



REPUBLIC OF KENYA

NUMERICAL MACHINING COMPLEX LIMITED (NMC)



ADVERTISEMENT FOR THE POSITION OF MANAGING DIRECTOR

Numerical Machining Complex Limited is a Semi-Autonomous Government Agency established under the Companies Act Cap 486 Laws of Kenya. The company seeks to recruit a dynamic and highly motivated person to lead a vibrant team that is committed to accomplishing the Numerical Machining Complex mission *“To catalyze industrialization in Kenya by leveraging national resources and modern manufacturing technologies through stakeholder collaboration for sustainable development.”*

Against this backdrop NMC seeks applications for the position below: -

	JOB TITLE	GRADE	JOB REF. NO.	TERMS OF SERVICE
1.	MANAGING DIRECTOR	NMC 1	NMC/MD /01/2024	3 YEARS CONTRACT

The full details, job summary and requirements for this position are available on the NMC website at www.nmc.go.ke.

All shortlisted candidates will be required to provide the following documents in compliance with Chapter Six of the Constitution of Kenya 2010:

1. Kenya Revenue Authority (KRA) Tax Compliance Certificate
2. Certificate of clearance from Credit Reference Bureau (CRB)
3. Anti-Corruption Commission (EACC) Clearance Certificate
4. Higher Education Loans Board (HELB) Clearance Certificate
5. Certificate of Good Conduct from the Department of Criminal Investigations (DCI).

How to Apply.

Applicants whose background and competencies match the specifications are invited to apply for the position by submitting a cover letter, detailed curriculum vitae (CV), copy of their national Identity Card, copies of academic and professional certificates and other relevant testimonials either via email to chair@nmc.go.ke, by post or physically drop to: -

**The Chairman, Board of Directors,
Numerical Machining Complex Ltd,
P.O. Box 70660-00400,
Kenya Railways Central Workshop,
NAIROBI**

Please note:

- i. Applications must be received by **Monday, 29th July 2024 at 5.00pm**
- ii. Only shortlisted candidates will be contacted.

Numerical Machining Complex is an equal opportunity employer. Female candidates, the marginalized and persons abled differently are encouraged to apply. Any form of canvassing will lead to automatic disqualification.



NUMERICAL MACHINING COMPLEX LIMITED (NMC)

MANAGING DIRECTOR – NMC GRADE I

Reporting to: The Board of Directors

Employment Type: Contract 3 years renewable once

Duties and Responsibilities

- i. Is the Accounting officer of the Company;
- ii. Is the Chief Executive officer of the Company;
- iii. Is responsible for the day-to-day management and operations of the Company and shall have control over all personnel and other activities of the Company;
- iv. Provides coherent leadership of the company, conveying and executing the vision, mission and strategic intent of the company;
- v. Guides in the development of relevant national policies and legislation in regard to the manufacturing sector;
- vi. Ensures preparation and implementation of the Company's strategic and annual work plans;
- vii. Oversees the implementation of Company's policies and plans governing the Company in liaison with the Board and other relevant authorities;
- viii. Ensures effective communication between the management, the Board and other stakeholders;
- ix. Ensures achievement of the company's financial and operating goals and objectives;
- x. Develops and recommends to the Board the company's annual operating budgets;
- xi. Ensures compliance to all constitutional provisions, Acts of Parliament, statutory provisions, local and applicable international regulations;
- xii. Monitors and controls the company's performance and finances in accordance with the budgets approved by the Board of Directors;

- xiii. Acts as the company's principle spokesperson and create a positive corporate image for Numerical Machining Complex Ltd;
- xiv. Ensures that all staff are effectively employed and adequately trained to perform their responsibilities and operational tasks in an ethical and responsible manner;
- xv. Keeps abreast with developments in the industry and in the management and leadership of people and successful company;
- xvi. Undertakes the acquisition, maintenance and ensures the efficient utilization of the company's physical assets;
- xvii. Co-ordinates the preparation of business proposals and reports for the Board's consideration and implements the decisions of the Board;
- xviii. Champions innovation in product development and delivery;
- xix. Ensures improvements in quality and value of the company's products;
- xx. Provides leadership in the development of the Company's programs and ensures quality through development and implementation of standards and controls, systems and procedures, regular evaluation and performance management system;
- xxi. Maintains a conducive work environment for attracting, retaining and motivating employees while fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xxii. Directs the execution of the risk management policy and framework that ensures the company has adequate systems and processes of accountability, risk management, internal controls and business continuity.

Required Qualifications

- i) Bachelor's degree in any of the following fields: -Mechanical, Mechatronics, Chemical Metallurgy, Manufacturing, Production, Civil Engineering, Human Resource Management, Finance, Economics, Auditing, Accounting, Public Administration, Commerce Business Administration, Communications, or its equivalent qualification from a recognized institution;
- ii) Master's degree in any of the following fields: -Mechanical, Mechatronics, Metallurgy, Manufacturing, Production, Civil Engineering, Commerce (Marketing Option), Business Administration, Human Resource Management, Strategic Management, Finance, Economics, Auditing, Accounting, Public Administration, Communications, Project Planning/Management or its equivalent qualification from a recognized institution;

- iii) Be registered or be a member of a reputable professional body;
- iv) Leadership course lasting not less than four weeks from a recognized institution;
- v) At least Fifteen (15) years' work experience, five (5) of which must be in Senior Management of a public or private institution;
- vi) Proficiency in computer applications;
- vii) Demonstrated competence in work performance;
- viii) Fulfilled the requirements of Chapter Six of the Constitution;

Key Competencies and Skills

- i. Analytical skills
- ii. Excellent Communication skills
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Negotiation skills
- vi. Good commercial acumen
- vii. Conflict management skills
- viii. Project planning and management
- ix. Budgeting and resource mobilization
- x. Ability to drive change and transformation
- xi. Broad knowledge of economics, finance, corporate governance and manufacturing industry issues in the local and global market
- xii. Managerial skills and ability to lead teams
- xiii. Mentoring and coaching skills.