



CAREER OPPORTUNITY

DIRECTORATE OF CORPORATE SERVICES

Position: Director, Corporate Services

Ref No. CAK/01.04/2026

Reports to: Director-General

Job Description

Managerial / Supervisory Responsibilities

- Overseeing the forecasting and planning of finance, human resource & Administration and ICT needs;
- Overseeing the implementation of finance, human resource and ICT regulations and circulars as issued from time to time by the Government;
- Overseeing the realization of the Directorates Strategic Objectives and performance contract targets;
- Overseeing the development, review and implementation of administrative policies, strategies and programmes within the Directorate;
- Coordinating the preparation of respective management papers;
- Overseeing that the Authority adopts and implements effective strategies for the deployment of ICT infrastructure, software, service delivery, business process continuity/disaster recovery and information security;
- Overseeing preparation, implementation and monitoring of the Authority's budget;
- Overseeing the management of the Authority's financial investment and assets;
- Overseeing all finance and accounting functions for the Authority including asset management, cash flow management, variance and accounts analysis and reporting in accordance with generally accepted accounting principles, financial policies and procedures;
- Coordinating general administrative services of the Authority and ensuring the prudent utilization of resources;
- Entrenching the use of ICT and emerging technologies within the Authority.
- Advising the Accounting Officer on the long-term strategy, business plans and annual operating budgets; their implementation and establishing proper internal monitoring and control systems and procedures;



- Overseeing the management of the Authority's car and mortgage loan schemes;
- Articulating the Authority strategy, policies and guidelines to the directorate staff;
- Ensuring continuous improvements in the quality and value of services and products provided within the Authority;
- Providing leadership in the departments within the corporate services directorate;
- Promoting a conducive work environment for attracting, retaining, and motivating employees within the directorate;

Operational Responsibilities / Tasks

- Overseeing the preparation and interpretation of quarterly and annual financial statements, management accounts and reports;
- Spearheading change management programmes in the Authority;
- Superintending Enterprise Risk Management and Business Continuity Management initiatives of the Directorate;
- Mentoring and coaching Directorate staff;
- Providing day to day leadership to employees of the Directorate;
- Fostering a corporate culture that promotes ethical practices and good corporate citizenship within the directorate;
- Overseeing the complaints, compliments and enquiries in the Directorate;
- Overseeing the Information Security Management System (ISMS) and Quality Management System (QMS) in the Directorate.

Job Specifications

- Bachelor's Degree in any of the following: Commerce, Business Administration, HRM, Finance or Accounting, Statistics or any other equivalent qualification from a recognized institution;
- Master's Degree in either: Business Administration, Finance, HRM, Statistics, Public Relations, Public Administration or any other equivalent from a recognized institution;
- Have at least twelve (12) years cumulative relevant work experience, five (5) of which should have been at managerial level in a reputable institution;
- Be a member of a relevant, recognized professional body / institution and possess valid practicing certificate (s);



- Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution.
- Possess good communication and presentation skills
- Possess good strategic management skills
- Possess good financial management skills
- Possess good interpersonal skills

OFFICE OF THE DIRECTOR GENERAL

Position: Manager, Buyer Power

Ref No. CAK/02.04/2026

Reports to: Director-General

Job Description

Managerial / Supervisory Responsibilities

- Providing overall direction in management of the Department;
- Managing investigation of complaints of abuse of buyer power including those relating to payment terms, delivery and return of goods, transfer of commercial risks and costs and imposition of other unfavorable terms of trade on suppliers;
- Managing investigation of complaints of discriminatory, arbitrary or any other unfavorable treatment of private labels versus branded goods;
- Leading monitoring and inquiries into markets for identification and further investigation of sectors experiencing or likely to experience incidences of abuse of buyer power in the national economy for purposes of imposing reporting and prudential requirements;
- Overseeing the development of Guidelines on Prompt Payment and Codes of Practice by associations of undertakings in sectors experiencing or likely to experience incidences of abuse of buyer power;
- Leading in ensuring implementation and compliance with Guidelines on Prompt Payment and Codes of Practice by sector players in sectors experiencing or likely to experience incidences of abuse of buyer power;
- Leading in the promotion of public knowledge, awareness and understanding of the obligations, rights and remedies under the Act on abuse of buyer power;





- Coordinating in Advocacy initiatives for policy change in liaison with Policy and Research Department;
- Leading in assessment of the effect of government policies, procedures and programmes, legislation and proposals for legislation on supplier SME's and preparation of advisory to Government and Government agencies;
- Leading in identifying emerging issues relating to abuse of buyer power and gaps in existing regulatory framework and advising on appropriate interventions;
- Spearheading development and execution of Departmental Work Plans and Budgets;
- Managing preparation and submission of monthly, quarterly and annual reports for the department;
- Leading in development and implementation of the Department's deliverables on the Authority's Strategic Plan and Performance Contract commitments;
- Managing performance management within the Department;
- Leading in liaison with sector regulators and external stakeholders in abuse of buyer power issues;
- Coordinating with other technical Departments in the development of overall policies including specific market inquiries, analysis and development of the Authority's legal framework on abuse of buyer power.
- Overseeing induction of new departmental staff;
- Representing and advancing the Authority's position on abuse of buyer power issues in national, regional and international conferences and similar forums; and
- Managing stakeholder relationships including responses to customer complaints and compliments;

Operational Responsibilities / Tasks

- Reviewing preliminary reports, investigation reports and proposed decisions from investigations;
- Making recommendations based on preliminary opinions, investigation reports and recommending decisions on investigations into abuse of buyer power;
- Conducting hearing conferences and settlement meetings;
- Conducting mediation of disputes between undertakings regarding contracts;
- Reviewing written submissions by parties and record of hearing conference and making recommendations;



- Preparing Board Papers on investigation findings and presentation to the Board;
- Reviewing applications for expansions of retail stores and outlets to ensure prudent financial management;
- Leading the development, documentation and implementation of procedures in compliance with the Quality Management System (QMS) and Information Management Systems (ISMS);
- Mediating on disputes between undertakings regarding supply contracts;
- Identifying human resource needs of the department and presenting necessary requisitions to the Human Resources Department;
- Identifying and documenting training needs for the departmental staff to ensure capacity development;
- Offering advisory services to stakeholders on abuse of buyer power matters;
- Managing the development, documentation and implementation of the Department's Business Continuity Plan (BCP) and Risk Management;
- Identifying and recommending ways and means of increasing efficiency in service delivery in the Department including leveraging on technology;
- Liaising with the Policy and Research Department in development and implementation of cooperation frameworks with other government agencies;
- Liaising with the Legal department to develop relevant regulations and escalate them as appropriate;
- Mentoring and coaching departmental staff.

Job Specifications

- Bachelor's Degree in any of the following disciplines: - Economics, Law, Business Administration, or equivalent qualifications from a recognized institution
- Master's Degree in any of the following disciplines: - Law, Finance, Economics, Business Administration or equivalent qualification from a recognized institution
- A minimum period of ten (10) years relevant work experience three (3) years should be in managerial /supervisory role
- Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- Professional qualification and membership to a professional body where applicable



- Investigations course on evidence collection, analysis and reporting of not less than two weeks
- Possess good strategic management skills
- Possess good analytical and investigation skills
- Possess good economic analysis skills
- Possess good communication and presentation skills
- Possess good negotiation, mediation & litigation Skills

HOW TO APPLY

Individuals who meet the above requirements are invited to submit their applications to through the Authority's Recruitment Portal: <https://recruitment.cak.go.ke:2044/>

The applications should be addressed to the:

**Chairperson of the Board
Competition Authority of Kenya
P O Box 36265 – 00200
NAIROBI, KENYA.**

A complete application shall include:

- a) Application letter;
- b) Detailed Curriculum Vitae;
- c) Copy of National Identification Card;
- d) Certified copies of Academic and Professional certificates; and
- e) Names and contacts (telephone and e-mail) of three (3) professional referees.

NB: The aforementioned documents MUST be uploaded and submitted through the Authority's Recruitment Portal as one document (pdf format). The Authority will only consider applications containing all the required attachments.



Application deadline is **18th May, 2026 at 5:00pm.**

The Authority is an equal opportunity employer. In accordance with Article 232(1) of the Constitution of Kenya, we are committed to merit-based recruitment, fair representation of Kenya's diverse communities, and equal employment opportunities for men and women, persons with disabilities, and members of all ethnic groups. Any form of canvassing or submission of false information will result in automatic disqualification.

Only shortlisted candidates will be contacted.

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