



ADVERTISEMENT FOR THE POSITION OF DIRECTOR GENERAL / CHIEF EXECUTIVE OFFICER (DG/CEO) – GRADE KSA 1

The Kenya Space Agency (KSA) is established as a State Corporation in the Ministry of Defence vide Legal Notice No. 22 of 7th March, 2017. The mandate of the Agency is to promote, coordinate and regulate space related activities in the country.

To achieve its mandate, the Corporation seeks to recruit a dynamic and competent individual as **Director General/ Chief Executive Officer**.

JOB TITLE: DG /CEO - KSA 1

a. Job Purpose

The Director General /Chief Executive Officer (CEO) is responsible to the Board for the day to day management and coordination of activities in the Agency. The Director General will also be the Accounting and Authorized Officer of the Agency and Secretary to the Board.

b. Remuneration

Salary scale	Kshs. 260,000 - Kshs. 460,000 p.m
House Allowance	Ksh. 60,000 p.m
Other Remunerative Allowances:	Ksh. 30,000 p.m
Leave:	30 days per year
Medical Cover:	As per existing KSA regulation
Terms of Service:	Three year (3) Contract subject to renewal of a further 3 years based on Performance satisfaction/Competency

c. Functions

The Director General/Chief Executive Officer is responsible for following functions:

- (i) Providing strategic leadership in accordance with the mandate of the Agency as stipulated in the legal Notice;
- (ii) Managing the day to day affairs of the Agency;
- (iii) Advising the Board on all policies and strategies related to Kenya Space and development;
- (iv) Secretary to the Board and custodian of the Agency seal;
- (v) Overseeing the development of the Strategic Plan, business and annual plans of the Agency and ensuring implementation and review;
- (vi) Ensuring formulation, implementation and review of the Agency's policies, legislation, strategies, standards, procedures, and guidelines;
- (vii) providing strategic leadership and ensure excellence in provision of Services at the Agency;
- (viii) Overseeing coordination and regulation of space related activities in the country;
- (ix) Overseeing implementation of Kenya Space related policy and programmes;
- (x) Recommending and advising the government on the development of relevant legislation to facilitate successful implementation of Kenya Space programme;
- (xi) Advising the government on the legislative and other measures necessary for the implementation of the relevant conventions, treaties and agreements;
- (xii) Developing collaborations and partnerships with relevant agencies in the furtherance of the Agency's mandate;
- (xiii) Enforcing and ensuring compliance with Space related legislation;
- (xiv) Providing leadership in research, inventions and innovations in space science and technology;
- (xv) Promoting capacity building in space science and technology and its applications;
- (xvi) Facilitating establishment of centres of excellence in space science;
- (xvii) Executing and communicating the Board's strategies, decisions and policies;
- (xviii) Developing and recommending to the Board the annual corporate plans for the Agency;
- (xix) Providing linkage between the Board and the Management;
- (xx) Promoting the corporate image of the Agency;
- (xxi) Putting in place sound strategies to ensure prudent utilization of the Agency's assets and resources;
- (xxii) Ensuring preparation of annual budgets and establishment of proper internal monitoring and control systems and procedures;
- (xxiii) Ensuring capacity building and performance management of employees.
- (xxiv) Ensuring alignment of the Human Resource policy to the strategy of the agency including succession management;
- (xxv) Managing Risk and ensuring development of a risk management framework;
- (xxvi) Spokesperson of the Agency; and
- (xxvii) Managing change in the Agency.

d. Person Specifications

- i. At least fifteen (15) years relevant work experience in Space Science and Technology/ related field in public or private sector ten (10) of which must have been in a Senior Management position;
- ii. Bachelor's degree in any of the following disciplines: Physics, Astronomy, Astrophysics, Aeronautical/ Aerospace, Geo-Spatial Engineering, Surveying, Remote Sensing, Geographical Information Science; Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronic Engineering, Telecommunications Engineering, Education (Science, Technology and Engineering), Environmental Science or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Physics, Astronomy, Astrophysics, Aeronautical/Aerospace, Geo-Spatial Engineering, Surveying, Remote Sensing, Geographical Information Science, Civil Engineering, Electrical Engineering, Mechanical Engineering, Electronic Engineering, Telecommunications Engineering, Education (Science, Technology and Engineering), Environmental Science or equivalent qualification from a recognized institution;
- iv. Membership of a relevant professional body where applicable;
- v. At least four (4) weeks Leadership course, Corporate Governance or equivalent qualification from a recognized institution;
- vi. Meets the requirements of Chapter six (6) of the Constitution;
- vii. Demonstrated managerial, administrative and professional competence in work performance and results; and
- viii. Thorough understanding of national goals, policies, objectives and ability to relate them to the Agency's mandate.

e. Key Competencies

- | | |
|---|---------------------------------------|
| i. Strong analytical skills; | iv. Strong interpersonal skills; |
| ii. Communication skills; | v. Ability to mobilize resources; and |
| iii. Strategic and innovative thinking; | vi. Negotiation skills. |

f. Other Requirements

Pursuant to Chapter 6 of the Constitution, applicants should attach copies of the following:

- i. Certificate of Good Conduct from Directorate of Criminal Investigation
- ii. Clearance certificate from Credit Reference Bureau
- iii. Clearance certificate from Higher Education Loans Board
- iv. Clearance certificate from Ethics Anti-Corruption Commission.
- v. A valid Tax Compliance Certificate from Kenya Revenue Authority.
- vi. A recent letter from the profession association confirming that one is in good standing.

HOW TO APPLY

Candidates who meet the above requirement should submit their written applications together with their detailed CVs (Clearly stating three referees (3) and contacts), copies of all academic and professional certificates and testimonials, a copy of National ID/ Passport and Bio Data Form (to be downloaded from KSA website)

Completed applications should be sent to the **Chairperson, Board of Directors Kenya Space Agency, P.O Box 7046-00200 NAIROBI** or delivered in an enclosed envelope at KSA Headquarters, Pitman House (4th Floor) Jakaya Kikwete Road, on or before **24th August 2020**.

NB

- Canvassing will lead to automatic disqualification.
- Qualified persons irrespective of gender, age, race, culture, religion, marital status or disability are encouraged to apply.
- Only shortlisted candidates will be contacted.