

VACANCY ANNOUNCEMENT

DIRECTOR/CHIEF EXECUTIVE OFFICER

The Kenya National Library Service Board is State Corporation under the Ministry of Sports, Culture and Heritage. It was established by an Act of Parliament Cap 225 of the Laws of Kenya. It has a network of sixty-two (62) branch libraries, spread in thirty-three counties (33). A vacancy has arisen for the position of Director / CEO at its Headquarters, Nairobi.

Applications are invited to fill the position:

Director/CEO, Kenya National Library Service (knls) – Job Ref: KNL/HQ/AD/180C/84/2019

This position reports to the Board of Directors. The CEO will provide strategic leadership by working with the Board and management team to ensure overall development and implementation of the organization's mandate.

Duties and Responsibilities

The Director will:

1. Be the Chief Executive Officer (CEO) of the Kenya National Library Service.
2. Provide leadership in the development and strengthening of a nation-wide network of library system that will facilitate efficient delivery of information services to all communities.
3. Establish and maintain collaboration with key local and international partners in the provision of information services to the Kenyan community.
4. Provide leadership in the development of the profession of librarianship in the country in line with the mandate of knls.
5. Be responsible for the day to day operations of the organization
6. Be expected to implement all Board policies and decisions and be the link between the Board and its employees.
7. Be responsible for the execution and communication of the Board's strategies, decisions and policies
8. Put in place effective administrative structures, processes and systems.
9. Direct and coordinate research activities of knls and its services and liaise with national and international organizations on library and related matters.
10. Be the Board's Advisor on all professional matters and perform other duties as may be directed from time to time by the Board.

Job Requirements

Knls is a parastatal with branches all over the Country. The CEO of knls is a position with high responsibilities that require sound academic and professional qualifications coupled with extensive experience in the field. Applicants should have the following qualifications:

1. Master's Degree in Library Information Science/ Library Studies or its equivalent from a recognized institution with at least 10 (ten) years of continuous service and work experience, 5 of which must be in a senior management level in a large organization.
2. PhD in Library and Information Science or its equivalent will be an added advantage.
3. Professional Knowledge and competence in the Management of Library Services
4. Work experience in a National or Public Library environment will be an added advantage.
5. Proven literacy in ICT applications
6. Knowledge of Kenya Government financial and operational procedures.
7. A member of a Professional Body and in good standing.
8. Strong interpersonal and communication skills.
9. Training on SLDP (Strategic Leadership Development Program) will be an added advantage
10. Meet the requirements of Chapter six (6) of the Constitution

Integrity Clearance

In addition to the above qualifications, applicants will be required to provide copies of clearance certificates/letters of good standing from the following:

1. Ethics and Anti-Corruption Commission (EACC)
2. Criminal Investigation Department (CID)
3. Kenya Revenue Authority (KRA)
4. Director of Public Prosecutions (DPP)
5. High Education Loans Board (HELB)
6. Credit Reference Bureau (CRB)

Terms of service

The appointment to this position is on a three (3) year term contract renewable once subject to satisfactory performance. All eligible candidates are encouraged to apply and should be able to serve a full term of three (3) before attaining the statutory retirement age.

How to Apply

Applicants should submit twelve (12) hard copies of their application (which should include the application letter, CV, Certified copies of relevant certificates, testimonials, integrity clearance certificates and copy of National ID/Passport and three (3) names of referees one of whom should be the current/ last employer addressed to:

**The Board Chairman,
Kenya National Library Service,
P O Box 30573 -00100 NAIROBI.**

Applicants should indicate the Job Ref No. KNL/HQ/AD/180C/84/2019 on the envelope and delivered to the knls Headquarters office, Mumias South Road/ OI donyo Sabuk Junction, Buru Buru, Tel.0722860567 and a soft copy emailed to:

knls@knls.ac.ke

Knls is an equal opportunity employer committed to diversity and gender equality.
Only successful applicants will be acknowledged.

Applications should be received not later than 5.00 p.m. on **31st October, 2019**.
This advertisement may also be found on our website www.knls.ac.ke