent qualifications from a recognized institution;
- (iii) Minimum KCSE C- (minus) or its equivalent
- (iv) Certificate in Telephone Operation, Reception and Front Office or its equivalent from a recognized institution;
- (v) Telephone Occupational Test II from a recognized institution;
- (vi) Certificate in Customer Care from a recognized institution;
- (vii) Demonstrated merit and shown ability as reflected in work performance and results;
- (viii) Proficiency in computer applications; and
- (ix) Fulfill the requirements of Chapter 6 of the Constitution.