



## DETAILED JOB DESCRIPTION

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### 1. DEPUTY DIRECTOR - FINANCE & CORPORATE SERVICES - KRBR166

**Reporting to:** Director - Railway Training Institute

**Employment Type:** Five (5) Year Renewable Contract Subject to Retirement Age and Performance

**Work Station:** Railways Training Institute (RTI) - Nairobi

#### **Duties and responsibilities**

- i) Responsible for advising the Institute towards achieving its business strategy on all aspects of management of the Finance, Human Resource and Administration, which include Finance, Human resource management, administration and ICT.
- ii) Formulating, Implementing and reviewing of policies and strategies on Finance, Administration, HR and ICT
- iii) Interpreting and implementing the Institute's administrative policies as formulated by the Board.
- iv) Implementing the Institute's Finance, Human resources, Administration and ICT policies, procedures and strategies objectives;
- v) Coordinating day to day activities in Finance, Human Resource Administration and ICT
- vi) Budgeting, Cash flow Management and compliance with all Financial Statutory obligations.
- vii) Recruiting, deploying and development of staff.
- viii) Managing outsourced services and hire of Institute facilities.
- ix) Managing repairs, maintenance and overall cleaning in the Institute
- x) Managing security services in the Institute.
- xi) Managing transport services in the Institute.
- xii) Providing guidance financial management and control for the Institute and ensure the financial sustainability
- xiii) Providing overall administrative support services in the Institute

## **Requirements for the job**

- i) Master's Degree in any of the following disciplines: HRM, Strategic Management, Business Administration, Economics, Finance, Accounting, Public Administration or an equivalent qualification from a recognized institution
- ii) Bachelor's Degree in any of the following disciplines: Commerce, Business Administration, Public Administration; Office Management, Education, Human Resource Management, Public/ Mass Communication, Communication Studies and social science or an equivalent qualification from a recognized institution;
- iii) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- iv) Certified accountant CPA-K or Certified Human Resource Management Professional CHRP (K).
- v) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vi) Valid practicing certificate.
- vii) Membership to IHRM or ICPAK.
- viii) Proficiency in computer applications.
- ix) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.