



Chief Executive Officer

Our client, Kenya Accountants and Secretaries National Examinations Board (kasneb) is a state corporation under The National Treasury. kasneb was established in 1969 with the mandate to develop syllabuses, conduct professional, diploma and certificate examinations; certify candidates in accountancy, finance, credit, governance and management, information communication technology and related disciplines. kasneb is also mandated to promote its qualifications globally and accredit relevant training institutions in liaison with the ministry in charge of education. This mandate is drawn from the Accountants Act, No. 15 of 2008 (which replaced the Accountants Act, Cap.531 of 1977), the Certified Public Secretaries of Kenya Act, Cap.534 of 1988 and the Investment and Financial Analysts Act, No.13 of 2015.

The Board of kasneb is seeking to recruit a Chief Executive Officer to succeed the current job holder who is retiring from service having attained the mandatory retirement age. kasneb seeks to recruit a visionary, dynamic and innovative leader with high professional and ethical standards to fill the position of Chief Executive Officer.

Reporting to the Board of kasneb, the successful candidate will be responsible for providing strategic leadership, driving business growth in a high integrity and ethical environment, promoting corporate reputation and visibility and ensuring operational effectiveness and efficiency.

Key Responsibilities

- Develop and recommend to the Board the long term corporate strategy, business plans and annual operating budgets;
- Implement the corporate strategy and other Board policies and resolutions;
- Coordinate the development of syllabuses, preparation, administration and management of examinations;
- Promote the qualifications of kasneb nationally, regionally and internationally through effective marketing, communication and other appropriate strategies;
- Ensure prudent management of assets and financial resources and accountability through proper monitoring and effective internal control measures;
- Provide leadership in the day to day business and ensure a competent, efficient and motivated human capital for enhanced productivity and performance;
- Promote an effective risk management culture and ensure compliance with relevant legal, regulatory and policy frameworks;
- Coach, mentor and develop the senior management team to ensure excellence in performance and effective succession management;
- Foster a corporate culture that promotes sound ethical and good governance practices;
- Manage relationships, networks and engagement with stakeholders including government agencies, local and international business partners; and
- Enhance the corporate reputation and image of kasneb.

Person Specifications

- Possess a Bachelors and Masters degree in any of the following disciplines; Finance, Accounting, Commerce or business related field from a university recognised in Kenya;
- A PhD qualification from a university recognised in Kenya will be an added advantage;
- Be a holder of Certified Public Accountant (CPA) and/or Certified Public Secretary (CPS) and/or Certified Investment and Financial Analyst (CIFA) qualification administered by kasneb and be a member in good standing of either the Institute of Certified Public Accountants of Kenya (ICPAK) and/or the Institute of Certified Public Secretaries of Kenya (ICPSK) and/or the Institute of Certified Investment and Financial Analysts (ICIFA);
- Have knowledge and experience of not less than fifteen (15) years' in the relevant field with at least seven (7) years served in a senior management level position;
- Have thorough knowledge and understanding of management of examinations and in particular professional examinations; and
- Has undergone Corporate Governance and/or Leadership Training and is certified.

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including:

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission; and
- Report from an Approved Credit Reference Bureau.

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the role above, please submit your application including copies of your academic and professional certificates, testimonials and your curriculum vitae, including among other details your current position, current remuneration, email and telephone contacts of three (3) referees familiar with your qualifications and work experience.

To be considered, your application must be received by not later than **19 October 2018** addressed to:

**The Director,
Executive Selection Division
Deloitte Consulting Limited
Deloitte Place
Waiyaki Way Westlands, Nairobi, Kenya
Email: esd@deloitte.co.ke**

For more details on kasneb and the job description for this role, please log on to <https://kasneb.or.ke/careers/>

kasneb is an equal opportunity employer and canvassing will lead to automatic disqualification.

Please also note that only shortlisted candidates will be contacted.

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