



INSTITUTION OF ENGINEERS OF KENYA (IEK)

EXCITING JOB OPPORTUNITY

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity. (See our website <http://www.iekenya.org>). The institution was first established as the East Africa Association of Engineers on 19th January, 1945 in the Boardroom of the Chamber of Commerce, Portal Street, Nairobi. It served the East African countries until November 1972 when at a meeting in Nairobi, it was agreed functions of the division serving Kenya be transferred to a new body, the Institution of Kenya as it is today.

Job title	Chief Executive Officer
Purpose	Overall management of all affairs of the Institution in accordance with the Constitution and as directed by the Council.
Responsible to	Honorary Secretary
Responsible for	IEK Secretariat
Location	Nairobi, Kenya
Post	Full-time - 3 years contract renewable
Other	As defined in our standard contract terms

Job Purpose

The Chief Executive Officer shall serve as the link between the Council and the Secretariat, and coordinate all the activities of the Secretariat. The CEO will provide overall leadership and will be responsible for the affairs of the Institution. He/she will be responsible for overseeing the implementation of policies, procedures and guidelines to ensure all operations conform to regulatory and statutory requirements in place. The Chief Executive under the direction of the Council will be responsible for Conceptualizing and developing programme ideas in tandem with the Societies mandate, objectives and Strategic Plan. The CEO will be overseeing the development and execution

of ambitious and high impact strategic and operational plans and service delivery. You will spearhead the drive to improve operational efficiency and service delivery by ensuring efficient and seamless operations.

The Chief Executive Officer (CEO) shall be responsible for:

A) Strategic Execution:

- Oversee all operations and business activities at the secretariat to ensure they produce the desired results and are consistent with the overall strategy and mission of the Institution.
- Formulate and implement the Institution's policies in consultation with the Council.
- Develop and implement performance management policies in support of a performance driven corporate culture.
- Develop and maintain strategic alliances and partnerships with other business/professional associations, Government institutions, regulatory bodies, Universities and other academic institutions, development partners and other stakeholders.
- Ensure security of information and data within the Institution.
- Monitor the regulatory environment in Kenya, identify and contribute to the development of Laws and Regulations which impact on the engineering profession.
- Design and implement advocacy programs to promote engineering profession.
- Develop and implement a risk management framework.
- Protect the Institution's assets and properties.
- Representing the Institution in meetings and other forum as directed by the Council.
- Spearhead the development and implementation of a Resource Mobilization Strategy for the Institution to ensure sustainability.
- Enforce adherence to legal guidelines and Institution's policies to maintain the Institution's legality and business ethics.

B) Operations:

- Spearhead the preparation of the Institution's annual budget for the approval of the council and manage the Institution's resources to ensure spending is in line with the approved budget.
- Prepare and present quarterly management reports to the Council and regularly advise Council on the Institution's performance.
- Develop and maintain an up-to-date members register
- Spearhead development and implementation of strategies for exponential membership recruitment, retention, and motivation.
- Attend all meetings of the Council and its committees, take and circulate minutes and maintain records of such meetings.

- Effectively manage the human resources of the Institution as per the human resources policies and in conformity with the prevailing Government policies and regulations.
- Develop and coordinate training programs for members and staff in liaison with the Council.
- Organize professional and social events for the Institution.
- Marketing and publicizing of activities of the Institution
- Any other duties the Council may assign.

C) Qualifications

- Bachelor's degree in Engineering from a recognized University
- Postgraduate degree in Management or Leadership from a recognized University
- Minimum 12 years' experience with at least 5 years in a senior managerial position
- Possess a strong track record of leading, managing, and motivating staff towards high performance and productivity.
- Must be a member of the Institution of Engineers of Kenya (IEK) and be in good standing.
- Possess a current practicing license from the Engineers Board of Kenya (EBK)
- Must demonstrate results focused leadership of a medium to large corporate organization.

D) Desired skills, experience and competencies:

- Ability to work effectively under multiple assignments and within set deadlines.
- Strategic capability
- Ability to maintain confidentiality.
- An entrepreneurial mindset with outstanding organizational and leadership skills
- Attention to detail and high level of accuracy.
- Analytical abilities and problem-solving skills
- Excellent communication and public speaking skills
- A team player who thrives in a fast-paced environment.

All applications must include a cover letter and a resume which has at least three referees which should be received via our recruitment portal <https://forms.gle/wXDViFwMLWpdGJDh7> by close of business Friday 10th May, 2024 at 5pm. Due to the expected volume of applications, IEK will only enter further correspondence with short-listed candidates.