



DETAILED JOB DESCRIPTION

1. DEPUTY DIRECTOR – RESEARCH & BUSINESS DEVELOPMENT - KRBR167

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) Collaborate with industry to develop and revise curriculum for railway-based courses.
- ii) Promote the culture of research and innovation for RTI training products.
- iii) Offer curriculum development consultative services.
- iv) Providing leadership in operations involved in academic research and curriculum development.
- v) Initiating Collaborations with other researchers in the planning, implementation, and evaluation of research activities through the design of research tools and research frameworks.
- vi) Building and managing relationships with clients to maximize revenue opportunities and grow future business.
- vii) Monitoring Implementation of business ideas to achieve revenue targets.
- viii) Scanning business environment, evaluating costs and benefits and recommending improvements to existing businesses.
- ix) Implementing research findings and business development proposals.

- x) Reviewing and analyzing all customer proposals and recommending for implementation of all feasible ideas.
- xi) Identify and recommend use for underutilized assets for business development and revenue generation.
- xii) Providing business development support to the Institute's independent business units.
- xiii) Leading, motivating and developing the departmental staff to achieve business and people objectives.
- xiv) Identifying, implementing and benchmarking best practices in management.
- xv) Managing and implementing change initiatives to achieve desired business plans and culture.
- xvi) Organizing consultations with academic affairs staff and clients to identify research needs and specific requirements.
- xvii) Supervising the conducting surveys and collecting data using various methodology such as interviews, questionnaires, focus groups, market analysis surveys, public opinion polls, literature reviews, and file reviews.
- xviii) Managing the processes of editing and preparation of manuscripts, learning guides and other research and curriculum development documentation.
- xix) Managing activities related to the production of academic journals.
- xx) Overseeing the preparation of literature reviews, articles, reports, presentations, gathering and analysis of data.
- xxi) Overseeing the preparation of materials for submission to agencies and foundations that fund research.
- xxii) Managing and replying to project-related correspondence.
- xxiii) Approving requisitions of research materials from campus facilities.
- xxiv) Performing administrative duties.
- xxv) Participating in committee work, including committee attendance.
- xxvi) Collaborating with industry to develop and revise curriculum for railway-based courses.
- xxvii) Promoting the culture of research and innovation for RTI training products.

- xxviii) Supervising the development of training assessment criteria, instructional and learning material.
- xxix) Organizing for the analysis of the training needs assessment for the railway sector.
- xxx) Offering curriculum development consultative services.
- xxxi) Developing the terms of engagement with other organizations and enter into partnership.
- xxxii) Presenting budget for curriculum development and research activities.

Requirements for the job

- i) Master Degree in a relevant field, from a recognized University
- ii) Bachelor's Degree in a relevant field, from a recognized University
- iii) Post graduate Diploma in Education or Diploma in Technical Education/Instructor's training or equivalent, from a recognized Institution
- iv) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- v) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vi) Proficiency in computer applications.
- vii) Membership to a Professional Body and TVETA.
- viii) Proficiency in computer applications.
- ix) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

Skills and Competences

- i) Research skills, Research paper writing and presentation skills
- ii) Problem-solving skills
- iii) Leadership, planning and supervisory skills
- iv) Strong written and oral communication skills
- v) Report writing skills
- vi) Excellent analytical and interpersonal skills
- vii) Negotiation and counseling skills
- viii) Demonstrated merit and ability as reflected in work performance and results.

