



Publishing and Printing for YOU

EMPLOYMENT OPPORTUNITIES AT KENYA LITERATURE BUREAU (KLB)

Kenya Literature Bureau (KLB) is the leading publishing house in Kenya and is home to some of the world's top authors, researchers and experts in book publishing and printing. KLB prides itself in providing high quality publishing and printing solutions that are unmatched in the country.

The Bureau is looking for highly competent; results oriented and dedicated individuals of high integrity to fill the following positions:

1. ASSISTANT SALES AND MARKETING MANAGER

JOB LEVEL 4: Job Ref HR – Job Ref HR ASMM-4-2021 (2 POSTS)

Reports to: Sales and Marketing Manager

DUTIES AND RESPONSIBILITIES

- i. Prepare business and marketing plans to guide the business operations in their hubs.
- ii. Manage stakeholder strategic partnerships and engagements for revenue generation;
- iii. Formulate and set departmental performance targets and supervise, coach and mentor departmental staff for optimal performance outputs;
- iv. Co-ordinate the delivery of stocks to schools and bookshops so as to ensure availability of the Bureau's titles in the right quantity at the right place;
- v. Plan for and manage regional marketing and corporate events;
- vi. Recruit customers and manage customer relationships to grow Revenue and improve company image and customer satisfaction;
- vii. Identify, prioritise, schedule and manage the activities of the sales team within sales budget;
- viii. Analyze the market data, trends and actual results against the marketing plan and use the data to co-ordinate, implement and evaluate business plans encompassing all aspects of commercial trading and develop long term and short term plans for marketing , and achieve agreed targets;
- ix. Manage, supervise and co-ordinate sectional plans, i.e., market development, sales operations and customer service and ensure they are in harmony to deliver the departmental plan; and
- x. Prepare sales budgets and forecasts to achieve the sales targets set for the department..

- xi. Supervise, coach and mentor sectional staff for improved performance.

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Social Sciences or Humanities or a relevant field.
- ii. Master's Degree in Business Administration or a relevant field.
- iii. Minimum eight (8) years of relevant work experience with at least four (4) years at senior management/ leadership position.
- iv. Higher National Diploma or Diploma in Marketing or a relevant field from a recognised institution.
- v. Member of Marketing Society of Kenya (MSK) or Chartered Institute of Marketing (CIM) and in good standing.
- vi. Experience in the education sector or book production industry is an added advantage.
- vii. Problem solving, analytical, leadership, decision making, integrity, good communication, organisation and planning skills.
- viii. A good team player, maintains high work standards, reliable, easily adapts to new environments, pays attention to detail and self-motivated.

ASSISTANT SUPPLY CHAIN MANAGER

JOB LEVEL 4: Job Ref HR – Job Ref HR ASCM-4-2021 (1POST)

Reports to: Managing Director

Job Purpose

The job holder is responsible for facilitation of efficient and timely acquisition of goods, services and works for the Bureau.

DUTIES AND RESPONSIBILITIES

At the Procurement office, the officer shall:

- (i) Advise the accounting officer on all procurement related matters
- (ii) Plan and implement the overall supply chain strategy
- (iii) Develop and implement the procurement budgets
- (iv) Prepare consolidated procurement and disposal plans for the Bureau for decision making and implementation;
- (v) Conduct product research and market survey to get value for money
- (vi) Ensure strategic resourcing as stipulated by law and conduct supplier evaluation and selection.
- (vii) Coordinate contract negotiation and management
- (viii) Ensure procurement process optimization.
- (ix) Develop and implement frameworks for stores inventory and management
- (x) Conduct Risk and compliance management for supply chain management
- (xi) Comply with the statutory and regulatory requirements and submit the

- requisite reports to relevant government bodies;
- (xii) Manage and supervise staff within the supply chain department
 - (xiii) Working proactively with various departments to realize efficiencies and manage expectations.

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- (i) Bachelor's Degree in Social Sciences from recognised institution or relevant field.
- (ii) Masters in Supply Chain Management is an added advantage.
- (iii) Higher National Diploma or Diploma in Supply Chain Management or a relevant field from a recognised institution.
- (iv) Minimum of eight (8) years of relevant work experience with at least four (4) years at senior management/leadership position.
- (v) Membership to Kenya Institute of Supplies Management or relevant body in good standing.
- (vi) Possess a valid practising certificate.

3. Senior Supply Chain Officer (Warehouse) JOB LEVEL 5: Job Ref HR SSCO (W)-5-2021

Reports to: Supply Chain Manager

Job Purpose

The job holder is responsible for managing and distributing the organization's finished goods in a timely manner, preventing wastage and loss while keeping the stock at a minimum to ensure efficient utilization of resources.

Duties and Responsibilities:

- i. Collaborate with customers to ensure delivery of quality goods and services.
- ii. Monitor and evaluate the distribution process to ensure timely delivery of goods.
- iii. Manage the section's internal processes to ensure compliance with the quality management system.
- iv. Develop and distribute stock management reports through the inventory management Enterprise Resource Planning (ERP).
- v. Prepare loading plans and ensure that standard waybills are dully completed for smooth operations
- vi. Supervise, coach and mentor sectional staff for improved performance.
- vii. Work with identified service providers to ensure timely delivery of goods to our customers
- viii. Provide secretariat service to various Supply Chain committees where necessary

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Social Sciences or Supply Chain Management, or equivalent from recognised institution or in a related field.
- ii. Masters of Business Administration or a relevant field is an added advantage
- iii. Minimum of seven (7) years of relevant work experience with at least three (3) years at senior management/ leadership position.
- iv. Member of Kenya Institute of Supplies Management or relevant body in good standing. A Licenced practitioner
- v. Knowledge of the Public Procurement Disposal Act, 2015
- vi. Knowledge and proficiency in an Enterprise Resource Planning (ERP) system would be an added advantage
- vii. Integrity, good communication, organization and planning skills.
- viii. A good team player, maintains high work standards, reliable, easily adapts to new environments and self-motivated.

THE CANDIDATES

Interested candidates who meet the above criteria should send applications clearly indicating the job title and reference number of the position, enclose a comprehensive CV stating your current position, photocopies of relevant certificates and testimonials as well as names and contacts (telephone and e-mail address) of three (3) referees familiar with your qualifications and work experience. Include your day and evening telephone numbers and your contact email address.

Shortlisted 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.

HOW TO APPLY

visit KLB Website on www.klb.co.ke and send your **ON-LINE APPLICATION** addressed to
The Managing Director
Kenya Literature Bureau (KLB)
Bellevue Area
Popo Road, Off Mombasa Road
P.O. Box 30022 – 00100 GPO
Nairobi

Only online Applications are being accepted on the KLB Online Job Application portal.

Kenya Literature Bureau is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Applications should reach us on or before **4th January 2022**