

## POSITION DESCRIPTION

**Position:** Chief Executive Officer

**Reports to:** Board of Directors

**Contract:** 3 Years Renewable

**Date:** June 12, 2020

---

### **ROLE DESCRIPTION:**

Kenya National Chamber of Commerce and Industry (KNCCI) was established in 1965 as a business membership organization with a mandate to protect and develop the interests of the business community in Kenya. KNCCI is also an affiliate member of the International Chamber of Commerce (ICC) & the World Chamber Federation (WCF). The Chief Executive Officer's duties will be to provide strategic leadership in managing and directing KNCCI to carry out its mandate in the most efficient way.

### **Core Responsibilities will include;**

#### **Strategy and Leadership**

Collaborate closely with team, Board, and external stakeholders to lead in the creation of our strategy and drive execution. In addition, oversee networking, partnership development and building relationships with existing and prospective donors.

#### **Proposal writing, Fundraising and Managing Grants**

In collaboration with the team, define and implement targeted comprehensive marketing strategies targeting partnerships to resource organizations growth.

#### **Financial Strategy**

Drive the revenue growth agenda, oversee the creation and management of a multi-year budget and financial model, while work with your leadership team to ensure that company resources are appropriately managed and strategically invested to most efficiently drive effectiveness and growth.

Lead organization towards self-sustainability by exploring different revenue models and streams and ensure compliance with all legal and statutory requirements and any agreed protocols.

### **Other Requirements:**

- A visionary leader with 15+ years of dynamic experience and a proven track-record in managing and growing medium to large organizations'.
- Have vast knowledge and understanding of the various levels of government.
- Demonstrated sound leadership competence in managing multi-faceted stakeholders through role-modeling, mentorship and coaching.
- Hands-on experience in working with MSME and SME development.
- Strong business acumen through financial and environmental awareness
- Proven track record in delivering results in a high-growth environment.
- Extensive overall business management experience with debt management, P&L responsibility, driving investment performance and growing the business
- A Bachelor's degree in business related field from a recognized university coupled with relevant experience. A Master's degree will be an added advantage.

- Exhibit a total commitment to maintaining high quality service standards of KNCCI; demonstrate service excellence skills in dealing proactively with members and all KNCCI contacts.

### **Desirable Personality Traits**

The preferred candidate should possess and be capable of demonstrating evidence of having;

- High in Emotional Intelligence
- Strong in Stakeholder Management and Team Dynamics
- High in building a cohesive and progressive organization culture
- Innovative and Creative
- Strong analytical, problem-solving and project management skills

### **KNCCI is an equal opportunity employer**

Please submit your (maximum) 3 Page CV to [info@kenyachamber.or.ke](mailto:info@kenyachamber.or.ke) c.c [info@emergingprofile.com](mailto:info@emergingprofile.com) by Friday 19<sup>th</sup> June 2020. The email subject should read CHIEF EXECUTIVE OFFICER.  
Candidates will be screened on a rolling basis.

**ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED.**