



REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD

Institute of
Certified Secretaries
'The Governance Profession'



RECRUITMENT PACK

This document contains **THREE (3)** pages and includes the following information:

- **Job Description**
- **Key Responsibilities**
- **Person Specification**
- **How to Submit an Application**

JOB DESCRIPTION

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|---|---|
| Job Title: | Research Consultant -State of CS Profession in Kenya Project |
| Job reference no: | RCPSB-ICS-RC |
| Location: | Nairobi, Kenya |
| Consultancy fee: | The total consultancy fee will range from a gross of KES 800,000 to a gross of KES 1, 000,000 depending on experience. The amount is subject to tax. |
| Payment modalities: | The agreed upon consultancy fee will be paid in 3 tranches |
| Terms of engagement: | Fixed term 6 months consultancy. This is not an employment contract and no other benefits, other than the consultancy fee, shall accrue from this assignment. |
| Institutions: | The Institute of Certified Secretaries is the contracting body, in collaboration with the Registration of Certified Public Secretaries Board. |
| Responsible to: | CS Patrick Mulwa, CS. Obare Nyaega; CS. Jeremiah N. Karanja; Mr. Gilbert Kiprono. |
| Progress Reports on agreed period: | CS Jeremiah N. Karanja/Mr. Gilbert Kiprono, ICS. |
| Purpose of job: | To provide research support by collecting, analysing, and interpreting relevant data concerning the Certified Secretaries/ Corporate Secretaries Profession in Kenya. |

About this opportunity

The Institute of Certified Secretaries (ICS), in collaboration with the Registration of Certified Public Secretaries Board (RCPSB) is seeking a suitably qualified research consultant to conduct research under a collaborative project titled: "*The State of CS Profession in Kenya*". This project is funded by RCPSB while the administration of the fund is done by ICS.

Objectives and scope of Consultancy

The aim of carrying out this research is to assess the state of the CS profession in Kenya. The research is aimed at reinforcing the institute's position as the focal point on governance and therefore inform policy in fostering sustainability and promotion of good corporate governance in Kenya. Through this research, ICS and RCPSB aim at identifying the strengths, opportunities, challenges and threats facing the professional as well as relevant strategic, policy and legal responses. Further, the current strategic plans of ICS and RCPSB will be coming to an end by the end of year 2022. This research will provide relevant data that will greatly inform the next phase of strategic planning.

This Consultancy post is for a fixed term, Six (6) months.

KEY RESPONSIBILITIES

- The main responsibilities and tasks for the role include:
 - Conducting comparative studies of other corporate secretarial and governance professions across the globe;
 - Conducting comparative studies of other professional bodies in Kenya;
 - Performing reviews of academic literature pertaining to CS Profession in Kenya;
 - Development of data collection tools;
 - Coordinating and conducting interviews with certified secretaries, employers, industry regulators, government entities, business community, etc;
 - Collecting relevant data and performing content analysis;
 - Writing monthly progress reports;
 - Working collaboratively with the project team and participate in periodic discussions about the project's progress;
 - Write final research report with findings and recommendations by latest 1st April 2022;
 - Develop a policy brief from the research findings;
 - Collaborating in the completion of a working paper by the end of the project.
 - Facilitate a stakeholder workshop to disseminate the research findings.
 - Prepare media briefs, stakeholder invitation briefs, and all other relevant materials for the said stakeholder workshop.
 - Develop a journal article to be published by ICS & RCPSB in the ICS Governance Journal by June 30th 2022.

- In order to perform the above tasks effectively, the research consultant is expected to:
 - Demonstrate a good understanding of corporate governance;
 - Possess relevant experience in collecting and analysing primary data;
 - Possess experience of writing research reports, such as scholarly publications or professional articles;
 - Possess strong qualitative and quantitative research skills.

- Candidates who have engaged or participated in the Institute's research related activities including but not limited to publication in the Governance Journal, Researcher of the Year Awards have an added advantage.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

PERSON SPECIFICATION

JOB TITLE: Research Consultant

Qualifications /Training

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ Doctorate Degree in governance, law, business, or other social sciences | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Masters degree in social sciences | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Bachelor degree in any field | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Membership to a recognized professional body | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Experience/Knowledge

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| ▪ Knowledge and understanding of data collection and analysis software | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Strong working knowledge of MS Office programs, including Word and Excel. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Research experience in corporate governance. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of working as a corporate governance practitioner trainer/consultant | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Experience of working or having worked in a donor funded project will be an added advantage | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ▪ Evidence of participation in the Institute's research or publication: either in the Researcher of the Year Award, Governance Journal, or other Governance Documents | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Skills/Abilities

| | Essential | Desirable |
|---|-------------------------------------|--------------------------|
| ▪ Excellent ability to analyse complex information and summarise appropriately | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Strong work ethics, exceptional attention to detail and the ability to work without direct supervision and take on new research initiatives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Strong communication skills, both written and verbal, in English | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent attention to detail | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Excellent time management and prioritization skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▪ Ability to work as part of the team and all persons involved in the project | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

HOW TO SUBMIT AN APPLICATION

- 1) Consortiums, firms, and companies can as well apply, provided that the lead consultant meets the "Essential" requirements.
- 2) This assignment is open to members and nonmembers of the Institute.
- 3) This is a consultancy with a fixed term position for 6 months, ideally from January 1st 2021.
- 4) To submit an application for this role, all applicants must supply the following documents:
 - CV.
 - Cover letter, indicating how your profile fits the job description and other person specification.
 - Two (2) reference letters.
 - Work-plan with clear timelines and measurable milestones.
- 5) All applications must be **submitted via email** to: Research@ics.ke, and copied to regcpsb@gmail.com
- 6) Application closing time: **November 29th 2021** (09:00 Hours) East Africa Time.
- 7) Shortlisted candidates will participate in a virtual interview between 1st and 3rd December 2021. The best three will be subjected to some preliminary research work to ascertain their understanding of the governance scope in Kenya, the CS profession as well as the specific research assignment. It is expected that the Research Consultant will be engaged by December 15, 2021.