



# JKUAT Enterprises Ltd

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY  
P.O. Box 62000 Nairobi 00200 Tel: 254 67 52420 Cellphone: 0724256696/0736524200  
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## **JOB VACANCY GENERAL MANAGER**

Applications are invited for the post of General Manager. The successful candidate will be responsible for the following:

- 1. Planning administration.** Provide leadership and vision to the organization by assisting the Managing Director and staff with the development of long range and annual plans, and with the evaluation and reporting of progress on plans.  
Oversee preparation of an Annual Report summarizing progress on short and long range plans.  
Research and write papers, analysis documents and proposals as needed to assist the organization in determining and meeting its long and short term goals.
- 2. HR management.** Recruitment of company and project staff, employee development and training; policy development and documentation, employee relations, performance management and improvement systems, compliance and reporting to regulatory bodies.
- 3. Project management.** Lead planning and implementation of projects, develop full scale project plans, assemble and coordinate project staff, manage project resource allocation, plan and schedule project timelines, monitor and report on progress of the project to all stakeholders, present reports defining project progress, problems and solutions  
Implement and manage project changes and interventions to achieve project outputs  
Project evaluations and assessment of results
- 4. Marketing and PR:**  
Identify and coordinate marketing opportunities for the organisation.  
Organize the availability of company members for marketing/PR events as necessary.  
Oversee content, production and distribution of all marketing and publicity materials (posters, program, flyers, mail outs, brochures etc) with director, designer and project manager.  
Manage brand development;  
Co-ordinate potential future promoters and supporters of the company
- 5. Financial management**  
Provide recommendations regarding investments and cash strategies.  
Oversee preparation of annual budget, regular variance statements and annual audit.  
Provide vision regarding overall financial health of the company.  
Provide vision and leadership in long - range fiscal planning to ensure the continuity and solvency of the company.  
Provide recommendations regarding effective utilization of long and short term debt, including refinancing and purchasing/sales.  
Oversee fundraising efforts.
- 6. Production quality control**



*Taking the University to the People*

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Ensure accurate documentation of production and quality control data and records.  
Direct and oversee site production activities and personnel.  
Oversee and ensure high safety standards at all times.  
Direct production activities to ensure safety and compliance with quality control standards, regulatory compliance and lease agreements.  
Oversee and/or ensure good housekeeping at site at all times.

## **Qualifications**

1. A minimum of five years of experience in business management, planning and financial oversight.
2. Proven ability to turn over Ksh 100 million per annum.
3. A minimum of five years of experience in personnel management, including hiring, supervision, evaluation and benefits administration.
4. A minimum of three years of experience of reporting to a board of directors.
5. University degree in Business, Commerce or related field.
6. Masters degree in a relevant field.
7. Proven skills in business and financial management.
8. Demonstrated ability to work with student member – owners.
9. Demonstrated ability to work in a proactively diverse and inclusive organization.
10. Excellent, proven interpersonal, verbal and written communications skills.
11. Demonstrated ability to manage and supervise a staff team.
12. Demonstrated ability to multi – task and work in a fast – paced office setting.
13. Proven ability to cope with conflict, stress and crisis situations.
14. Effective problem – solving and mediation skills.
15. Demonstrated ability to share skills and knowledge with others.
16. Proficiency with office computer equipment and software.

Interested applicants are requested to submit their CVs including contact details for three referees and a cover letter explaining why they are best suited for this particular position by close of business on Friday 15<sup>th</sup> March 2013.