



22nd JANUARY, 2019

VACANCY ANNOUNCEMENT: CHIEF EXECUTIVE OFFICER

Reporting to the Board of Directors, the successful candidate will be secretary and ex-official member of the Board and will be responsible for the effective and efficient achievement of the strategic, operational and financial management goals and objectives of the company under the guidance from the Board of Directors.

Duties and Responsibilities:

1. Lead the development and execution of the Company's strategy to ensure achievement of the Company's objectives;
2. Steering the company to profitability and financial sustainability by ensuring acquisitions of businesses, rationalization of the expenses and achievement of the set targets;
3. Ensuring efficient management and administration of company's resources and affairs in the implementation of the company's strategic direction and objectives;
4. Implementation of policies and programmes of the company ensuring alignment with the company's philosophy, vision, mission and core values and reporting thereon to the Board;
5. Facilitation of effective and efficient functioning of the Board of Directors and other Board Sub-Committees
6. Creation and maintenance of a conducive corporate culture that manifest strong employee productive, good governance and ethical practices;
7. Development of operational plans for achieving the objectives of the Company;
8. Preparation of annual budgets and establishment of proper internal controls;
9. Provision of effective and efficient leadership to the senior management and staff to ensure excellent performance;
10. Prudent management of funds, property and affairs of the Company;
11. Responsible for the day to day running and operation of the Company including providing leadership to senior management and staff to ensure excellent performance;
12. Foster a conducive corporate culture that promotes strong ethical practices, good governance and employee productivity

Qualifications, Skills and Experience

For appointment to the position, a candidate **MUST**:

1. Hold a Bachelors Degree in Business Administration or in Agriculture or any other relevant field.
2. Master Degree will be an added advantage
3. Have a minimum of 5 years' working experience as CEO or Senior Manager in matters pertaining to Consultancy ,Research and Training Organization or Agribusiness Organization or Co-operative or related field;
4. Have experience in training; successful proposal development and implementation and conducting consultancies in Agribusiness and Co-operatives / SACCOs;
5. Have thorough knowledge and understanding of the consulting and/or agribusiness and /or co-operatives sectors;
6. Be a registered Member of a reputable Professional Body and must be in good standing with the said professional body;
7. Demonstrate business, managerial, administrative and resource mobilization skills.
8. Have ability and experience to develop financial plans, interpret and report financial data and prudently manage resources;
9. Possess strong leadership qualities, a track record of innovation and creativity with ability to manage sustainable transformative change;
10. Be a dynamic and strategically minded individual with passion for performance, be able to motivate teams and deliver measurable performance outputs;
11. Have a demonstrable experience in transformative and strategic leadership Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity; and
12. Ability to intensively network with clients and stakeholders.

Core Competencies

The following core competencies and skills will be required for the position:

1. Ability to portray and uphold positive national image and work in a multi-cultural and multi-ethnic environment with sensitivity to and respect for diversity;
2. Being a visionary and result oriented;
3. Excellent organizational, interpersonal and communication skills;
4. Capacity to work under pressure to meet strict deadlines;
5. Firm, fair and transparent management style.

Tenure of Office

The appointment to this position is on a three (3) year term contract renewable subject to satisfactory performance.

Remuneration

Competitive remuneration package which includes basic salary, house allowance, medical cover, leave allowance, transport and gratuity at the end of the contract. The salary entry point will depend on qualifications and experience of the successful candidate.

How to apply:

1. Interested applicants who can clearly demonstrate ability to meet the relevant criteria for the role above, to submit, **through Post –Office or Hand delivery, three (3) hard copies of application** including copies of academic and professional certificates, testimonials and curriculum vitae, including among other details academic and professional qualifications, current position, current remuneration, expected remuneration, email and telephone contacts of three (3) referees familiar with the applicant's qualifications and work experience to ;

**The Chairperson, Board of Directors
Agri and Co-operative Training and Consultancy Services Ltd
P.O Box 465-00502, Karen, Nairobi**

1. We are located within The Co-operative University of Kenya's compound, Ushirika Road, Near Hardy Town, Karen
2. To be considered, applications must be clearly labeled and received not later than **4th February, 2019**
3. Only the short-listed candidates will be contacted. Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including submission of submit **VALID AND CURRENT** clearance certificates from the following:
 - a) Certificate of Good Conduct from the Directorate of Criminal Investigations;
 - b) Clearance Certificate from the Higher Education Loans Board;
 - c) Tax Compliance Certificate from the Kenya Revenue Company;
 - d) Clearance from the Ethics and Anti-Corruption Commission; and
 - e) Report from an Approved Credit Reference Bureau.
 - f) In addition, those with academic qualifications obtained from foreign Universities will also be expected to undertake recognition and equation of their certificates from the Commission of University Education (CUE).

ATC is an equal opportunity employer and canvassing will automatically lead to disqualification.



Dr. Monicah Nderitu
The Ag. Chief Executive Officer
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