



JOB VACANCY

CHIEF EXECUTIVE OFFICER (JOB GRADE SR1) REF KESRETI/CEO/01/2026

Kenya Sugar Research and Training Institute (KESRETI) is a State Corporation in the Ministry of Agriculture and Livestock Development. The Institute is established pursuant to Section 29 of the Sugar Act No. 11 of 2024 with a two-fold mandate to:

- a. promote, co-ordinate and regulate research in sugar, sugar crop, sugar by-products, sugar technologies and management practices;
- b. expedite equitable access to research information, resources, sugar technologies and innovations and promote the application of research findings in the development of the sugar industry.

KESRETI invites applications from qualified candidates for the position of **Chief Executive Officer**.

Job purpose:

The Chief Executive Officer will be responsible to the Board for the day-to-day management and administration of all the activities of the Institute. He/She will be the Head of the Secretariat, Secretary and Chief Advisor to the Board.

Job Description

The duties and responsibilities of the Chief Executive Officer will entail:

- (i) Carrying out the day-to-day business of the Institute;
- (ii) Spearheading formulation, implementation and review of the Institute's policies, strategies, guidelines, procedures, standards, projects and programmes;
- (iii) Exercising the roles of Accounting and Authorized officer;
- (iv) Providing technical advice to the Cabinet Secretary on matters pertaining to Sugar Research in the area of jurisdiction;
- (v) Promoting the corporate image, ethical standards and good governance;
- (vi) Ensuring Institute's compliance with the Constitution of Kenya 2010 and other relevant legislation;

- (vii) Putting in place sound strategies to ensure prudent utilization of the Institute's assets and resources;
- (viii) Ensuring preparation and implementation of annual work plans, budgets, business plans, procurement plans, performance contracts and reports.
- (ix) Implementing Board's decisions in a result oriented and timely manner to achieve the Institute's goals, strategic objectives and agreed performance targets.
- (x) Establishing proper internal controls and monitoring procedures;
- (xi) Ensuring that there is effective communication between the management and the Board as well as between different levels of management;
- (xii) Acting as the principal spokesperson of the Institute;
- (xiii) Managing internal multidisciplinary teams to ensure set objectives are met;
- (xiv) Coordinating resource mobilization to enhance realization of the strategic objectives;
- (xv) Developing networks and partnerships with development partners and spearhead donor collaboration, fundraising and project development within the Institute's area of jurisdiction;
- (xvi) Ensuring compliance with any Government policies and regulatory guidelines and directives.

Person Specifications

For appointment to the position of Chief Executive Officer, a candidate must:-

- (i) Hold a doctorate degree in agricultural studies, agronomy plant genetics and breeding, soil science or a related field from a university recognized in Kenya;
- (ii) Have at least ten years' knowledge and experience from a relevant field;
- (iii) Have at least five years' experience in a position of senior management; and
- (iv) Meet the provisions of Chapter Six of the Constitution.

Duration of appointment

Three (3) years contract, renewable once subject to satisfactory performance.

Mode of Application:

- i.) Applicants who meet the above requirements should send their application letters, together with detailed curriculum vitae (CV), certified copies of academic and professional certificates, testimonials and National Identity Card/Passport via email, post office or courier services;
- ii.) All applications **Must** bear the Job Ref No. on the envelop or Subject window on the e-mail and addressed to:

The Board Chairperson
Kenya Sugar Research and Training Institute
P.O Box 44-40100
KISUMU;
- iii.) Soft copy applications to be sent to recruitment@kesreti.org;
- iv.) All applications **must** be received on or before **14th April 2026 by 5.00pm;**

- v.) **ONLY** Shortlisted candidates will be contacted;
- vi.) Shortlisted candidates will be required to present their original Academic and professional certificates and testimonials during the interview;
- vii.) Successful candidate will be required to avail the following documents;
 - a. Clearance certificate from Higher Education Loans Board (HELB);
 - b. Clearance certificate from Directorate of Criminal Investigations (Certificate of Good Conduct);
 - c. Clearance from the Ethics and Anti-Corruption Commission (EACC);
 - d. Clearance from Credit Reference Bureau (CRB);
 - e. Clearance from Kenya Revenue Authority (Tax Compliance Certificate).

KESRETI is an equal opportunity employer. Persons with disabilities, marginalized and minority groups who meet the above qualifications and requirements are encouraged to apply.

KESRETI does **not** charge any fees for employment.

Canvassing of any form at any stage of the recruitment process will lead to **automatic disqualification**

Board Chairperson

KENYA SUGAR RESEARCH AND TRAINING INSTITUTE