



Free Pentecostal Fellowship in Kenya,

HEAD OFFICE

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Tuesday, April 29, 2025,

RE-ADVERTISEMENT

Free Pentecostal Fellowship in Kenya (FPFK) Headquarters is seeking to recruit an experienced, dedicated and highly talented Manager for **KESWICK BOOKS & GIFTS LIMITED**.

JOB SUMMARY

Leads, directs, develops and manages the implementation of all aspects of the operations of Keswick Books & Gifts Limited through effective supervision of its operations, human resource, finance, facilities and provision of logistical support. Represent the organization to the church fraternity, business community and other stakeholders.

I. RESPONSIBILITIES

R1. Strategic Management

- T.1 Spearheads the development and implementation of Keswick's strategic/business plan
- T.2 Develops annual operational plans, management plans and budgets to ensure that they are all in accordance with organizations missions, goals and standards.
- T.3 Leads and guides staff developing new business proposals, reviews and approves all proposals, reports and assessments before submitting them to the Board of Directors
- T.4 Provides overall guidance and support to management and other staff on the day-to-day operations of the organization

R2. Business Development and Management

- T.1 Ensures that all financial and non-financial resources of the organization are effectively and efficiently managed by maintaining financial controls, prudent procedures, adequate records and accountability standards that meet requirements of the board and regulatory/statutory authorities;
- T.2 Interprets and implements government policies that affect the business of Keswick,
- T.3 Provides adequate management information for effective management of Keswick at all times

R3. Relationship Management

T.1 Develops and Maintains productive relationships with business community, government, the leadership of FPFK Church, and any other stakeholders.

T.2 Represents the organization in meetings relevant to the business and interests of Keswick.

T.3 Maintains good public relations, networking and collaboration with other like-minded organization

R4.Human Resource Management

T.1 Directs, manages, and develops staff including, recruiting, orientation, training, counselling and performance appraisals

T.2 Acts as the link between staff and the board and keeps the staff informed of relevant board decisions and any developments affecting the organization

T.3 Advises the Board on staff grievances and disciplinary issues

R5.Governance and Management

T.1 Presents operational reports to the Board at each of its ordinary meetings

T.2 Prepares and files annual reports as per statutory regulations and requirements

T.3 As the secretary to the Board, is responsible for providing secretariate services to regular and extra –ordinary Board and Annual General Meetings, recording minutes and ensuring safe custody of Keswick’s official records

T.4 Ensures timely and accurate financial accounting and reporting, and provides adequate management information at all times. This includes information for the Board and statutory bodies

R6.Other Duties and Responsibilities

T.1 Performs any other duties and responsibilities which may be assigned by the Board from time to time

II. KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and abilities may be required through a combination of formal schooling, self-education and prior experience or on the-job-training)

a) Level of Education;

At least a Degree in business or other related disciplines;

b) Specialized Training /professional Qualification

- Knowledge of business management particularly sales & marketing
- Should hold a professional qualification such as CPA, ACCA, CFA, CA or CIMA

- Computer skills
- c) Experience of serving in senior administrative capacity in related industry for not less than 3 years
- d) **Other Competencies**
 - Strong leadership skills
 - Strong public relations/interpersonal/intercultural orientation skills; with ability to build relationships with business community, senior government officials and leaders within the church and all levels
 - Strong communication, negotiation and administrative skills
 - Must be born again Christian who subscribes to principles of integrity, honesty no corruption
 - Must be team player; with ability to work without supervision
 - Must have self-drive; strong analytical skills

Interested applicants who meet the above requirements should send their applications including CV's, with copies of original academic certificates and three (3) testimonials (academic,work related such as former supervisor and associate pastor) addressed to:

THE GENERAL SECRETARY
Free Pentecostal Fellowship in Kenya
P.O. Box 47469 00100
NAIROBI

Not later than 21st May 2025 through info@fpfk.or.ke or by delivery to our Headoffice in Kindaruma Road.

FOR; FPFK HEADQUARTERS