

DUTIES FOR PCK DEPARTMENTS

GENERAL MANAGER – MAIL SERVICES (Grade 2)

-) To oversee the overall Management and Control of Mails and Courier business and ensure the department is run professionally and profitably.

GENERAL MANAGER - OPERATIONS & CUSTOMER SERVICE (Grade MG2)

-) Provide effective Planning, Directing and coordination of operations in business services with a view of improving performance, productivity, efficiency and profitability through the implementation of effective methods and strategies.

GENERAL MANAGER –COURIER SERVICES (Grade MG2)

-) Responsible for strategically driving Courier Operations, ensuring profitable business development against the set annual operating budget, and adopting best market practices.

GENERAL MANAGER – PAYMENT SERVICES (Grade MG 2)

-) Ensure provision of inputs for monitoring the interpretation of productivity and quality standards in customer delivery processes for financial services in all postal outlets.

ASSISTANT GENERAL MANAGER – ICT (Grade MG3)

-) Responsible for formulating, developing and implementing effective ICT strategy, management policies and procedures, administering day-to-day operations and coordinating all departmental activities to obtain optimum ICT value.

GENERAL MANAGER – HR & ADMIN (Grade MG 2)

-)] Provide guidance on overall human resources management and administrative policies and strategies in order to support smooth running of the Corporation's operations. The position ensures that the Corporation has adequate human capital to undertake the various activities.

GENERAL MANAGER – FINANCE (Grade MG 2)

-)] Oversee control over various business risks in reporting, information recording, expenditure, cash flow management, treasury management, financial discipline and strategic planning.

GENERAL MANAGER – LEGAL SERVICES / CS (Grade MG 2)

-)] Provide secretarial and legal services to Postal Corporation of Kenya.

ASSISTANT GENERAL MANAGER – SECURITY & COMPLIANCE (Grade MG 3)

-)] Monitor and audit investigations to come up with appropriate risk mitigation responses.

GENERAL MANAGER – BUSINESS DEV & STRATEGY (MG Grade 2)

-)] Spearhead formulation of strategic corporate business plans (short, medium and long term).

AGM – AUDIT & RISK MANAGEMENT (Grade MG3)

-)] To give assurance that rules, procedures and regulations are being complied with in a manner consistent with the Corporation's objectives and policies.

MANAGER – SUPPLY CHAIN (Grade MG 4)

-)] Manage and co-ordinate the procurement function to ensure effective delivery of goods, services and work according to the Public Procurement and Disposal Act 2005 and the Public Procurement and Disposal Regulations 2006.

MANAGER - CORPORATE COMMUNICATIONS AND PUBLIC AFFAIRS (Grade MG 4)

-) Execute the PCK strategic communication plan to achieve corporate goods and objective.

POSTMASTER-GENERAL (Grade MG 1)

-) Provide strategic leadership in the management of PCK affairs in order to achieve its set goals and objectives.