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JOB ADVERTISEMENTS FOR TWO (2) VACANT POSITIONS DATED: SEPTEMBER 26, 2023

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 1988. The core mandate of the Institute is to promote the practice of good governance in both the private and public sectors. ICS has over the years been involved in various initiatives including regulation, research, publication, capacity building and advisory services in the area of governance.

To enhance capacity and achieve its strategic objectives, the Institute wishes to recruit for the following two vacant Director positions reporting to the Chief Executive Officer:

1. CORPORATE SECRETARY & DIRECTOR PROFESSIONAL SERVICES

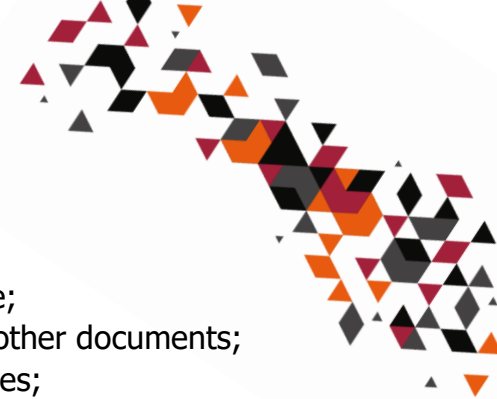
1 Post, to be engaged on contract terms of up to five (5) years renewable subject to performance.

Division: Professional Services

Job Purpose: This position is responsible for advancing and supporting the development, maintenance and review of the CS profession by ensuring effective communications, member relations, governance, compliance, and advocacy. The position holder will also serve as the Secretary to the Council, Council Committees and other Institute's establishments.

KEY RESPONSIBILITIES

- a) Provide strategic leadership to the Division;
- b) Oversee the legislative and public policy agenda for the CS profession;
- c) Oversee the entrenchment and practice of good governance across all sectors;
- d) Oversee development, implementation, integration, publication, monitoring, and review of professional standards, guidelines and policies affecting the Profession;
- e) Oversee implementation, compliance with, and review of the CPSK Act as well as other laws and regulations relevant to the Profession;
- f) Advise on matters relating to review of the CS Syllabus, examination standards and policies



- g) Lead the Investigation and disciplinary services for cases involving members;
- h) Support the Council in advocating and lobbying for the Institute, its members and their interests;
- i) Provide advice on corporate governance, ethics, compliance, and risk management and quality assurance;
- j) Prepare, review, and keep custody of internal policies, contracts, MOUs, SLAs, certificates, licenses, and other documents;
- k) Maintain, update, and file (as the case maybe) statutory registers, statutory returns and corporate changes;
- l) Oversee management of records, publication of annual reports, preparation of meeting papers, and recording of Minutes;
- m) Take responsibility for corporate communications, internally and externally.
- n) Oversee implementation of elections, nominations, appointments, and constitution of Council and its committees;
- o) Support in annual evaluations, governance audits, and risk assessments;
- p) Ensure proper custody of corporate seal and account to the Council for its use;
- q) Oversee appointment of members to represent the Institute in various forums and entities while ensuring proper feedback mechanism from such representatives;
- r) Advise on recognitions, awards, and conferment of honors by the Council;
- s) Any other duties as may be assigned from time to time.

PERSON SPECIFICATION

- i) Masters' Degree from a recognized university;
- ii) Bachelor's degree in a social science or related field from a recognized university;
- iii) Member of the Institute of Certified Secretaries in good standing;
- iv) Participation in governance auditor's accreditation course;
- v) Minimum seven (7) years' work experience, three (3) of which must be in senior management;
- vi) Proficient in MS Office applications;
- vii) Excellent planning and organization skills; and
- viii) People management skills.

2. DIRECTOR STRATEGY, RESEARCH & CAPACITY DEVELOPMENT

1 Post, to be engaged on contract terms of up to five (5) years renewable subject to performance.

Division: Strategy, Research and Capacity Development


Job Purpose: This position provides strategic leadership for Marketing, Business Development, Strategy, Research, Partnerships, Resource Mobilization and Capacity Development at the Institute.

KEY RESPONSIBILITIES

- a) Provide strategic leadership to the division;
- b) Coordinate publication of books, periodicals, journals, and articles including Governance Audit materials and reading materials for Certified Secretaries Students;
- c) Coordinate research on governance and related matters to inform policy;
- d) Carry out governance sensitization seminars and workshops;
- e) Develop and oversee the implementation of trainings, in-house trainings & consultancies;
- f) Direct the development and implementation of E-learning services at the Institute;
- g) Direct planning, development, review and updating of products and information;
- h) Direct the Institutes business development programs and activities;
- i) Oversee the design and implementation of marketing strategies to create awareness of the Institute's products and services;
- j) Oversee the development and implementation of policies and strategies on partnerships and stakeholder management;
- k) Develop and oversee implementation of policies and strategies on resource mobilization including alternative revenue generation ventures, fundraising activities, grant programs, and sponsorship agreements;
- l) Oversee the preparation, implementation and reporting on the Strategic Plan of the Institute and its subsidiaries; and
- m) Any other duties as may be assigned from time to time.

PERSON SPECIFICATION

- i) Master's Degree from a recognized University;
- ii) Bachelor's degree in a social science or related field from a recognized university;
- iii) Participation in governance auditor's accreditation course;
- iv) Minimum seven (7) years' work experience, three (3) of which must be in senior management;
- v) ICS Membership will be an added advantage;
- vi) Proficient in MS Office applications;
- vii) Excellent planning and organization skills;

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- viii) People management skills;
 - ix) Demonstrate skills in literature review, stakeholder / key expert interviews and other data gathering methods;
 - x) Demonstrate outstanding administrative capability in the organization of the research services;
 - xi) High level skills in drafting reports; and
 - xii) Strong conceptual and analytical skills.

APPLICATION PROCEDURE

- a) All applicants must supply the following mandatory documents and information:
 - i) Up-to-date detailed curriculum vitae, testimonials, and addresses of three referees.
 - ii) Cover letter, indicating how your profile fits the job description and other person specification.
 - iii) The headline of the cover letter as well as email subject should read either:” **Corporation Secretary & Director Professional Services**” or “**Director Strategy, Research & Capacity Development**”
- b) All applications must be **received on email jobs@ics.ke by 26th October, 2023** and addressed to:

Chief Executive Officer
Institute of Certified Secretaries
P. O. Box 46935-00100, Nairobi, Kenya
E-mail: jobs@ics.ke

NB: Only shortlisted candidates will be contacted; any canvassing will lead to automatic disqualification. We encourage people with disabilities and the marginalized to apply. Details of these positions can be obtained from the Institute Website; www.ics.ke