



EXCITING CAREER OPPORTUNITY

Our Client, Kenya Forestry Research Institute (KEFRI) is a state corporation established in 1986 under the Science, Technology and Innovation Act of 2013 to undertake research in forestry and allied natural resources, generate and promote improved technologies for sustainable development. The Institute is implementing its 7th Strategic plan that has been aligned to the Medium Term Plan (MTP) IV of Vision 2030 and the National Forest Programme (NFP).

The Board of Directors is seeking to recruit a highly qualified and strategically oriented individual with high degree of professionalism to fill the position of **Director/Chief Executive Officer- KEFRI Grade 1**.

DIRECTOR/CHIEF EXECUTIVE OFFICER

JOB PURPOSE

The Director/Chief Executive Officer (CEO) is responsible to the Board of Directors for the implementation of the Kenya Forestry Research Institute (KEFRI) strategic goals and the management of its resources including giving direction and leadership for the achievement of its mandate. In addition, the Director/CEO is responsible for the day-to-day operations and administration of the Institute.

KEY RESPONSIBILITIES

- Provide Research and Strategic leadership in accordance with the institution's mandate;
- Develop and recommend to the Board the Institute's strategies and business plans;
- Advise the Cabinet Secretary and/or Principal Secretary on matters of Forestry Research and Development;
- Direct and coordinate the Institute's operations and administration;
- Promote Innovation and best practices in idea generation, concept formation and research execution;
- Ensure development and monitoring of national forest standards;
- Propagate the development of new frontiers in research;
- Lead in change management;
- Guide and oversee the implementation of the Institute's Policies and Programs.

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

- A Doctorate degree in any of the following disciplines: Natural Resources Sciences or any other relevant discipline from a recognized Institution;
- A Masters degree in any of the following disciplines: Natural Resources Sciences or its equivalent from a recognized Institution;
- A Bachelors degree in any of the following disciplines: Natural Resources Sciences or its equivalent from a recognized Institution;
- At least fifteen (15) years' relevant work experience, eight (8) of which must have been in senior management in a comparable position in the public or private sector;
- Valid member of the Forest Society of Kenya or any other relevant professional body and be in good standing;
- Strategic leadership course lasting not less than four (4) weeks or equivalent;
- Must have the following achievements: at least first author of five (5) papers, five (5) papers as a second author, and five (5) papers as a co-author in indexed refereed journals or five (5) relevant book chapters of international standards. In addition, developed three (3) grant winning proposals, edited five (5) relevant technical reports/guidelines, authored five (5) technical notes/research notes/technical guidelines and at least two (2) policy briefs or two (2) innovations;
- Certificate in Computer applications.

Shortlisted candidates will be required to fulfill the requirements of Chapter Six of the Constitution of Kenya

KEY COMPETENCIES AND SKILLS

- Strong communications skills;
- Strong analytical skills;
- Strategic and innovative thinking;
- Ability to mobilize resources;
- Strong interpersonal and negotiation skills;
- Strong leadership skills;
- Problem solving and conflict management skills; and
- Team building.

TERMS OF SERVICE

The Director/Chief Executive Officer will serve on a contract term of three (3) years renewable once subject to satisfactory performance.

HOW TO APPLY

Interested and eligible candidates may access the detailed job description, specifications and experience required for the position from the KEFRI's Website www.kefri.org or www.acalconsulting.co.ke/kefri.

Candidates should submit their applications including the cover letter, copy of National ID, copies of academic and professional certificates, testimonials and detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration and daytime telephone.

Candidates who had applied earlier need to re-apply.

Applicants **MUST** submit their completed application quoting the job reference number "Director/Chief Executive Officer - KEFRI Grade 1" and include the required attachments via **E-mail ONLY** to (vacancykefri@acal.co.ke) addressed to;

The KEFRI Board Chairman

Kenya Forestry Research Institute (KEFRI),
P.O. BOX 20412-00200, City Square,
NAIROBI.

The subject of the email shall read "DIRECTOR/CHIEF EXECUTIVE OFFICER" and all applications must be submitted to the above email address by **21st October 2024, 5p.m E.A.T**. No physical applications will be allowed. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

KEFRI is an Equal Opportunity Employer committed to Diversity and Gender Equality. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted

KEFRI IS ISO 14001:2015 and ISO 9001:2015 CERTIFIED