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**PEST CONTROL PRODUCTS BOARD**

## **RECRUITMENT FOR THE POSITION OF GENERAL MANAGERS**

The Pest Control Products Board (PCPB) is a Statutory organization of Kenya Government established under an Act of parliament, the Pest Control Products Act, Cap 346, Laws of Kenya, to regulate the Importation and Exportation, Manufacture, Distribution, Use and Disposal of pest control products (PCPs).

The Board wishes to fill the following General Managers positions with qualified, experienced and dynamic persons.

<b>S/No.</b>	<b>Position</b>	<b>Grade</b>	<b>No. of Posts</b>	<b>TERMS OF ENGAGEMENT</b>
1	General Manager, Registration	PCB 2	1	Contract (5 years)
2	General Manager, Analytical Services	PCB 2	1	Contract (5 years)
3	General Manager, Corporate Services	PCB 2	1	Contract (5 years)
4	General Manager, Compliance and Enforcement	PCB 2	1	Contract (5 years)

### **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS FOR VACANT POSTS**

#### **1. GENERAL MANAGER, REGISTRATION: GRADE PCB 2**

The General Manager will be responsible to the Chief Executive Officer/Secretary, Pest Control Products Board for effective administration and management of the Pesticide Registration Function.

#### **Job Specification**

Duties and responsibilities will entail: -

- i. Overseeing the development, implementation and review of pesticide registration policies, strategies and programmes;
- ii. Spearheading development of pesticide regulation standards;
- iii. Overseeing effective pesticide registration;
- iv. Managing imports and export processing;
- v. Overseeing product evaluation, completeness checks and clearance for efficacy trials;



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### **PEST CONTROL PRODUCTS BOARD**

- vi. Overseeing the accreditation of institutions conducting efficacy, physicochemical studies, toxicology, residues and bio-pesticide identification;
- vii. Creating linkages with international conventions on pesticide regulation;
- viii. Liaising with the private sector, communities, civil society, private investors and other stakeholders on issues of pesticide registration;
- ix. Ensuring review and updating of management systems;
- x. Collaborating with stakeholders on issues of pesticide lifecycle;
- xi. Overseeing the implementation of the Performance Appraisal System in the Department;
- xii. Coordinating the development of annual work plans and budgets;
- xiii. Ensuring prudent utilization of resources;
- xiv. Facilitating operational accountability and team building;
- xv. Overseeing the implementation of departments' quality management system (QMS);
- xvi. Ensuring compliance with principles and values of the public service; and
- xvii. Overseeing the training and development of staff in the Department.

## **Person Specification**

For appointment to this grade, a candidate must have: -

- i. Served in the grade of Manager, Registration for at least Four (4) years
- ii. Bachelor's degree in any of the following disciplines; Agriculture, Horticulture, Chemistry, Environmental Chemistry, Bachelor of Veterinary Medicine or equivalent qualification from a recognized institution
- iii. Master's degree in any of the following disciplines; - Chemistry, Environmental Chemistry, Analytical Chemistry, Crop Protection, Plant Pathology, Entomology, Toxicology or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership in good standing, where applicable;
- v. Leadership course lasting not less than four (4) weeks;
- vi. Proficiency in computer application skills;
- vii. Relevant work Experience;
- viii. Demonstrated merit and ability as reflected in work performance and results;
- ix. Fulfill the requirements of Chapter six of the Constitution

## **Key competencies and skills**

- i. Strategic thinking



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### PEST CONTROL PRODUCTS BOARD

- ii. Critical thinking
- iii. Planning skills;
- iv. Analytical skills;
- v. Strong communication and reporting skills;
- vi. Strong managerial skills and ability to lead teams;
- vii. Mentoring, coaching and leadership skills;
- viii. Interpersonal skills; and
- ix. Team player

## 2. GENERAL MANAGER, ANALYTICAL SERVICES: GRADE PCB 2

### Job specification

The General Manager will be responsible to the Secretary/Chief Executive Officer, Pest Control Products Board in the overall coordination of the analytical services pertaining to strategic planning, budgeting, policy formulation and review and implementing, reviewing of national quality monitoring plans.

Duties and responsibilities will entail:

- i. Overseeing analytical services of formulated pest control products and residue analysis in agricultural produce, soil and water;
- ii. Regular monitoring of pest control products in the market for compliance to set specifications;
- iii. Overseeing the development and implementation of good laboratory practice (GLP) and laboratory accreditation;
- iv. Liaising with national and international accreditation bodies on pesticide analysis;
- v. Overseeing the technical capacity building of the analytical services staff;
- vi. Developing and implementing policy guidelines and strategic leadership of analytical services;
- vii. Leading in standards development;
- viii. Benchmarking with international best practices in the area of pesticide analytical services;
- ix. Creating linkages with the international organizations in analytical service;
- x. Reviewing, updating and implementing laboratory quality management systems;



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### **PEST CONTROL PRODUCTS BOARD**

- xi. Liaising with other departments in the coordination of matters related to regulation of pest control products;
- xii. Liaising with the finance division in resource mobilization and budgeting for effective Board strategic plan and mandate implementation;
- xiii. Coordinating, evaluating and implementing technical programs and work plans;
- xiv. Collaborating with stakeholders in pesticide analysis;
- xv. Advising PCPB on matters related to analysis;
- xvi. Coordinating the development of annual work plans and budgets;
- xvii. Ensuring prudent utilization of resources;
- xviii. Facilitating operational accountability and team building;
- xix. Overseeing the implementation of departments' quality management system (QMS);
- xx. Ensuring compliance with principles and values of the public service; and
- xxi. Ensuring the training and development of staff in the department

## **Person specification**

For appointment to this grade, a candidate must have: -

- i. Served in the grade of Manager, Formulation Analysis/Residue Analysis Pesticide Analysis for at least Four (4) years;
- ii. Bachelor's degree in any of the following disciplines:- Chemistry, Analytical Chemistry or any other relevant qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Chemistry, Environmental Chemistry, Analytical Chemistry or any other relevant qualification from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Proficiency in computer application skills;
- vi. Demonstrated merit and ability as reflected in work performance and results; and
- vii. Fulfill the requirements of Chapter Six of the Constitution.

## **Key competencies and skills**

- i. Strategic thinking
- ii. Critical thinking
- iii. Planning skills;
- iv. Analytical skills;



## Website advert

### PEST CONTROL PRODUCTS BOARD

- v. Strong communication and reporting skills;
- vi. Strong managerial skills and ability to lead teams;
- vii. Mentoring, coaching and leadership skills;
- viii. Interpersonal skills;

## 3. GENERAL MANAGER, CORPORATE SERVICES, GRADE PCB 2

### Job Purpose

The General Manager Corporate Services is responsible for overseeing the management of the Finance and Accounts, Human Resource and Administration and Corporate Communication functions of the Board.

### Job Specification

The duties and responsibilities of the General Manager, Corporate Services will entail: -

- i. Initiate development and implementation of policies and strategies relating to human resource management, finance & accounts and communication;
- ii. Advise management on policies and strategies relating to human resource management, finance & accounts and communication;
- iii. Oversee the development and maintenance of an efficient financial management; risk management and administration system in accordance with the financial procedures of the Board and international public sector accounting standards and best management practices;
- iv. Ensuring financial prudence and discipline in financial accounting, planning, treasury management and budgetary controls in compliance with the PFM Act,
- v. Maintenance of the fixed asset register;
- vi. Preparation and submission of annual financial statements for audit;
- vii. Preparation and submission of annual budgetary estimates;
- viii. Ensuring compliance with all financial statutory obligations;
- ix. Aligning the human resource strategy with the Board's strategy;
- x. Coordinate the overall accountability for planning, directing and executing all human resource and administrative strategies policies and activities;
- xi. Ensuring safe and secure working environment and general employee welfare;



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### **PEST CONTROL PRODUCTS BOARD**

- xii. Staff performance appraisal;
- xiii. Initiate development and implementation of a communications strategy;
- xiv. Coordination of Corporate Social Responsibility programmes;
- xv. Development and dissemination of corporate and promotional materials in liaison with relevant Departments;
- xvi. Enhance the image of the Board;
- xvii. Coordination of all matters pertaining to general office administration and security.

## **Person Specification**

- i. Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Finance, Commerce or equivalent from a recognized institution;
- ii. Master's degree Human Resource Management, Business Administration, Public Administration, Finance, Commerce or equivalent from a recognized institution;
- iii. A minimum period of twelve (12) years relevant work experience five (5) years should be in a management position;
- iv. Professional qualification and membership to a professional body;
- v. Leadership Course lasting not less than 4 weeks from recognized institution;
- vi. Proficiency in Computer application skills;
- vii. Fulfill Requirement of Chapter six of the Constitution.

## **Key Competencies and skills**

- i. Integrity;
- ii. Analytical skills;
- iii. Communication and reporting skills;
- iv. Managerial skills and ability to lead teams;
- v. Mentoring, coaching and leadership skills;
- vi. Interpersonal and negotiation skills;
- vii. Team player; and
- viii. Strategic thinking.



## Website advert

### PEST CONTROL PRODUCTS BOARD

## 4. GENERAL MANAGER, COMPLIANCE AND ENFORCEMENT: GRADE PCB 2

### Job specification

Duties and responsibilities will entail: -

The General Manager Compliance and Enforcement will be responsible to the Chief Executive Officer/Managing Director, Pest Control Products Board for effective administration and management of the Compliance and Enforcement Services Function.

- i. Advising the Board on pesticide issues relating to compliance and enforcement;
- ii. Development and implementation of policy guidelines on pesticides management;
- iii. Overseeing enforcement of the provisions of the pest control products act and regulations made there under;
- iv. Overseeing investigations and prosecution of offences related to pcp act;
- v. Overseeing environmentally sound disposal of pesticides waste;
- vi. Monitoring of manufactures, formulators, re-packers, distributors, pest control operators and users of pcps;
- vii. Developing pesticide risks mitigation measures;
- viii. Creating collaboration with international organizations and participating in multilateral environmental agreements related to pesticides;
- ix. Collaborating with stakeholders on issues of pesticide throughout the lifecycle;
- x. Liaising with other departments in the coordination of matters related to regulation of pest control products;
- xi. Reviewing and updating management systems;
- xii. Development, review and implementation of organizational strategic plan;
- xiii. Coordinating and evaluating effective technical programs and work plans implementation.
- xiv. Coordinating the development of departmental annual work plans and budgets; ensuring prudent utilization of resources;
- xv. Facilitating operational accountability and team building;
- xvi. Overseeing the implementation of departments' quality management system (QMS); ensuring compliance with principles and values of the public service;
- xvii. Overseeing education and awareness creation activities to all stakeholders; and
- xviii. Overseeing the training and development of staff in the department.



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### PEST CONTROL PRODUCTS BOARD

## Person specification

For appointment to this grade, a candidate must have: -

- i. Served in the grade of Manager, Compliance and Enforcement for a minimum period of four (4) years;
- ii. Bachelor of Science degree in any of the following disciplines: Agriculture, Horticulture, Environmental Chemistry, Chemistry, relevant Biological Sciences or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Agriculture, Horticulture, Plant Pathology, Crop Protection, Environmental Health, Environmental Chemistry, Livestock Production, Toxicology, Entomology, Weed Science, Bio-chemistry or equivalent qualification from a recognized institution;
- iv. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Fulfill the requirement of Chapter Six of the Constitution;
- vi. Demonstrated merit and ability as reflected in work performance and results;
- vii. Proficiency in computer application skills.

## Key Competencies and skills

- i. Strategic thinking;
- ii. Critical thinking;
- iii. Planning skills;
- iv. Analytical skills;
- v. Strong managerial skills and ability to lead teams;
- vi. Mentoring, coaching and leadership skills;
- vii. Communication and reporting skills; and
- viii. Interpersonal skills.

If you believe you meet the criteria for the positions, please submit your application by post or hand or email enclosing/attaching copies of your national identity card or passport, academic and professional certificates (**applicants with foreign degrees will need clearance from the Commission for University Education**), a detailed curriculum vitae, testimonials, email and telephone contacts of three (3) referees in a sealed envelope clearly marked with job title to the address below on or before **20<sup>th</sup> March, 2024 at 5.00 p.m., Nairobi time.**

**The Chief Executive Officer  
Pest Control Products Board  
4<sup>th</sup> Floor, PCPB Building**





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**PEST CONTROL PRODUCTS BOARD**

**Off Waiyaki way, Loresho  
P. O. Box 13794 - 00800  
NAIROBI**

**Or email  
[md@pcpb.go.ke](mailto:md@pcpb.go.ke)**

Only shortlisted candidates will be contacted.

**Please note that the shortlisted candidate shall be required to submit clearance certificates from:**

- (i) Ethics and Anti-Corruption Commission;
- (ii) Directorate of Criminal Investigations;
- (iii) Credit Reference Bureau;
- (iv) Kenya Revenue Authority; and
- (v) Higher Education Loans Board.

Pest Control Products Board is an equal opportunity employer, committed to diversity and gender equality and therefore encourages qualified persons living with disabilities, women and those from marginalized areas to apply.