

Dated: January 19, 2023

READVERTISEMENT: EXPRESSION OF INTEREST

TECHNICAL ADVISOR – GOVERNANCE AND ADVOCACY

This document contains FIVE (5) sections as follows:

- Job Description**
- About the Assignment**
- Key Responsibilities**
- Person Specification**
- Application and Recruitment Procedure**

1. JOB DESCRIPTION

Job Title:	Technical Advisor – Governance and Advocacy
Job reference no:	TAGA-ICS-2023
Location:	<ul style="list-style-type: none"> • Work is mostly off-site with flexible working hours. • Involves frequent travelling, mostly within Kenya. • Expected to work from the Institute’s head offices in Nairobi for at least eight hours in a week. • Expected to attend physical meetings, occasions, or events Institute’s offices or any other location as may be communicated from time to time.
Consultancy fee:	Negotiable and performance based against agreed upon Key Performance Indicators (KPIs) as per the key responsibilities.
Payment modalities:	The agreed upon consultancy fee will be paid in tranches upon achievement of agreed upon milestones. This is not an employment contract and no other benefits, other than the consultancy fee, shall accrue from this assignment.
Terms of engagement:	Fixed term consultancy contract for 6 months renewable subject to individual performance; organizational performance and availability of funds.
Institution:	The Institute of Certified Secretaries is the contracting body
Responsible to:	Chief Executive Officer
Progress Reports:	Weekly
Purpose of job:	Develop, implement and advise on policies, strategies and

2. ABOUT THE ASSIGNMENT

The Institute of Certified Secretaries (ICS) is a Professional Membership Association established by an Act of Parliament, the Certified Public Secretaries of Kenya, Cap. 534 of the Laws of Kenya. The core mandate of the Institute is to promote the practice of good governance in both the private and public sectors. For more information on the Institute

The Institute of Certified Secretaries (ICS), Kenya Accountants and Secretaries National Examinations Board (kasneb), Registration of Certified Public Secretaries Board (RCPSB), Traction School of Governance and Business (TSGB) and Star College of Management Studies (Star College) entered into a Memorandum of Understanding (MoU) with an objective of partnering in the development and promotion of the CS profession and governance in Kenya.

ICS with support of its partners is seeking to recruit suitably qualified **Technical Advisor – Governance and Advocacy** to support in the implementation of envisioned strategic objectives under the MoU.

3. KEY RESPONSIBILITIES

Reporting to the CEO, the '**Technical Advisor – Governance and Advocacy**' will be responsible for advancing and supporting the development of new products, as well as maintaining and reviewing the existing product base. The person will also oversee advocacy and public awareness campaigns. The main responsibilities and tasks for the role include:

- a) Advise on on the legal, legislative and public policy agenda for the profession
- b) Support in the development and implementation of strategies and policies on positioning of the profession in taking advantage of emerging areas and opportunities in governance
- c) Work with partners in development and implementation of industry specific governance products
- d) Support in the entrenchment and practice of good governance across all sectors
- e) Prepare, submit and monitor proposals to be included in the various Bills and Policies for the enhancement of governance
- f) Monitor and support on compliance with the requirements for the appointment of corporate secretaries
- g) Promote the value proposition for engagement of corporate secretaries and governance auditors across all sectors

- h) Prepare and deliver papers and presentations on governance trends, competitiveness, opportunities for growth, regulatory and policy issues on governance matters
- i) Develop a strategy for positioning the profession to global status, including expansion to the East African region within the next five years
- j) Identify the threats and weaknesses in the profession and develop appropriate action plans in addressing them
- k) Identify strengths and opportunities in the profession and develop appropriate action plan for exploiting and taking advantage of them
- l) Prepare problem analysis framework and identify paths to influence key stakeholders
- m) Develop and support in the implementation of advocacy policies, strategies, plans, activities and messages
- n) Develop a marketing, publicity and communication plan and tools to create a series of public awareness campaign showcasing the profession
- o) Submitting weekly progress reports and attending fortnight meetings to discuss the reports;
- p) Any other duties within the scope and intent of the job as may be assigned by the CEO from time to time.

4. PERSON SPECIFICATION

Educational and Professional Qualifications	Mandatory	Desirable
▪ Bachelor degree in law, governance, management or related filed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A Masters degree.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ ICS Membership in good standing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Accreditation as a governance auditor	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Experience/Knowledge	Mandatory	Desirable
▪ Strong working knowledge of MS Office programs, including Word and Excel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in report writing including scholarly publications or professional articles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in managing projects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in governance, legal, legislation and advocacy fields	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities	Mandatory	Desirable
▪ Excellent ability to analyze and summarize complex information.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong work ethics, exceptional attention to detail and the ability to work without direct supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Strong communication skills, both written and verbal, in English.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent time management and prioritization skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Team player.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. APPLICATION AND RECRUITMENT PROCEDURE

- a) This assignment is open to all qualified individuals, whether members or non-members of the Institute.
- b) Consortiums, firms, or companies may as well apply, provided that the lead consultant meets the “Mandatory” requirements.
- c) All applications must be **submitted via email** to: jobs@ics.ke
- d) All applicants must supply the following mandatory documents and information:
 - (i) Detailed CV/ profile.
 - (i) Cover letter, indicating how your profile fits the job description and other person specification.
 - (ii) The headline of the cover letter as well as email subject should read: “Technical Advisor – Governance and Advocacy”
 - (iii) List of previous relevant assignments with details of respective contact persons
 - (ii) A description of the methodology for performing the assignment
 - (iv) Work-plan with clear timelines and measurable milestones
 - (v) Detailed financial proposal in Kenya Shillings, including applicable taxes, breakdown and structure of compensation against KPIs as per the key responsibilities indicated above.
- e) Application closing time: **Monday 30th January, 2023 (09:00 Hours)** East Africa Time.
- f) Qualified candidates will participate in preliminary research work to ascertain their knowledge of governance scope in Kenya; understanding of CS profession as well as their competence in the specific assignment.
- g) Candidates shortlisted from the research assignment will be subjected to oral interviews.