



REPUBLIC OF KENYA



**NAMICO**

## CAREER OPPORTUNITY - CHIEF EXECUTIVE OFFICER, REF NO: NAMICO/01/2025

The National Mining Corporation (NAMICO) is a State Corporation within the Ministry of Mining, Blue Economy and Maritime Affairs. The Corporation is established under the Mining Act, 2016 as the investment arm of the National Government with respect to minerals.

### Job Description

The Chief Executive Officer will report to the Board of Directors and will be responsible for providing effective strategic leadership by guiding the operations of the Corporation on day-to-day in accordance with the Law, Government Regulations and guidance provided by the Board from time to time.

Appointment to this position will be on a three (3) year contract renewable once subject to satisfactory performance.

### Key Responsibilities

- Providing leadership to senior management and staff;
- Overseeing preparation of annual budgets and establish proper internal controls;
- Execution and communication of the Board's strategies, decisions and policies;
- Developing and recommending to the Board the annual business plans for the organization;
- Ensuring that the organization has an effective management structure including succession plans;
- Ensuring that all Board papers are accurately written, are relevant and are availed to the Board members in good time;
- Serving as the link between the Board and the Management;
- Putting in place effective administrative structures, processes and systems;
- Providing regular, thorough and prompt communication to the Board on key technical, financial and administrative matters;
- Responsibility for stakeholder's management and the enhancement of the corporate image of the organization;
- Responsible for proper management of all procurement processes for the Corporation;
- Overall coordination of the human resource management function for the Corporation;
- Overseeing preparation and implementation of the strategic plan for the Corporation in conformity with the Mining Act, 2016, medium-term fiscal framework and fiscal policy objectives of the National Government;
- Providing the National Treasury and any other office, where relevant, with any information it may require to fulfill its functions under the Public Finance Management Act, 2012; and
- Coordination of the preparation of annual financial reports and statements of accounts.

### Requirement for Appointment

A person shall be qualified for appointment as the Chief Executive Officer if that person meets the following minimum requirements:

- Master's degree in any of the following disciplines: - Engineering, Economics, Law, Administration, Finance, Commerce, Earth Science, Geosciences, Project Management or any other relevant discipline from a recognized institution;
- Bachelor's degree in any of the following disciplines: - Engineering, Economics, Law, Administration, Finance, Commerce, Earth Science, Geosciences, or any other related discipline from a recognized institution;
- Professional qualification and membership to a professional body where applicable and in good standing;
- Minimum of fifteen (15) years relevant work experience, seven (7) of which must have been in senior management either in the public or private sector;
- Management/Leadership course lasting not less than four (4) weeks;
- Knowledge on issues of government procurement, financial and human resource management processes;
- Fulfilled the requirements of Chapter 6 of the Constitution.

### Key Competences

- Strategic planning
- Financial planning
- Leadership skills
- Result oriented
- Organizational skills
- Detail Oriented
- Decision making

### Remuneration

Basic Salary Scale: Kshs. 305,197 – Kshs. 487,795

House Allowance: Kshs. 60,000

Other Allowances as may be determined by the Board

### Terms of Service

Three (3) Years Contract renewable once subject to satisfactory performance.

### Compliance with Chapter 6 of the Constitution

The successful candidate shall be required to meet the following compliance requirements:

- A Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
- A Clearance/Compliance Certificate from Higher Education Loans Board (HELB)
- A Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- A Clearance Certificate from the Ethics & Anti-Corruption Commission (EACC)
- A Clearance Certificate from Credit Reference Bureau (CRB)

### Application Process

Interested and suitably qualified candidates should deliver a cover letter, a detailed Curriculum Vitae, and copies of academic and professional certificates, testimonials, and National Identity Card addressed to:

**The Chairman**  
**NATIONAL MINING CORPORATION**  
**KWFT Centre, 4<sup>th</sup> Floor, Kiambere - Masaba Road**  
**P. O. Box 115 - 00100**  
**Nairobi, Kenya.**

Applications should reach us not later than **5pm (EAT), 4 February 2025**. Only shortlisted applicants will be contacted.

When applying please quote the job reference on the Envelope and application letter.

Applications may be deposited at the Corporation's Headquarters at KWFTcentre, 4<sup>th</sup> Floor. Alternatively, applicants can email the soft copy applications to the Chairperson of the Board using the email: [chairman@namico.go.ke](mailto:chairman@namico.go.ke) as one

### Portable Document Format (PDF) document.

Applicants MUST provide the following documents on application:

- Signed application/cover letter
- Detailed curriculum vitae indicating: current and previous employers, position held, level of education, current and expected salary, notice period to take up the appointment and names of three (3) professional referees
- Certified copies of academic and professional certificates
- Certified copy of National identity card or Valid Passport

**The Corporation is committed to implementing the provisions of the Constitution of Kenya 2010-Chapter 232(1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men, women and members of all ethnic groups and persons with disabilities. THEREFORE, PERSONS WITH DISABILITIES, MARGINALIZED AND MINORITY GROUPS ARE ENCOURAGED TO APPLY.**

**Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.**