



KENYA VETERINARY VACCINES PRODUCTION INSTITUTE

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NAIROBI

CAREER OPPORTUNITIES

The Kenya Veterinary Vaccines Production Institute (KEVEVAPI) is a state corporation established under the State Corporations Act, (CAP 446) through Legal Notice No. 223 of 4th June 1990 and operating under the Ministry of Agriculture, Livestock, Fisheries and Cooperatives in the State Department of Livestock. KEVEVAPI is mandated with the production, manufacturing, research and marketing of veterinary vaccines.

The Board of Directors is inviting dynamic, innovative and self motivated candidates to submit their applications for the following positions.

POSITION OF DEPUTY DIRECTOR, SALES AND MARKETING - JOB GRADE VPI.13, Job Ref: KVVPI/DD-SM/001/09/2022

Job Purpose:

Coordinate full market research cycle to inform new product development, represent the Institute in marketing forums and coordinate the development and implementation of sales and marketing strategies, policies and standards.

Job Specifications

Key Duties and Responsibilities:

- (i) Promoting the Institute's existing brands and introducing new products to the market;
- (ii) Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals;
- (iii) Researching and developing marketing opportunities and plans, understanding consumer requirements, identifying market trends, and suggesting system improvements to achieve the Institute's marketing goals;
- (iv) Gathering, investigating, and summarizing market data and trends to draft reports;

- (v) Implementing new sales plans and advertising;
- (vi) Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing human resource objectives;
- (vii) Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities; and;
- (viii) Developing and maintaining client database for sales and e-marketing and distribution of information to stakeholders.

Person Specifications:

For appointment to this grade, an officer must have: -

- (i) At least ten (10) years' work experience with four (4) years experience in management;
- (ii) Bachelors Degree in any of the following: - Veterinary, Animal Health, Marketing, Commerce (Marketing Option), Business Administration or its equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following: - Marketing, Commerce (Marketing Option), Business Administration or its equivalent qualification from a recognized institution;
- (iv) Membership to professional body and in good standing;
- (v) Management course lasting not less four (4) weeks from a recognized institution;
- (vi) Proficiency in Computer Application; and
- (vii) Fulfil the requirements of Chapter Six (6) of the constitution

Key Competencies and skills:

- (i) A clear understanding of the sales and marketing trends;
- (ii) Budgeting and planning;
- (iii) Analytical and conceptual skills;
- (iv) Good communication and interpersonal skills;
- (v) Leadership and managerial skills;
- (vi) Managing performance and driving for outcomes;
- (vii) High standards of professional ethics;
- (viii) Negotiation and influencing skills;
- (ix) Decision making and problem-solving;
- (x) Coaching and mentoring skills;
- (xi) Team building; and
- (xii) Results-driven.

MODE OF APPLICATION:

1. Each application shall be accompanied by Copies of Relevant Academic and Professional certificates, Testimonials, National Identity Card or Passport and other relevant supporting documents; a detailed Curriculum Vitae stating current position, remuneration, email and other contact details as well as names and contacts (telephone and email address) of three referees familiar with your qualifications and work experience.
2. Shortlisted candidates will be required to satisfy the requirements of **Chapter Six** of the Constitution of Kenya 2010 and should submit among other documents the following:
 - a. Certificate of Good Conduct from the Directorate of Criminal Investigation;
 - b. Clearance Certificate from the Higher Education Loans Board;
 - c. Tax Compliance Certificate from the Kenya Revenue Authority;
 - d. Clearance from the Ethics and Anti-Corruption Commission;
 - e. Report from the Approved Credit Reference Bureau.
3. Interested applicants should submit **twelve (12) hard copies** of their applications which should clearly be marked '**Application for the position of Deputy Director Sales & Marketing JG VPI.13 - Job Ref: KVVPI/DD-SM/001/09/2022.**
4. Applications must be received on or before the **Tuesday, 11th October ,2022** at **4.00 pm**.
5. Only shortlisted candidates will be contacted.
6. Applications should be addressed to:

**The Chief Executive Officer,
Kenya Veterinary Vaccines Production Institute,
P. O. Box 53260 – 00200, Nairobi**

KEVEVAPI is an equal opportunity employer committed to diversity and gender equity within the organization.

KEVEVAPI is ISO 9001:2015 Certified