



Publishing and Printing for YOU

CAREER OPPORTUNITIES AT KENYA LITERATURE BUREAU (KLB)

Kenya Literature Bureau (KLB) is established under Kenya Literature Bureau Act, Cap 209 of 1980 with the mandate to publish, print, and disseminate literary, educational, cultural, and scientific books and other materials. KLB is the leading publisher in Kenya and the region 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 educational publications and printing services that are unmatched in the region.

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

1. SENIOR ASSISTANT QUALITY ASSURANCE OFFICER, JOB LEVEL 7 (QUALITY ASSURANCE DEPARTMENT): JOB REF HR SAQAO-7-2021

Reports to: Assistant Quality Assurance Manager

DUTIES AND RESPONSIBILITIES

- (i) Maintain ISO 9001:2015 (Quality Management system) Certification.
- (ii) Carry out inspection and acceptance of raw materials and other supplies.
- (iii) Carry out in-process quality checks during production of books/other publications.
- (iv) Carry out inspection and acceptance of finished books/other publications and services.
- (v) Develop preventive measures to curb non-conforming works.
- (vi) Develop monthly defective books' report.
- (vii) Develop monthly overall equipment effectiveness (OEE) report.
- (viii) Coordinate external equipment calibration.
- (ix) Implement environment, occupational safety and health measures.
- (x) Assign duties and tasks to staff
- (xi) Set annual performance management targets for staff and appraise staff on the same

JOB SPECIFICATIONS

(Education, Experience, Knowledge and Skills)

- (i) Bachelor's Degree in Social Sciences or relevant field.
- (ii) Minimum two (2) years of experience.
- (iii) Must be a Certified ISO 9001:2015 internal auditor
- (iv) Diploma in relevant field is an added advantage.
- (v) Problem solving, integrity, good communication, organization, and planning skills.
- (vi) A good team player, maintains high work standards, reliable, easily adapts to new environments and self-motivated, excellent analytical skills

2. SENIOR ASSISTANT ICT OFFICER, JOB LEVEL 7 (ICT DEPARTMENT): JOB REF HR SAICTO-7-2021

Reports to: ICT Officer

DUTIES AND RESPONSIBILITIES

- (i) Performs timely hardware maintenance and periodic ICT tasks for operational efficiency.
- (ii) Generates reports from organization databases for decision-making.
- (iii) Performs system and data backups to expedite retrieval of information.
- (iv) Installs and configures new hardware/software to enable use of the system.
- (v) Design and maintenance of websites and eCommerce sites.
- (vi) Implement system and information security measures to safeguard information assets.
- (vii) Create scripts in Python, Perl, PHP or other language.
- (viii) Provide help desk services to troubleshoot and address end-users problems.
- (ix) Assign duties and tasks to staff.
- (x) Set annual performance management targets for ICT staff and appraise staff on the same.

JOB SPECIFICATIONS

(Education, Experience, Knowledge and Skills)

- (i) Bachelor's Degree in Computer Science or Information Technology or Information Science (ICT Option) or Electrical Engineering/Electronics and Computing or equivalent.
- (ii) Higher Diploma and Diploma in Computer Science or Information Technology or Information Science (ICT Option) or Electrical Engineering/Electronics and Computing or equivalent.
- (iii) Minimum of two (2) years' work experience.
- (iv) Microsoft Certification.
- (v) Problem solving, analytical, customer service, integrity, good communication, organization and planning skills.
- (vi) Experience in working with an Enterprise Resource Planning (ERP) System.
- (vii) A good team player, maintains high work standards, reliable, adapts to new environments, pays attention to detail and self-motivated.

3. SENIOR ASSISTANT PRODUCTION OFFICER (BINDERY), JOB LEVEL 7 (PRODUCTION DEPARTMENT): JOB REF HR SAPOD-7-2021

Reports to: Production Officer

DUTIES AND RESPONSIBILITIES

- (i) Check and maintain the stock levels schedule in bindery.
- (ii) Conduct and over see book bindery process for perfect results.
- (iii) Check finished products for elimination of defects/faults.
- (iv) Record defective/faulty books for quality assurance.

- (v) Pack finished products for dispatch to the central warehouse.
- (vi) Prepare weekly work schedules in bindery section.
- (vii) Prepare weekly and monthly reports in bindery section.
- (viii) undertake record of all internal and external books and other publications deliveries on daily, weekly and monthly basis.
- (ix) Assign duties and tasks to bindery staff.
- (x) Set annual performance management targets for bindery staff and appraise staff on the same.

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Printing Technology and Publishing or its equivalent.
- (ii) Higher National Diploma or Diploma in Printing Technology or a relevant field from a recognised institution.
- (iii) Minimum two (2) years of experience in this position.
- (iv) Problem solving, analytical, leadership, decision making, integrity, good communication, organisation and planning skills.
- (v) A good team player, maintains high work standards, reliable, easily adapts to new environments, pays attention to detail and self-motivated.

4. ASSISTANT OFFICE ADMINISTRATOR (PERSONAL ASSISTANT), JOB LEVEL 7 (ADMINISTRATION DEPARTMENT): JOB REF HR AOA -7-2021

Reports to: Administration Manager

DUTIES AND RESPONSIBILITIES

- (i) Undertakes administrative work and management of the office.
- (ii) Manages office diary and staff attendance lists for the department.
- (iii) Manages and coordinates smooth operations of the office including scheduling appointments, meetings, engagements.
- (i) Organizes and prepares of documents for appointments and meetings.
- (ii) Maintains office filing system for ease of retrieval of documents.
- (iii) Receives and dispatches correspondence; opens, sorts and screens incoming mail and maintains a record of documents for reference.
- (iv) Drafts official communication and correspondences to internal and third parties.
- (v) Maintains monthly records of the office expenses.
- (vi) Ensures adequate supply of office requirements and keeps records of office supplies inventory.
- (vii) Organizes and facilitates travel itineraries.
- (viii) Provides effective and efficient customer services.
- (ix) Oversees the performance of clerical staff by assigning duties.

JOB SPECIFICATIONS (Education, Experience, Knowledge and Skills)

- (i) Bachelor's Degree in Social Sciences or its equivalent.
- (ii) Diploma in Business Administration or Management is an added advantage.

- (iii) Must be a member of Kenya National Secretaries Association in good standing.
- (iv) Minimum of 2 years of relevant work experience.
- (v) Problem solving, integrity, good communication, organization and planning skills.
- (vi) A good team player, maintains high work standards, reliable, easily adapts to new environments, pays attention to detail and self-motivated.

THE CANDIDATES

Interested candidates should send their applications clearly indicating the job title and reference number of the position, 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; and Report from an Approved Credit Reference Bureau.

HOW TO APPLY

For the full details on these positions, including qualifications and experience, **please 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, KLB Road, off Popo Road
KLB Road
P.O. Box 30022 – 00100 GPO
Nairobi**

Kenya Literature Bureau is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Applications should reach us on or before **21 July 2021**. **Only online applications submitted through the KLB Portal will be admitted.**

