



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 most 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:

ASSISTANT LEGAL SERVICES MANAGER — KLB 4

Reports to: Corporation Secretary/Legal Services Manager

Direct reports: Senior Legal Officer

Indirect Reports: Legal Officer

DUTIES AND RESPONSIBILITIES

- i. Advise the Managing Director on all Legal matters and corporate governance issues.
- ii. Provide Board Secretarial and related services.
- iii. Coordinate preparation of legal opinions on all legal matters.
- iv. Represent the Bureau in all litigation and arbitration matters;
- v. Co-ordinate legal and governance audits;
- vi. Oversee preparation and management of contracts, formal agreements and other legal instruments between the bureau and other parties to protect the Bureau's Interest.
- vii. Spearhead development/review and coordination of relevant legal, regulatory, policies, procedures and administrative frameworks;
- viii. Develop and maintaining relationship with stakeholders;
- ix. Supervise, coach and mentor direct and indirect reports for improved performance
- x. Evaluate and conduct performance management appraisal of direct report.

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Law (L.L.B.) or its equivalent.
- ii. Master's Degree in Law (L.L.M.) or Business Administration (M.B.A.). is an added advantage.
- iii. Minimum of eight (8) years of relevant work experience with at least four (4) years at senior management/leadership position.
- iv. Advocate of the High Court of Kenya.

- v. Post Graduate Diploma in law.
- vi. Knowledge of the *Constitution of Kenya*.
- vii. Member of Law Society of Kenya (L.S.K.) in good standing.
- viii. Valid Practicing Certificate.
- ix. Problem solving, decision making, integrity, good communication, organisation and planning skills.
- x. A good team player, maintains high work standards, reliable, easily adapts to new environments and self-motivated.

SENIOR ACCOUNTANT (PAYABLES) – KLB 5

Reports to: Assistant Finance Manager

Direct reports: Accountant –Payables

Indirect reports: Senior Assistant Accountant

DUTIES AND RESPONSIBILITIES

- i. Participate in the coordination and management of accounts payables systems and processes in compliance with financial policies and procedures.
- ii. Process creditors, expenses and utility payments to meet Bureau's obligations.
- iii. Supervise the team of direct reports and conduct staff performance appraisal
Im the Financial Management Information System (FMIS) SAGE ACCPAC in the section for effectiveness.
- iv. Design and effectively manage the Royalty Management System.
- v. Coordinate the Performance Contracting Management and Reporting System. Monitor and review the periodic corporate performance contracting reports.
- vi. Coordinate all the tax related matters.
- vii. Recover, account and remit all taxes in compliance with the Laws.
- viii. Resolve suppliers' complaints on outstanding debts.
- ix. Monitor, review and reconcile suppliers' accounts.
- x. Participate in the Budget Formulation and Budgetary Control.
- xi. Commit expenditures to the approved vote heads for budgetary control.
- xii. Participate in the stock management and reporting and implement approved stock adjustments.
- xiii. Prepare monthly creditors and royalty schedule report for decision making.
- xiv. Liaise with Supply Chain Department for supplier payments documentation and with Treasury Section for processed supplier payments.

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Commerce, Accounting, Finance or relevant field.
- ii. Master's degree in a relevant field is an added advantage.
- iii. Minimum 7 years of working experience with at least three (3) years at senior management/leadership position.
- iv. Holder of Certified Public Accountant (CPA-K) or Association of Chartered Certified Accountant – (ACCA-UK) and in good standing.
- v. Certified Investment and Financial Analyst (CIFA-K) or Certified Financial Analyst (CFA-UK) will be an added advantage.
- vi. Knowledge of Public Finance Act and International Financial Reporting Standards.
- 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.

ACCOUNTANT (RECEIVABLES & DEBT MANAGEMENT) – KLB 6

Reports to: Senior Accountant –Receivables & Debt Management

Direct reports: Senior Assistant Accountant

Indirect reports: Assistant Accountant

DUTIES AND RESPONSIBILITIES

- i. Participate in the coordination and management of accounts receivables systems and processes in compliance with financial policies and procedures.
- ii. Implement the Financial Management Information System (FMIS) SAGE ACCPAC in the section for effectiveness.
- iii. Supervise the team of direct reports.
- iv. Evaluate and conduct performance management appraisal of direct reports.
- v. Implement the credit and debt management policies.
- vi. Implement the debt management and collection processes and procedures.
- vii. Monitor, review and reconcile customers' accounts.
- viii. Implement and monitor the external debt management systems and service providers and prepare monthly performance reports.
- ix. Implement and monitor the issuance of debt demand notes for overdue debts.

- x. Collect data on debt management and prepare the monthly reports.
- xi. Collect data on revenue and prepare monthly reports.
- xii. Manage customer accounts, monthly statements and their debt portfolio.
- xiii. Address and resolve customer queries and complaints in liaison with other departments and sections, to meet and exceed customer expectations.
- xiv. Generate recommendations in relation to overdue outstanding debts for reference to external debt collectors.
- xv. Process and receive revenues and monitor banking of revenues in compliance with financial policies and procedures.
- xvi. Supervise direct reports and conduct staff performance appraisal

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Commerce, Accounting, Finance or relevant field.
- ii. Minimum of 5 years of relevant work experience.
- iii. Holder of Certified Public Accountant (CPA-K) or Association of Chartered Certified Accountant (ACCA – UK) in good standing.
- iv. Certified Investment and Financial Analyst (CIFA – K) or Certified Financial Analyst (CFA – UK) will be an added advantage.
- v. Knowledge of Public Finance Act and International Financial Reporting Standards.
- vi. Problem solving, analytical, decision making, integrity, good communication, organisation and planning skills.
- vii. A good team player, maintains high work standards, reliable, easily adapts to new environments, pays attention to detail and self-motivated.

SUPPLY CHAIN OFFICER — KLB 6

Reports to: Senior Supply Chain Officer

Direct reports: Senior Assistant Supply Chain Officer (Warehouse/Stores)

Indirect reports: Assistant Supply Chain Officer (Warehouse/Stores)

- i. Receive stock and update records for accountability; Control receipt of invoices, register them and forward to the warehouse
- ii. Retrieve books/stores items to service customer orders and counter check goods against invoice/ requisition note to ensure accuracy;
- iii. Conduct stocktaking for stock accountability;

- iv. Establish mechanism to ensure physical stock and system stock tally;
- v. Set up stock control and safety procedures
- vi. Receive stocks back, verify quality and quantity and raise a goods receipt note (grn);
- vii. Supervise the arrangement of stocks for ease of retrieval;
- viii. Monitor stock movement to ensure stocks are secure;
- ix. Verify courier/suppliers invoices against waybills/delivery notes for accuracy and forward to the warehouse manager for approval;
- x. Maintain stores/warehouse standards and management.
- xi. Evaluate and conduct staff performance appraisal for direct reports

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- i. Bachelor's Degree in Social Sciences from recognised institution or in a relevant field.
- ii. Higher National Diploma or Diploma in Supply Chain Management or a relevant field from a recognised institution.
- iii. Minimum of five (5) years of relevant work experience.
- iv. Membership to Kenya Institute of Supplies Management or relevant body in good standing
- v. Knowledge of the Public Procurement and Disposal Act, 2015.
- vi. Integrity, good communication, organization and planning skills.
- vii. A good team player, maintains high work standards, reliable, easily adapts to new environments and self-motivated.

SENIOR ASSISTANT CORPORATE COMMUNICATIONS OFFICER — KLB 7

Reports to: Corporate Communications Officer

Direct reports: Assistant Corporate Communications Officer

DUTIES AND RESPONSIBILITIES

- i. Contribute towards the implementation of Communication Strategies and Plans to enhance corporate image;
- ii. Contribute to the content of the Bureau's website, intranet and notice boards by providing text, graphics and audio-visual material to facilitate communication with the Bureau's publics;
- iii. Respond to public enquiries about the Bureau and provide reports to allow tracking of citizen's concerns
- iv. Contribute to development of papers, speeches, presentations and talking points for senior staff;
- v. Generate content in form of stories and pictures for use in corporate publications;
- vi. Edit and disseminate the staff magazine (*The Publisher*) to improve employee relations;
- vii. Assist in identifying opportunities in media and at corporate events to enhance the image of the Bureau; and
- viii. Carry out Corporate Social Responsibility (CSR) activities to promote corporate

image.

- ix. Evaluate and conduct staff performance appraisal for direct reports

JOB SPECIFICATIONS (EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS)

- I. Bachelor's Degree in Journalism/Mass Communication or Public Relations or a relevant field.
- II. Diploma in relevant field
- III. Minimum of 2 years of work experience.
- IV. Problem solving, decision making, integrity, good communication, organisation and planning skills.
- V. A good team player, maintains high work standards, reliable, easily adapts to new environments 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 **30th May 2022**