



## CAREER OPPORTUNITY

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<b>POSITION</b>	: Manager, Commercial
<b>LOCATION</b>	: Head Office
<b>REPORTS TO</b>	: General Manager, Downstream Operations
<b>JOB GROUP</b>	: NOC 3
<b>JOB HOLDER</b>	: Vacant

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### **JOB PURPOSE**

Reporting to the General Manager – Downstream Operations, the ideal candidate will be responsible for developing and implementing sales strategies to grow the Corporation’s Downstream businesses covering Consumer & Industrial, Fuel Card and Lubricants.

### **KEY RESPONSIBILITIES AND TASKS**

- Developing and Implementing Sales strategies for profitable growth in line with the Corporation’s strategic plan, and performance targets;
- Developing and Implementing customer retention strategies;
- Responsible for new product development;
- Ensuring effective and efficient delivery of customer service;
- Contributing to formulation of relevant policies and procedures;
- In charge of relevant reporting of management and financial information for the Commercial department;
- Identifying high potential outlets and new customers;
- In charge of budget formulation and stewardship for the department;
- Identifying other revenue generation opportunities for the Corporation; and
- Coaching and mentoring direct reports to ensure excellent performance & effective succession plan.

### **Academic Qualifications**

- Masters' degree in Business Administration, Sales & Marketing or any other relevant field from a recognized institution shall be an added advantage;
- Bachelors' degree in , Sales & Marketing, Business Administration or any other relevant field from a recognized institution;

### **Professional Qualifications**

- Diploma in Sales and Marketing will be an added advantage;
- Membership of MSK or other recognised marketing professional body will be an added advantage;

### **Experience**

- At least 10 years relevant experience in sales, 5 of which should be at managerial level;
- Experience in Fast Moving Consumer Goods (FMCG) will be an added advantage;
- Proven intellectual leadership in managing people, operations and financial resources;
- Demonstration of capability in growing market share;
- Demonstration of experience in distribution and logistics;
- High standards of personal integrity;
- Ability to multi task & work under pressure;
- Well informed on contemporary procurement issues and relevant legislation;
- Team player with strong coordinating, communication & interpersonal skills;
- Strong analytical skills & results oriented;
- Strong interpersonal relationships;

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

- Kenya Revenue Authority (Tax Compliance Certificate)
- Higher Education Loans Board
- Ethics & Anti - Corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

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Interested candidates should send a detailed cover letter addressed to:

**The Chief Executive Officer**

**National Oil Corporation**

**P.O. Box 58567- 00200**

**NAIROBI**

All applications including a detailed CV with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number should be sent via email to [chairman@nockenya.co.ke](mailto:chairman@nockenya.co.ke)

Only short-listed candidates shall be contacted.

Applications should reach us not later than 17:00 hours on Tuesday, 04<sup>th</sup> August 2020.

Canvassing in any form will lead to disqualification.

National Oil is an Equal Opportunity Employer committed to gender and disability mainstreaming