



FOUNDATION MANAGER, GRADE KPC 3 – Job Ref: KPC/ADVT/10/2023

a) Job Purpose

Responsible for undertaking all activities related to Corporate Social Responsibilities/ investment to ensure that the Company's commitment towards social responsibility is sustained.

b) Job specifications

- (i) Develop and implement the Company's Corporate Social Responsibility (CSR) strategy.
- (ii) Ensure implementation of global best practice in the Company's CSR management.
- (iii) Create viable partnerships with other CSR stakeholders.
- (iv) Implement the Company's CSR activities in liaison with the network of community champions across the region.
- (v) Organize communication forums for KPC Community Champions in conjunction with other stakeholders.
- (vi) Represent the KPC Foundation in appropriate forums and participate in CSR membership organizations, gather and share resources.
- (vii) Manage the disbursement of grants and donations to beneficiaries.
- (viii) Develop and facilitate initiatives that promote the Company's CSR activities and commitment.
- (ix) Develop recommendations for the Company's CSR activities to Board.
- (x) Facilitate presentation of approved funds and ensure appropriate publicity and profiling.
- (xi) Review the impact of the Company's CSR activities/initiatives and propose remedial actions.
- (xii) Monitor the implementation of funded projects and evaluate their impacts.
- (xiii) Review relevant reports on the Company's CSR activities.

c) Persons Specifications

- (i) Bachelors Degree preferably in Social Sciences, Development studies, Statistics or Economics.
- (ii) Post graduate qualification in Community Development, Public Relations and Communication if the first degree is not in the above.
- (iii) Minimum of ten (10) years relevant experience five (5) of which should be at Senior Management level.
- (iv) Membership to a relevant professional body.

d) Key Skills and Competencies

- (i) Computer literacy with proficiency in Microsoft Office applications.
- (ii) Cross-functional, multi-disciplinary project management and business analysis skills.
- (iii) Proven networking skills and a demonstrated capacity to work independently and in partnership with internal and external stakeholders.
- (iv) Ability to develop and manage relationships with stake holders.
- (v) Have good report writing and communication skills.
- (vi) A team player with excellent interpersonal skills.
- (vii) Result driven and willing to work under tight deadlines.
- (viii) Ability to travel within the region of KPC's operations in pursuit of the company's CSR objectives.

APPLICATION REQUIREMENTS

Interested candidates are requested to visit the KPC website www.kpc.co.ke under the Career Opportunities section where the Job Description and Specification as well as the User Manual containing instructions on how to apply for the position have been posted.

All applications should be received not later than midnight EAT on **Tuesday, 12th September 2023.**

Only the candidate offered employment shall be required to present the following clearance certificates:

- (i) A valid Certificate of Good Conduct from the Directorate of Criminal investigations
- (ii) A valid Clearance Certificate from Higher Education Loans Board (HELB)
- (iii) A valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- (iv) A current Clearance from the Ethics & Anti-corruption Authority (EACC)
- (v) A current Report from an approved Credit Reference Bureau (CRB)

For re-advertised positions, candidates who had earlier applied are encouraged to apply.

Kenya Pipeline Company is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply.

Please note that, only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.