



CAREER OPPORTUNITIES

CONSUMER PROTECTION DEPARTMENT

1. Investigations Officer

Ref No. CAK/01.06/2022

Job Description

- Conducting investigations into consumer complaints/cases by evidence collection, interviewing of interested parties and preparing reports and investigation files for further review and approvals;
- Assisting in carrying out market screenings/mystery shopping into possible consumer infringements in the Kenyan economy;
- Assisting in educating and sensitizing consumers at the national level and preparing reports;
- Assisting in profiling and preparing database for Consumer Bodies in Kenya and participating in developing and implementing initiatives geared towards their creation, strengthening and recognition and preparing reports;
- Assisting in developing, reviewing and implementing guidelines, policies and procedures to enable the Department function effectively;
- Assisting in the development, documentation and implementation of procedures and processes in compliance with Quality Management System (QMS) and Information Security Management System (ISMS);
- Participating in hearing conferences and settlement agreements and assisting in drafting investigation and settlement reports;
- Assisting in carrying out awareness creation to stakeholders and engagement at various forums;
- Assisting in the development, review and implementation of policies and procedures to enable the department function effectively;
- Participating as a member in Kenya Bureau of Standards (KEBS) Technical Committees;
- Participating as a member in at least one of the Authority's statutory committees to enable the Authority comply with relevant legislations;

- Participating in local, regional and international conferences;
- Participating in the implementation of cooperation frameworks; and
- Identifying and detecting emerging risks, mitigating factors and opportunities.

Job Specifications

- Bachelor's Degree in Economics/Law or business related field from a recognized institution
- Shown merit and ability as reflected in work performance and results;
- Proficiency in computer applications;
- Good Communication skills;
- Interpersonal skills;
- Analytical skills; and
- Fulfilled the requirements of Chapter Six of the Constitution

BUYER POWER DEPARTMENT

2. Investigations Officer, Contracts

Ref No. CAK/02.06/2022

Job Description

- Reviewing contracts between buyer and supplier undertakings to identify and establish instances of imposition unfavourable terms of trade on suppliers;
- Collecting evidence in complaints of discriminatory, arbitrary or unfavourable treatment of private labels versus branded goods;
- Investigating the nature and determination of contract terms between the undertakings;
- Collecting market intelligence on buyer power infractions related to discriminatory, arbitrary or unfavorable treatment of private labels versus branded goods;
- Collecting and reviewing evidence to establish sectors experiencing or likely to experience incidences of abuse of buyer power in the national economy for purposes of imposing reporting and prudential requirements to ensuring compliance;
- Conducting compliance checks with regard to Guidelines on Prompt Payment and Codes of Practice by sector players in sectors experiencing or likely to experience incidences of abuse of buyer power;
- Preparing reports of sensitizations and capacity building initiatives on obligations, rights and remedies on abuse of buyer power;
- Preparing of sensitization and capacity building reports
- Carrying out research on best practices on Buyer Power enforcement
- Drafting template supply contracts for sectors;
- Collecting material for development and review of buyer power guidelines; and

- Participating in and preparing of reports on mediation of disputes between undertakings regarding contracts.

Job Specifications

- Bachelor's Degree in any of the following disciplines: Law, Business Administration, or equivalent qualifications from a recognized institution.
- Shown merit and ability as reflected in work performance and results;
- Proficiency in computer applications;
- Good Communication skills;
- Interpersonal skills;
- Analytical skills; and
- Fulfilled the requirements of Chapter Six of the Constitution

HOW TO APPLY

Interested persons who meet the above requirements are advised to submit their applications to the;

Director-General
Competition Authority of Kenya
P O Box 36265 – 00200
NAIROBI

Through;
Email: recruitment@cak.go.ke

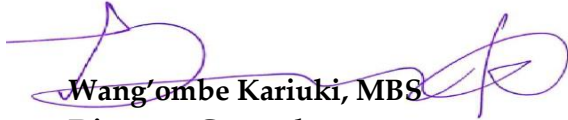
A complete application shall include:

- a) Application letter;
- b) Detailed CV;
- 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.

Applications close on **4th July, 2022 at 1700hrs**. The Authority will only consider applications containing all the required attachments.

The Competition Authority of Kenya "is an ALL-inclusive Employer"

Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted.


Wang'ombe Kariuki, MBS
Director- General